



## TENDERING PROCEDURES

### T1.1 TENDER NOTICE and INVITATION TO TENDER

- **Tender Reference No. BVI/HCC/37/2025-26**
- **Tender Title. A TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR THE ALIGNMENT OF BOTSWANA VACCINE INSTITUTE LIMITED ORGANISATIONAL STRUCTURE**
- Sealed Tender offers are invited for consultancy services for the alignment of Botswana Vaccine Institute Limited Organizational Structure
- The Procuring Entity is **Botswana Vaccine Institute Limited**
- 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: 315 – Human Resource Services**  
**Sub code: 01 - Organization Design and Change Management**  
**and**  
**02 – Job Evaluation, Compensation and Reward Management**
- The tender is reserved for 100% 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  
Economic Diversification Drive (EDD) or  
Local Procurement Scheme (LPS)  
*(Only one will apply which benefits the Citizen more).*
- Documents will be emailed to bidders during working hours between 0730hrs and 1600hrs
- A non-refundable deposit of P250.00 amount payable by EFT or Bank Deposit is required before the tender documents are emailed to the 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](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.

Tender documents will be emailed to the bidders **on presentation of proof of payment**

**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 (5) days before the tender closing date to Mr. Tefo Motsumi, Tel +267 3986729 or email: [procurement@bvi.co.bw](mailto:procurement@bvi.co.bw)
- Site visit is **NOT** required
- The closing date and time for receipt of sealed tender offers is 10:00 hours on 26/01/2026.
- Late tender offers will **NOT** be accepted.
- The Bid Submission Method is: Physical Submission, **Two envelope Submission Method** in which sealed original and all the sealed copies of the **technical offer** are placed in one separate sealed envelope whilst the sealed original and all the copies of the **financial offer** are enclosed in another separated sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.  
The financial bid should be separated from the technical bid. *Failure to do so will lead to disqualification.*
- One (1) original tender document marked ORIGINAL for both technical offer and financial offers and 3 duplicate copies of the original Documents marked copy in one sealed envelope clearly marked  
“Tender Reference No. BVI/HCC/37/2025-26 – A tender for the provision of consultancy services for the Alignment of Botswana Vaccine Institute Limited Organizational Structure  
*shall be delivered to*  
Botswana Vaccine Institute Situated at Plot 6385/90, Lejara Road, Broadhurst, Gaborone,  
Procurement Department Foyer in a designated Tender Box.

The name and address of the bidder should be clearly marked on the envelope.

The Public Procurement Regulatory Authority 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.}



Andrew Madeswi  
Chief Executive Officer

