



TENDERING PROCEDURES

T1.1 TENDER NOTICE and INVITATION TO TENDER

- **Tender Reference No. BVI/ENG/01/2026-27**

Tender Title. INVITATION TO TENDER FOR A SERVICE CONTRACT FOR THE PROVISION OF CALIBRATION SERVICES AT BOTSWANA VACCINE INSTITUTE FOR A PERIOD OF THREE (3) YEARS

- Sealed tender offers are invited for then provision of calibration services to Botswana Vaccine Institute for a period of three (3) years
 - The Procuring Entity is **Botswana Vaccine Institute Limited**
 - Procurement Method is: **Open international 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: 140 Calibration services**
Sub code(s): 01 Equipment calibration
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- Preference margins will be applied to qualifying bidders in line with the prescribed Preference Scheme (*EDD and LPS*)
 - Only one preference scheme which benefits the bidder the most will be applied
 - Tender documents will be emailed to bidders
 - Documents will be emailed during working hours between 08:00hrs and 1600hrs
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- A non-refundable deposit of P 250.00 payable by EFT or Bank Deposit to the below listed banking details is required before dispatch of the tender documents through email. 100% Botswana Youth owned companies shall pay half of the tender price, proof required for verification.

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

- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than five working (05) days before the tender closing date to Mr. Tefo Motsumi, Tel +267 3986729 or email: procurement@bvi.co.bw
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There is a **compulsory** online-pre-tender meeting with the representatives of the procuring entity on the **26 October 2026 at 1000hrs**, meeting link details are:

<https://teams.microsoft.com/meet/359093911691199?p=ybcdjbyF6gTWdTd7eM>

Meeting ID: 359 093 911 691 199 Passcode: dy7B9bv2

- The closing date and time for receipt of sealed tender offers is 10:00 hours on **03 November 2026**.
- Late tender offers will not be accepted.
- The Bid Submission Method is: Physical Submission- **One (1) envelope Submission Method** in which a tenderer's financial and technical offers are submitted together in one sealed envelope

The Evaluation Method is: ***Least cost Selection- Services Evaluation Method***

- Submit One (1) original tender document marked "**ORIGINAL**" and two (2) duplicate copies of the original Document marked "**COPY**" in one sealed envelope clearly marked

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shall be delivered to

Botswana Vaccine Institute Situated at Plot 6385/90, Lejara Road, Broadhurst, Gaborone,
Procurement Department Gaborone Foyer in a designated tender box.

- The name and address of the bidder should be clearly marked on the envelope.
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The Botswana Vaccine Institute 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.}