



**TENDERING
PROCEDURES**

**T1.1 TENDER NOTICE and INVITATION TO
TENDER**

□ **Tender Reference No.: BVI/QM/43/2024-25**

• **Tender Title: A TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR REGULATORY AFFAIRS UNIT AT BOTSWANA VACCINE INSTITUTE LIMITED FOR A PERIOD OF FIVE (5) YEARS**

• Sealed Tender offers are invited for the provision of consultancy services for the establishment of Regulatory Affairs Unit for a period of five (5) years

• The Procuring Entity is Botswana Vaccine Institute Limited.

• Procurement Method is: **Open International Bidding**

• Tenderers who are domiciled in Botswana must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories:

• **CODE: 317 Other Consultancy Services**

• **Sub-code: 01 Management Consultancy Services**

• Preference margins will be applied to qualifying bidders in line with the prescribed Preference Scheme

• Economic Diversification Drive (EDD) or

• Local Procurement Scheme (LPS)

(Only one will apply which benefits the Citizen more).

• Tender documents will be obtained from Botswana Vaccine Institute Limited Tender Portal on www.bvi-tenders.co.bw or via email to the bidder on presentation of proof of payment

• Documents will be sent during working hours between 07:30AM and 16:00PM

• When making payment, include as reference bidding Company Name and Tender reference number. Also, include in the proof of payment submission the name of contact person and contact number as well as the tender title.

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- NB: Communication with the bidder will be through the email used to submit proof of payment. A non-refundable deposit of **P 250.00** payable by EFT or Bank Deposit made out in favor of the Botswana Vaccine Institute and is required on collection of the tender documents.
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- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than 5 days before the tender closing date to email: procurement@bvi.co.bw, Contacts: +267 3986729 or +267 3986745
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- The closing date and time for receipt of sealed tender offers is **10:00 hours on 17th March 2025**
 - Late tender offers will not be accepted.
 - Bid Submission Method is One (1) Envelope System in which a tenderer's financial and technical offers are submitted together in one sealed envelope. Bidders are to submit one (1) original tender document marked "ORIGINAL" and 3 duplicate copies of the original document marked "COPY" in one sealed envelope clearly marked as follows

"Tender Reference No. BVI/HCC/43/2024-25 "A Tender for provision of consultancy services for Regulatory affairs at Botswana Vaccine Institute limited for a period of five (5) years" and shall be delivered to Botswana Vaccine, lot 6385/90, Lejara Road, Broadhurst, Gaborone.
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- The name and address of the bidder should be clearly marked on the envelope.
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- The tender is not open to State Owned Entities/Parastatals or any such entities wherein the Government has a stake/shareholding in any bids from such entities shall not be accepted.
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- The Lead consultant/firm will be based at BVI Head Office for the contracting period of five (5) years.

The Public Procurement Regulatory Authority Standardized Conditions of Tender for Services shall apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.

{Notwithstanding anything in the foregoing, the Botswana Vaccine Institute Limited is not bound to accept the lowest or any tender offer.}