

**Republic of Botswana — Tender No. MTPW/POU/DBWDM/SER/01/2024-2025**  
**Ministry of Transport and Public Works, Department of Building**  
**Works Development and Maintenance – Bonokopila**

**TENDER FOR PROVISION OF CLEANING SERVICES TO DEPARTMENT OF BUILDING WORKS  
DEVELOPMENT AND MAINTENANCE – BONOKOPILA FOR A DURATION  
OF TWENTY-FOUR (24) MONTHS**

- SEALED TENDER OFFERS from 100% citizen owned companies are invited for the provision of cleaning services to Department of Building Works Development and Maintenance – Bonokopila for a duration of twenty-four (24) months.
- The Procuring Entity is: Ministry of Transport and Public Works, Department of Building Works Development and Maintenance – Bonokopila.
- Procurement Method is: Open Domestic Bidding.
- Tenderers who are domiciled in Botswana must, in order to be considered for award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories: Code: 132 – Cleaning Services (100% citizen), Sub-Code: 01 – Building Cleaning Services (including Windows, Carpets 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 – Local Procurement Scheme of Presidential Directive CAB 19 (B) 2013 will be applied in this tender.
- Directive on the Economic Diversification Drive (EDD), Presidential Directive CAB 34 (B) 2014 will also be applied.
- The physical address for collection of Tender Documents is: Department of Building Works Development and Maintenance – Operations Office No. 07, Ground Floor, Plot No. 53957, Fairground, opposite Motor Center, Gaborone.
- Documents may be collected during working hours between 0800 hours and 1245 hours and from 1345 hours to 1530 hours effective 11th June, 2024.
- A non-refundable fee of P100.00 (One Hundred Pula only) payable in cash made out in favour of the Government of Botswana or the entity stated in the Tender Document is required on collection of the Tender Documents, paid to Accounts Office, Department of Building Works Development and Maintenance – Bonokopila House, Office No. 06, Ground Floor, Plot No. 53957, Fairgrounds, opposite Motor Center, Gaborone.
- Youth owned companies shall only pay BWP 50.00 (Fifty Pula only) as per Presidential Directive CAB 14 (B) 2015 upon provision of certified copies of *omang* for shareholders and share certificate.
- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than seven (7) days before the tender closing date to: Ms Tebogo Ntumbwa, Telephone No. 3626537, Email address: tetshekiso@gov.bw or Ms Babararo Rabasha, Telephone No. 3626530, Email address: bbrabasha@gov.bw.
- A compulsory site visit and/or pre-tender meeting with representatives of the Procuring Entity will take place at Department of Building Works Development and Maintenance – Bonokopila on 20th June, 2024, from 1000 hours to 1230 hours.
- The closing date and time for receipt of sealed tender offers is 9th July, 2024 at 1000 hours.
- Tenders will be opened at Department of Building Works Development and Maintenance – Bonokopila Conference Room at 1000 hours and record of bid opening will be published on the Ministry's Facebook Page.
- Late tender offers will not be accepted.
- The Bid Submission Method is: One (1) Envelope Submission in which a tenderer's technical and financial offers are submitted together in one sealed envelope.
- One (1) original Tender Document marked "Original" and Two (2) duplicate copies of the original document marked "Copy" in one sealed envelope clearly marked: "Tender No. MTPW/POU/DBWDM/SER/01/2024-2025 – Tender for Provision of Cleaning Services to Department of Building Works Development and Maintenance – Bonokopila for a Duration of Twenty-Four (24) Months" shall be delivered to: Operations Office, Office No. 7, Ground Floor, Plot No. 53957, Fairgrounds.
- The name and address of the bidder should be clearly marked on the envelope.

The Public Procurement Regulatory Authority's Standardised 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 Government of Botswana is not bound to accept the lowest or any tender offer.

*The Director*

