

BOTSWANA  
INSTITUTE

VACCINE

TENDERING PROCEDURES

T1.1 TENDER NOTICE and  
INVITATION TO TENDER

- **Tender Reference No. BVI/WAR/45/2024-25**
- **Tender Title. INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF DIESEL FUEL 50PPM AT THE BOTSWANA VACCINE INSTITUTE LIMITED FOR A PERIOD OF TWELVE (12) MONTHS**
- Sealed Tender offers are invited for the procurement of supply and delivery of Diesel fuel 50ppm at the Botswana Vaccine Institute Limited for a period of twelve (12) months
- The Procuring Entity is: Botswana Vaccine Institute Limited
- Procurement Method is: Open Domestic 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: 214- petroleum products**
  - **Sub code(s): 01 – fuel**
- The tender is reserved for citizens or citizen contractors as stated under Section 76 (2) of the Public Procurement Act.
- 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](http://www.bvi-tenders.co.bw) or sent via emailed to the bidder upon presentation of proof of payment and confirmation of receipt of funds.
- Documents will be sent during working hours between 08:00AM and 16:00PM
- A non-refundable deposit of BWP250.00 payable by EFT or Bank deposit made out in favour of the Botswana Vaccine Institute bank account stated in the tender document and is required on collection of the tender documents. Youth owned companies shall pay half of the tender price, and proof required for verification is required upon collection.
- Banking Details are as follows:
  - **Account Name:** BVI Limited **Bank Name:** ABSA Bank Botswana
  - **Account Number:** 3072742 **Branch Name:** Barclays House, Branch Code: 290267
- Proof of payment should be emailed to email: [procurement@bvi.co.bw](mailto:procurement@bvi.co.bw)
- **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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- Tender documents will be obtained from Botswana Vaccine Institute Limited Tender Portal on [www.bvi-tenders.co.bw](http://www.bvi-tenders.co.bw) or sent via email upon receipt of funds.
  - **NB:** Communication with the bidder will be through the email used to submit proof of payment
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- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than 05 days before the tender closing date to Mr Tefo Motsumi, Tel No: +267 3986729 Email address : [procurement@bvi.co.bw](mailto:procurement@bvi.co.bw)
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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 closing date and time for receipt of sealed tender offers is **26 February 2025 at 1000hrs**
  - Late tender offers will not be accepted.
  - The Bid Submission Method is: **One (1) Envelope Submission Method** in which a tenderer's financial and technical offers are submitted together in one sealed envelope.
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- Submit one (1) original tender document marked "**ORIGINAL**" and 3 duplicate copies of the original document marked "**COPY**" in one sealed envelope clearly marked:  
**"INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF DIESEL FUEL 50PPM AT THE BOTSWANA VACCINE INSTITUTE LIMITED FOR A PERIOD OF TWELVE (12) MONTHS** shall be delivered to Botswana Vaccine Institute, Procurement Office
  - The name and address of the bidder should be clearly marked on the envelope.
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**The Public Procurement Regulatory Authority Standardised Conditions of Tender for Supplies shall apply to this procurement, for which all the applicable Tender Data is contained in the tender document.**

{Notwithstanding anything in the foregoing, the **procuring entity** or Government of Botswana is not bound to accept the lowest or any tender offer.}