

	TENDERING PROCEDURES	T1.1 TENDER NOTICE and INVITATION TO TENDER
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- **Tender Reference Number: BVI/ENG/19/2025 - 26**

Tender Title: A WORKS CONTRACT FOR THE SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF A FREEZE DRYER

- Sealed Tender offers are invited for **A WORKS CONTRACT FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF A FREEZE DRYER**
- The works contract will include the following:
 - a. Supply & Delivery
 - b. Installation
 - c. Commissioning & Testing
- The Procuring Entity: Botswana Vaccine Instituted Limited
- Procurement Method is: **Open international bidding**
- 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.
- Citizen contractors should be registered with Public procurement regulatory Authority on the following categories; code **08-mechanical Engineering work and maintenance, subcode 01 Airconditioning /refrigeration systems, grade E**
- This document will be available for distribution through email from 12/09/2025 during working hours (07:30hrs-12:30hrs and 13:30 to 16:00hrs from Botswana Vaccine Institute (BVI)situated at plot 6385/90, Leraja Road Broadhurst, Gaborone
- A non-refundable deposit of P 1 100.00 payable by EFT or Bank Deposit to the below listed banking details is required before collection of the tender documents. 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
- 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 P1 100.00 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.
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- Queries or Clarification relating to the issuance of these documents may be addressed in writing not later than 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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- The closing time for receipt of tender offers is **10:00 hours (CAT)** on **13/10/2025** Late, faxed, post mailed, emailed, and telephonic tender offers will **not** be accepted
 - Bids shall be opened immediately after closure on the same day at the address mentioned above
 - Late tender offers will not be accepted.
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- The tender Evaluation will follow: Quality and Cost Method of Evaluation.

The Bid Submission Method is: Two envelope system in which the technical offers are submitted separately from the financial offers in a sealed envelope or packaging

- There shall be a compulsory site visit on **25/09/2025 @ 1000HRS (CAT)**

Venue: Botswana Vaccine Institute Limited, Plot 6385/90 Lejara Road, Broadhurst Industrial Site, Gaborone, South-East District (Botswana)

The following Personal Protective Equipment (PPE) will be **COMPULSORY**:

- Steel toe safety shoes/ boots
- Work wear (industrial clothing, such as, overalls, jeans, etc.)
- Hard hat / bump cap

BVI will not incur site visit cost from the bidder.

- Failure to wear PPE would lead to the bidder not to be allowed to attend the site visit and their bid will not be considered.

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- Sealed tender offers of the technical and financial offers should be delivered to Botswana Vaccine Institute, plot 6385/90, Lejara road Broadhurst industrial Gaborone with the subject of the tender on the envelope indicated as below

• **A WORKS CONTRACT FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF A FREEZE DRYER**

- The name of the bidder should be indicated on the reverse side of the envelope
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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

