

- **Tender Reference No. BVI/HCC/18/2025-26**
- **Tender Title. A TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW AND REALIGNMENT OF CURRENT BOTSWANA VACCINE INSTITUTE LIMITED ORGANISATIONAL STRUCTURE**
- Sealed Tender offers are invited for consultancy services for the review and realignment of Botswana Vaccine Institute Limited Organizational Structure
- 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: **PPRA Code: 315 – Human Resource Services**
Sub code: 01 - Organization design and change management and 02 – Job evaluation, compensation and reward management
- 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 **13/08/2025**. Late tender offers will not be accepted.
- A non-refundable deposit of P250.00 amount payable by EFT or Bank Deposit is required before the tender documents are emailed to the bidders. 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
- Tender documents will be emailed to the bidders **on presentation of proof of payment**
- **NB:** Communication with the bidder will be through the email used to submit proof of payment
- 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: Physical Submission, **one envelope submission method** in which a tender document containing the financial and technical offer of a bidder is submitted

together in one sealed envelope or packaging

- One (1) original tender document marked ORIGINAL and 4 duplicate copies of the original Document marked copy in one sealed envelope clearly marked
- **“Tender Reference No. BVI/HCC/18/2025-26 – A tender for the provision of consultancy services for the Review and Realignment of current Botswana Vaccine Institute Limited Organizational Structure** 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.}