

	TENDERING PROCEDURES	T 1.1 TENDER NOTICE and INVITATION TO TENDER
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Tender Reference No. BVI/CEO/09/2025-2026

- **Tender Title. CONSULTANCY SERVICES FOR THE DEVELOPMENT OF A FIVE (5) YEAR CORPORATE STRATEGIC PLAN FOR BVI**

- Sealed Tender offers are invited for the procurement of the consultancy services for the development of five (5) year corporate strategic plan for Botswana Vaccine Institute

- The Procuring Entity is: Botswana Vaccine Institute Limited

- Procurement Method is: **Open domestic bidding method**

- Tenderers who are domiciled in Botswana must, to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories:

Code: 317- **Other consultancy services**

Sub code(s): 01 – **Management Consultancy Services**

- 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 document will be sent via email to bidders during working hours between 08:00AM and 16:00PM upon receipt of proof of payment. A non-refundable deposit of P250 payable by EFT or bank deposit is required before the tender document is emailed to the bidder. Youth owned companies shall pay half the price of the tender price, proof is required for verification.
- Proof of payment should be emailed to procurement@bvi.co.bw
- When making payment include as reference the bidding company Name and tender reference. The below banking details should be used for payment:

Bank: Access bank **Account type:** Current **Branch number:** 552067 **Branch name:** Corporate **Account number:** 1002533640701

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 (5) working days before the tender closing date to Mr Tefo Motsumi, Tel No: +267 3986729 Email address: procurement@bvi.co.bw

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- Submit one (1) original tender document marked original and 4 duplicate copies of the original document marked copy in one sealed envelope clearly marked: **A TENDER FOR THE CONSULTANCY SERVICES FOR THE DEVELOPMENT OF A FIVE (5) YEAR CORPORATE STRATEGIC PLAN FOR BOTSWANA VACCINE INSTITUTE** shall be delivered to Botswana Vaccine Institute plot 6385/90 Lejara road, Broadhurst industrial Gaborone
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- The closing date and time of receipt of sealed tender offers is **03/07/2025 @1000hrs**
 - The opening date and time of sealed tender offers is **03/07/2025@1005hrs**
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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 **Botswana Vaccine Institute** is not bound to accept the lowest or any tender offer.}