



TENDER NOTICE and INVITATION FOR EXPRESION OF INTEREST (EOI)

For Provision of Professional Leasing Services for a Fully-Fledged Furnished and Partitioned Office Space Located in Setlhoa Pinnacle Park, Plot 75782, Gaborone.

1. Sealed Expressions of Interest are invited for the Provision of Professional Leasing Services for a Fully-Fledged Furnished and Partitioned Office Space Located in Setlhoa Pinnacle Park, Plot 75782, Gaborone for period of two (2) years.
2. The Procuring Entity is Botswana University of Agriculture and Natural Resources
3. Procurement Method is: **Expression of Interest**
4. Bidders must, in order to be considered for the award of the contract, be registered with the PublicProcurement Regulatory Authority (PPRA) in the following categories:

Code	Sub - Code	Description
131		Rental Services
	01	Accommodation (Office / Residential / Industrial / Commercial)

5. This tender is reserved for Citizen Contractors in line with Section 76 of the Public Procurement Act
6. Tenderers to purchase all their products from 100% Citizen locally based manufacturers and service providers, provided that the goods and services are locally available, competitively priced and meet tender specifications in terms of quality standard as certified or recognized by Botswana Bureau of Standards (BOBS) or other recognized certifying bodies.
7. Tender Documents will be available with effect from **01/11//2024 to 15/11/2024 at no cost**
Documents shall be emailed during working hours between 0830 hrs and 1600 hrs.
8. Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than three (3) days before the tender closing date 07/11/2024 to Manager Procurement and Supply at Tel: 3650294/385/177/384 Fax: 3928753 or Email: purchasing@buan.ac.bw
9. The closing date and time for receipt of sealed tender offers is 1100 hours on 15/11/2024 at the following physical address:
Manager, Procurement and Supply
Botswana University of Agriculture and Natural Resources Pinnacle Park,Plot No; 75782,
Unit No 3, 2nd floor Block 10,
Setlhoa
Gaborone.

Late tender offers will not be accepted.
10. The tender Evaluation will follow **Quality Based Selection Evaluation Procedure.**
11. The Bid Submission Method is: *One Envelope Submission Method in which a tenderers technical proposal is submitted in one sealed envelope.*
12. One (1) original tender document marked ORIGINAL and One (1) duplicate copy of the original document marked soft copy saved in PDF Format on a memory stick shall be placed in one sealed envelope clearly marked **"EOI 02/2024: For Provision of Professional Leasing Services for a Fully-Fledged Furnished and Partitioned Office Space Located in Setlhoa Pinnacle Park, Plot 75782, Gaborone.**
13. Shall be hand delivered to Botswana University of Agriculture and Natural Resources Pinnacle Park, Plot No; 75782, Unit No 3, 2nd floor Block 10,Setlhoa, Gaborone.

The name and address of the bidder should be clearly marked on the envelope.

