



TENDERING PROCEDURES

T 1.1 TENDER NOTICE and INVITATION TO TENDER

Tender Reference No. BVI/ICT/28/2026-27

- Tender Title. **SUPPLY AND DELIVERY OF LAPTOPS AND ACCESSORIES FOR BOTSWANA VACCINE INSTITUTE**
- Sealed Tender offers are invited for the procurement of **supply and delivery of laptops for Botswana Vaccine Institute**
- The Procuring Entity is: **Botswana Vaccine Institute**
- Procurement Method is: **Open Domestic Bidding method**
- Tenderers must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following category:

Code: **203-Electrical, Electronic, Mechanical and ICT Supplies**

Sub code: **01 Electrical and Electronic equipment, Spares and Accessories (Includes ICT, photographic equipment and others)**

- 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).

- 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

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
Branch name: Corporate

Account type: Current
Account Number: 1002533640701

Branch code: 552067

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- 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 for lost or unsent emails
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- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than 5 working days before the tender closing date to the Procurement Manager, Tel No: +267 3986729 Email address: procurement@bvi.co.bw
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- Site visit is **NOT** required
 - The closing date and time for receipt of sealed tender offers is **10:00 hours on 06/10/2026.**
 - Late tender offers will **NOT** be accepted.
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- 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.
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- One (1) original tender document marked "**ORIGINAL**" and 3 duplicate copies of the original document marked "**COPY**" in one sealed envelope clearly marked:
"SUPPLY AND DELIVERY OF LAPTOPS AND ACCESSORIES FOR BOTSWANA VACCINE INSTITUTE"

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

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- BVI reserves to award the tender either in whole or in part

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