



TENDER NOTICE and INVITATION TO TENDER

1.	Tender BUAN 2/2025
2.	Tender Title: Provision of Cleaning Services at Botswana University of Agriculture and Natural Resources at BUAN Sebele main campus, MITI in Lobatse and Farm Areas for a duration of Three (3) Years.
3.	Sealed Tender offers are invited for the Provision of Cleaning Services at Botswana University of Agriculture and Natural Resources (BUAN) for a duration of three (3) Years
4.	<p>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:</p> <p>Code: 132 – Cleaning Services Sub Code 01 - Building Cleaning Services (including windows, carpets and others) AND Code 103 – Collection and Disposal of Hazardous Material Sub code 03 – Clinical Waste Collection, disposal and related services</p>
5.	The tender is reserved for Citizens or Citizen Contractors as stated under Section 76 (2) of the Public Procurement Act.
6.	<p>Preference margins stated below will be applied to qualifying bidders in line with the prescribed Preference Schemes Economic Diversification Drive initiative (EDD) -CAB 11 (A) of 2011)</p> <p>Local Procurement Scheme (LPS) shall apply to this tender – Presidential Directive – CAB19 (B) 2013</p> <p>The Tender is divided into Two Parts as follows:</p> <p>Part A – EDD and LPS will apply, and this Part is Open for All Citizens or Citizen Contractors Bidders shall only benefit from the empowerment scheme with the highest preference margin</p> <p>Part B – This Part is Reserved to all Citizens or Citizen Contractors under the marginalised groups in accordance with LPS guidelines, in the Borolong region. (Youth, Women and People Living with Disability)</p> <p>In line with guidance for application of empowerment schemes no other preference schemes shall apply in Part B.</p>
7.	<p>Tender Documents will be available with effect from 17th June 2025 to 17th July 2025 at a Non- Refundable fee of P200.00</p> <p>100% Youth Owned Companies will purchase the document at half price (P100.00)</p> <p>Purchase of tender documents shall be made through electronic fund transfer or deposit made to BUAN account (banking details below) only.</p> <p>The proof of payment must be sent to purchasing@buan.ac.bw with a request for the tender document to be sent via email. Documents shall be emailed during working hours between 0830 hours and 1600 hrs.</p> <p>BUAN Banking Details: Beneficiary Name: Botswana University of Agriculture and Natural Resources (BUAN) Account No: 0100150424100 Bank: Standard Chartered Bank Branch: Mall Branch Code: 662167 Swift Code: SCHBBWGXXXX Reference: TENDER NUMBER AND COMPANY NAME.</p>
8.	Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than 7 days before the tender closing date to: Manager Procurement and Supply at Tel: 3650294/385/177/384 Fax: 3928753 or Email: purchasing@buan.ac.bw
8.1	<p>COMPULSORY SITE VISIT</p> <p>A Compulsory Site Visit with representatives of the Procuring Entity will be held on 26th June 2025 so that bidders may familiarise themselves with the site. Any bidder who fails to attend shall not qualify to bid for the Services.</p> <p>i. BUAN Main Campus, Sebele Content Farm from 0900 hours and</p> <p>ii. MITI Lobatse campus from 1400 hours</p>
9.	<p>The closing date and time for receipt of sealed tender offers is 17th July 2025 at 1100 hours at the following physical address:</p> <p>Botswana University of Agriculture and Natural Resources Content Farm, Sebele Office No: 1 Block 304 Gaborone Manager, Procurement and Supply</p> <p>Late tender, telephonic, fax or electronic offers will not be accepted</p>
	Notwithstanding anything in the foregoing, the University is not bound to accept the lowest or any tender offer, nor incur expenses in the preparation thereof.

