



**TENDERING
PROCEDURES**

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

- **Tender Reference Number: BVI/ENG/05/2026 - 27**

Tender Title: A WORKS CONTRACT FOR BVI S7-300 PLC SYSTEM UPGRADE TO A CENTRALIZED SCADA

- Sealed Tender offers are invited for **A WORKS CONTRACT FOR BVI S7-300 PLC SYSTEM UPGRADE TO A CENTRALIZED SCADA AT BOTSWANA VACCINE INSTITUTE**
- The works contract will include the following:
 - Supply, delivery, installation, and commissioning of all listed equipment and systems.
 - Integration with existing plant systems and utilities as required.
 - All associated cabling, connectors, and accessories to ensure full operability.
 - Testing, FAT/SAT, validation, and documentation in accordance with GMP standards.
 - Provision of training, manuals, and as-built drawings for handover.

- The Procuring Entity: **Botswana Vaccine Instituted Limited**

- Procurement Method is: **Open international Bidding**

- Tenderers who are domiciled in Botswana must to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following (PPRA) in the following categories:

**Code 02 Electrical Engineering Works and Maintenance
Sub Code 04 – Automated Machinery and Control Systems Grade E**

- A non-refundable deposit of **P 1 100.00** payable by EFT or bank deposit in favor of Botswana Vaccine Institute is required before the tender document can be sent to the bidder via email. The documents will be available effect from **12 June 2026**
- Proof of payment should be emailed to procurement@bvi.co.bw
- When making payment, bidding company name and tender reference number should be included as reference. In the proof of payment submission, the name of the contact person and contact number as well as the tender title should be included.
- Communication with the bidder will be through the email used to submit proof of payment
- Bidders are to use the below banking details to deposit the funds

Bank: Access Bank **Account type:** Current Branch: 552067 **Branch name:** Corporate

Account number: 1002533640701 **Swift code:** FMBZBWGA

- Queries or Clarification 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
- A compulsory site visit with representatives of the Procuring Entity will take place at Botswana Vaccine Institute, Plot 6385/90, Lejara road, Broadhurst, Gaborone, Botswana on the **30 June 2026 @ 1000HRS (CAT)**
- The following Personal Protective Equipment (PPE) will be **COMPULSORY** during the site visit:

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

NB: Failure to wear the appropriate PPE will lead to bidders not being allowed to be part of the site visit

- The closing date and time for receipt of tender offers is on **13 July 2026 at 10:00 hours**
- Late, faxed, post mailed, and telephonic tender offers will **NOT** be accepted
- The tender Evaluation will follow: **Quality and Cost Method of Evaluation-works**
- The Bid Submission Method is: **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.

- Submit one (1) original tender document marked original and 2 duplicate copies of the original document marked copy in one sealed envelope clearly marked:
“**BVI/ENG/05/2026-27 A WORKS CONTRACT FOR BVI S7-300 PLC SYSTEM UPGRADE TO A CENTRALIZED SCADA AT BOTSWANA VACCINE INSTITIUTE**” Shall be delivered to Botswana Vaccine Institute plot 6385/90 Lejara road, Broadhurst industrial Gaborone
 - The name and address of the bidder should be clearly marked on the envelope
 - Tender documents are to be delivered to: **Botswana Vaccine Institute, Plot 6385/90 Lejara Road Broadhurst industrial Gaborone.**
Procurement foyer, in a designated tender box.
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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