

Botswana Vaccine Institute	TENDERING PROCEDURES	T1.1 TENDER NOTICE and INVITATION TO TENDER
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• **Tender Reference No. BVI/SHEB/20/2025-2026**

- **Tender Title: A tender for provision of security services for Botswana Vaccine Institute for a period of thirty-six (36) months**

- Sealed Tender offers are invited for the provision of physical guard security services for Botswana Vaccine Institute Limited for thirty-six (36) months

- The Procuring Entity is Botswana Vaccine Institute Limited (BVI)-

- 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: 100 – Security services**
Sub code: 01 – Security guard 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*) and *LPS*

- State owned entities are not permitted to bid

- A non-refundable deposit of P250.00 payable by EFT or Bank Deposit in favour of Botswana Vaccine Institute is required the tender documents are sent by email to the prospective 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

- NB: Communication with the bidder will be through the email used to submit proof of payment.
- Bidders to use the below banking details to deposit the funds

Bank: Access Bank

Account type: Current

Branch code: 552067

- **Branch name:** Corporate

Account Number: 1002533640701

- 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 closing date and time for receipt of sealed tender offers is 10:00 hours on **12/11/2025**. Late tender offers will not be accepted.
 - The compulsory site visit will be held on **30 October 2025** at the following sites;
Venue: Botswana Vaccine Institute, Lejara road Broadhurst industrial plot 6385/90, Gaborone at **0900hrs**
BVI Broadhurst Ranch at **1100hrs**
N.B: failure to attend the compulsory site visits will lead to disqualification.
 - The Bid Submission Method is: Physical Submission (A one envelope procedure will be followed where the financial and technical proposals shall be enclosed in a single envelope).
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- One (01) original tender document marked ORIGINAL and Three (03) duplicate copies of the original Document marked copy in one sealed envelope clearly marked
- **Tender Reference No. BVI/SHEB/20/2025-2026 - A tender for provision of security services for Botswana Vaccine Institute Limited for thirty-six (36) months** 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