



**TENDERING
PROCEDURES**

T1.1 TENDER NOTICE AND INVITATION TO TENDER

- **Tender Reference No.: BVI/HCC/42/2024-25**
- **Tender Title: A TENDER FOR PROVISION OF LUNCHEON SERVICES (CANTEEN SERVICES) TO BOTSWANA VACCINE INSTITUTE LIMITED (BVI) STAFF FOR A PERIOD OF TWO (2) YEAR**
- Sealed Tender offers are invited for the provision of luncheon services (canteen services) to Botswana vaccine institute limited (BVI) staff for a period of two (2) years.
- 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: 101 Hotel and catering (restaurant) services
Sub-code: 03 Canteen and catering services
- 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 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
- A non-refundable deposit of P250.00 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.
- 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. The banking details for depositing the funds are as follows:

Bank: Access Bank
name: Corporate

Account type: Current

Branch code: 552067

Branch

Account Number: 1002533640701

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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 P250.00 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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- Compulsory site visit is on the **14th March 2025 @1500hrs**
Venue: Botswana Vaccine Institute Limited, plot 6385/90 Lejara Road. Broadhurst industrial Gaborone

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- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than **five (5) days** before the tender closing date to Email: procurement@bvi.co.bw , Contacts: +267 3986745 or +267 3986756

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- The closing date and time for receipt of sealed tender offers is 10:00hrs hours on **24th March 2025 at 10:00am**

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- 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 **three (3) duplicate copies** of the original document marked "COPY" in one sealed envelope clearly marked as follows

"Tender Reference No. BVI/HCC/42/2024 "A TENDER FOR PROVISION OF LUNCHEON SERVICES (CANTEEN SERVICES) TO BOTSWANA VACCINE INSTITUTE LIMITED (BVI) STAFF FOR A PERIOD OF TWO (2) YEARS" and shall be delivered to Botswana Vaccine, lot 6485/90, 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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