



## TENDERING PROCEDURES

## T1.1 TENDER NOTICE and INVITATION TO TENDER

- **Tender Reference Number: BVI/ENG/06/2025 - 26**

---

**Tender Title: A WORKS CONTRACT FOR THE DECOMMISSIONING OF 1000KG/H BOILER AND INCINERATOR**

---

- Sealed Tender offers are invited from 100% citizen owned companies for **A WORKS CONTRACT FOR THE DECOMMISSIONING OF 1000KG/H AND INCINERATOR**
- The works contract will include the following:
  - (i) Carefully shut the steam valves and decommission the 1000kg/h boiler, its 250mm diameter stack on the boiler and safely take the pieces down.
  - (ii) Disconnect all associated services, electrical cables, control panel, pump, pipes for water, fuel, and steam.
  - (iii) Carefully dismantle the incinerator and carefully take out all associated materials out of the plantroom.
  - (iv) Clear space and rig the boiler shell and incinerator out of the boiler plantroom.

- 
- The Procuring Entity: Botswana Vaccine Instituted Limited
- 

- Procurement Method is: O p e n Domestic Bidding
- 

- A non-refundable deposit of P 250.00 payable by EFT or Bank Deposit to the below listed banking details is required before tender document is sent to the bidder by email. Youth owned companies shall pay half of the tender price, proof required for verification.

**Bank:** Access Bank  
**name:** Corporate

**Account type:** Current

**Branch code:** 552067 **Branch**

**Account Number:** 1002533640701

- 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
  - NB: Communication with the bidder will be through the email used to submit proof of payment for the non-refundable deposit of P250.00 payable by EFT or Bank Deposit made out in favour of the Botswana Vaccine Institute
  - Bidders must follow up with Botswana Vaccine Institute if they have not received the tender document within 24hrs after sending proof of payment. Botswana Vaccine Institute will not be held liable in the event the bidder did not receive the ITT document.
- 
- Citizen owned contractors should be registered with Public Procurement Regulatory Authority, **PPRA Code 08: Mechanical Engineering Works, Sub code 08 steam and boiler systems, Grade B**
- 
- Queries or Clarification relating to the issuance of these documents may be addressed in writing not later than 05 working 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)
  - A compulsory pre-tender clarification site meeting (site visit) with representatives of the
-

---

Procuring Entity will take place at Botswana Vaccine Institute, Plot 6385/90, Lejara road, Broadhurst, Gaborone, Botswana on the 08/08/2025 @1000HRS.

---

- The closing time for receipt of tender offers is **10:00 hours on 14/08/2025** Late, faxed, post mailed, and telephonic tender offers will **not** be accepted
  - Bids shall be opened immediately after closure on the same day at the address mentioned above
  - The tender Evaluation will follow: Least Cost Method of Evaluation-works
  - The Bid Submission Method is: **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. *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: BVI/ENG/15/2025-26 A WORKS CONTRACT FOR THE DECOMMISSIONING OF 1000KG/H BOILER AND INCINERATOR.*
- 

Tender documents are to be delivered to Botswana Vaccine Institute, plot 6385/90 Lejara road, Broadhurst Industrial, Procurement foyer clearly marked as follows

**A WORKS CONTRACT FOR THE DECOMMISSIONING OF THE 1000KG/H BOILER AND INCINERATOR.**

---

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

Notwithstanding anything in the foregoing, Botswana Vaccine Institute is not bound to accept the any tender offer or to bear any expense incurred by bidders in the preparation thereof

