

• **Tender Reference No. BVI/ICT/50/2024-25**

• **Tender Title. A tender for provision of managed printing services, equipment lease, maintenance and support to Botswana Vaccine Institute Limited for thirty-six (36) months**

• Sealed Tender offers are invited for the provision of managed printing services, equipment lease, maintenance and support to Botswana Vaccine Institute Limited for 36 months

• The Procuring Entity is Botswana Vaccine Institute Limited (BVI)- ICT DEPARTMENT

• 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: **PPRA Code: 115 – Office equipment maintenance**

Sub code: 01 – Office equipment and accessories

And

PPRA Code: 131 – Rental services

Sub code: Machinery and equipment other than for transport and real estate

• 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 (*EDD*)

• The closing date and time for receipt of sealed tender offers is **10:00** hours on **25th March 2025**. Late tender offers will not be accepted.

• A non-refundable deposit of P250.00 amount payable by EFT or Bank Deposit is required before collection of the tender documents. Youth owned companies shall pay half of the tender price, proof required for verification. Banking details for depositing funds are as follows:

Bank: Access Bank
name: Corporate

Account type: Current
Account Number: 1002533640701

Branch code: 552067 **Branch**

• Proof of payment should be emailed to email: 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

• Tender documents will be emailed to bidders on presentation of proof of payment

• **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 five (05) days before the tender closing date to Mr. Tefo Motsumi, Tel +267 3986729 or email: procurement@bvi.co.bw

The Bid Submission Method is: **One Envelope Submission** Method in which the sealed original and all the sealed copies of the **Technical Offer** are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the **Financial Offer** are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.

- “**Tender Reference No. BVI/ICT/50/2024-25 - A tender for provision of managed printing services, equipment lease, maintenance and support to Botswana Vaccine Institute**” shall be delivered to Botswana Vaccine Institute Situated at Plot 6385/90, Lejara Road, Broadhurst, Gaborone,
- Procurement Department Gaborone Foyer in a designated tender box.

The name and address of the bidder should be clearly marked on the envelope.

The Botswana Vaccine Institute 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 is not bound to accept the lowest or any tender offer.