

- **Tender Reference No. BVI/IAR/27/2025-26**
 - **Tender Title. A Tender for Provision of ERM consultancy services to Botswana Vaccine Institute Limited**
 - Sealed Tender offers are invited for provision of ERM consultancy services to Botswana Vaccine Institute Limited,
 - The Procuring Entity is Botswana Vaccine Institute Limited (BVI)- INTERNAL AUDIT AND RISK DEPARTMENT
 - 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:317 Other Consultancy Services**
Sub code(s): 01 Management Consultancy 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 (*EDD*)
 - The closing date and time for receipt of sealed tender offers is **10:00 hours** on **14/11/2025**. Late tender offers will not be accepted.
 - A non-refundable deposit of P250.00 amount payable by EFT or Bank Deposit is required before collection of the tender documents. Youth owned companies shall pay half of the tender price, proof required for verification.
- Bank: Access Bank Account type: **Current** Branch code: **552067** Branch name: **Corporate**
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
 - Tender documents will be obtained from Botswana Vaccine Institute Limited **on presentation of proof of payment to procurement@bvi.co.bw**
 - **NB:** Communication with the bidder will be through the email used to submit proof of payment. Bidders who do not receive the tender document within 24 hours should make a follow up with the procurement unit.
 - 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

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- The Bid Submission Method is: **Two envelope Submission Method** in which sealed original and copies of technical offer are placed in one separate envelope whilst the original and all copies of the financial offer are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one securely sealed envelope. The technical bid should must be separated from the financial bid. Including the financials in the technical bid submission will lead to bid disqualification
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- One (1) original tender document marked ORIGINAL and 3 duplicate copies of the original Document marked copy in one sealed envelope clearly marked
- **“Tender Reference No. BVI/IAR/27/2025-26 Provision of Enterprise-Wide Risk Management (ERM) Consultancy Services to Botswana Vaccine Institute Limited”** 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