



TENDERING
PROCEDURES

T 1.1 TENDER NOTICE and
INVITATION TO TENDER

Tender Reference No. BVI/ENG/35/2025-2026

- Tender Title **INVITATION TO TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION & COMMISSIONING OF VACCINE & ANTIGEN BANK FREEZERS, WAREHOUSE FREEZER, DIAGNOSTICS FREEZER & FRIDGES, VETERINARY FRIDGE AND COLD ROOM AT BOTSWANA VACCINE INSTITUTE LIMITED**
- Sealed Tender offers are invited for the procurement of supply, delivery, installation & commissioning of vaccine & antigen bank freezers, warehouse freezer, Diagnostics freezer & fridges, Veterinary fridge and cold room at Botswana Vaccine Institute Limited
- The Procuring Entity is: **Botswana Vaccine Institute**
- Procurement Method is: **Open International bidding method**
- 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: 203 – Electrical, Electronic, Mechanical and ICT supplies

Sub code: 03 – Mechanical Equipment, Machines, Spares and Accessories

(Subject to online verification)

Foreign companies should be in possession of documentation defining the constitution or legal status, place of registration and principal place of business

- 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

Documents will be sent by email during working hours between 0730hrs and 1600hrs

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- 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
 - Site visit is **NOT** required
 - The closing date and time for receipt of sealed tender offers is **20/02/2026 at 10:00hrs**
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Late tender offers will **NOT** be accepted.

- 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 (1) 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/ENG/35/2025-2026: TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION & COMMISSIONING OF VACCINE & ANTIGEN BANK FREEZERS, WAREHOUSE FREEZER, DIAGNOSTICS FREEZER & FRIDGES, VETERINARY FRIDGE AND COLD ROOM AT BOTSWANA VACCINE INSTITUTE LIMITED**

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 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 Limited is not bound to accept the lowest or any tender offer.}



**Andrew Madeswi
Chief Executive Officer
Botswana Vaccine Institute**