



TENDERING PROCEDURES

T 1.1 TENDER NOTICE and INVITATION TO TENDER

Tender Reference No. BVI/WAR/17/2026-2027

- **Tender Title. INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF DIESEL FUEL 50PPM AT THE BOTSWANA VACCINE INSTITUTE LIMITED FOR A PERIOD OF THREE (3) YEARS**

- Sealed Tender offers are invited for the procurement of supply and delivery of Diesel fuel 50ppm at the Botswana Vaccine Institute Limited for a period of three (3) Years

- 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:

Code: 214- **petroleum products**

Sub code(s): **01 – fuel**

- 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

Economic Diversification Drive (EDD) or
Local Procurement Scheme (LPS)
(Only one will apply which benefits the Citizen more).

- Tender documents will be sent via email to the bidder upon presentation of proof of payment and confirmation of receipt of funds.
- Documents will be sent during working hours between 08:00AM and 16:00PM from 07 August 2026
- A non-refundable deposit of BWP250.00 payable by EFT or Bank deposit made out in favour of the Botswana Vaccine Institute bank account stated below in the tender document and is required before a tender document can be sent to the bidder. Youth owned companies shall pay half of the tender price, and proof required for verification is required upon collection.

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
- NB: Communication with the bidder will be through the email used to submit proof of payment for the non-refundable deposit of P250.00 payable by EFT or Bank Deposit made out in favour of the Botswana Vaccine Institute

Bidders must follow up with Botswana Vaccine Institute if they have not received the tender document within 24hrs after sending proof of payment. Botswana Vaccine Institute will not be held liable in the event the bidder did not receive the ITT document.

- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than three (3) working days before the tender closing date to Mr Tefo Motsumi, Tel No: +267 3986729 Email address: procurement@bvi.co.bw
 - The tender is not open to State Owned Entities/Parastatals or any such entities wherein the Government has a stake/shareholding in any bids from such entities shall not be accepted.
 - The closing date and time for receipt of sealed tender offers is 21 August 2026 at **1000hrs**
 - Late tender offers will not be accepted.
 - The Bid Submission Method is: **One (1) Envelope Submission Method** in which a tenderer's financial and technical offers are submitted together in one sealed envelope.
 - There is a compulsory site visit on 14 August 2026 @1000hrs. Failure to attend the site visit on the said date and time will lead to disqualification.
 - The following Personal Protective Equipment (PPE) will be **COMPULSORY** during the site visit:
 - Steel toe safety shoes/ boots
 - Work wear (industrial clothing, such as, overalls/ worksuit, jeans, etc.)
 - Hard hat/bump cap

Failure to wear the appropriate PPE will lead to bidders not being allowed to be part of the site visit
 - Submit one (1) original tender document marked "**ORIGINAL**" and 2 duplicate copies of the original document marked "**COPY**" in one sealed envelope clearly marked:
"INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF DIESEL FUEL 50PPM AT THE BOTSWANA VACCINE INSTITUTE LIMITED FOR A PERIOD OF THREE (3) YEARS shall be delivered to Botswana Vaccine Institute, Procurement Office, Plot 6385/90, Lejara Road, Broadhurst Industrial. Gaborone
 - The name and address of the bidder should be clearly marked on the envelope.
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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, Botswana Vaccine Institute is not bound to accept the lowest or any tender offer.}