

Republic of Botswana — Tender No. MET-DCS-SERV 36/2023-2024
Department of Corporate Services, Ministry of Environment and Tourism

RE-TENDER FOR THE PROVISION FOR OFFICE SPACE TO MINISTRY OF ENVIRONMENT AND TOURISM FOR LEASING IN GABORONE FOR A PERIOD OF FIVE (5) YEARS

- SEALED TENDER OFFERS ARE INVITED for a re-tender of the provision for office space to Ministry of Environment and Tourism for leasing in Gaborone for a period of five (5) years.
- The Procuring Entity is: Department of Corporate Services, Ministry of Environment and Tourism.
- Procurement Method is: Open Domestic Bidding – reserved for 100% citizen-owned companies only.
- The Ministry reserves the right to award the tender either in full, that is, award the whole required space of 6196m² (Six Thousand One Hundred and Ninety-Six Square Metres) office space and 817m² (Eight Hundred and Seventeen Square Metres) laboratory space +/- 10% in 1-property) or in parts, that is, award the required space in different properties of Part A being 3296m² (Three Thousand Two Hundred and Ninety-Six Square Metres) +/- 10% and Part B being 2900m² (Two Thousand Nine Hundred Square Metres) office space and 817m² (Eight Hundred and Seventeen Square Metres) laboratory space +/- 10%).
- 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 category: Code: 131 – Rental Services, Sub Code: 01 – Accommodation (Office/Residential/Industrial/Commercial).
- Preference margins will be applied to qualifying bidders in line with the prescribed preference scheme: Presidential Directive Cab No. 34 (B)/2014 on the Economic Diversification Drive shall be applied in this tender.
- 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.
- The physical address for collection of Tender Documents is: Ministry of Environment and Tourism, Department of Corporate Services, Plot No. 13064, Government Enclave, Gaborone, Ground Floor, Procurement Office No. 001.
Documents may be collected from 22nd July, 2024 during working hours between 0730 hours and 1245 hours and 1345 hours to 1530 hours.
- A non-refundable fee of P250.00 (Two Hundred and Fifty Pula only) (youth pay 50%) payable in cash or by Point of Sale to the Ministry of Environment and Tourism shall be required on collection of the Tender Documents. Physical address for payment is: Ministry of Environment and Tourism, Department of Corporate Services, Block A, Accounts Office at Room No. 10, Ground Floor.
- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than five (5) working days before the tender closing date to: Victoria Mangole, Email: vmangole@gov.bw or Mr Onalenna G. Moalosi, Email: ogmoalosi@gov.bw, Telephone No. 3647900, Fax No. 3951092.
- The closing date and time for receipt of sealed tender offers is 1000 hours on 16th August, 2024. Tender opening shall be carried out on the same date at 1000 hours in the presence of bidders wishing to attend at Ministry of Environment and Tourism, Department of Corporate Services, Government Enclave, Gaborone, Parliament Annexe 3, MET Block B, Conference Room, Gaborone.
- Telephonic, facsimile or emailed tender offers shall not be accepted.
- The Evaluation Method is: Quality and Cost Based Selection.
- The Bid Submission Method is: Two Envelope Submission Method.
The tender shall be delivered at Old Ministry of Trade and Industry Building, Ministry of Environment and Tourism, Government Enclave, Annexe 3, Procurement Unit, Office No. 24, Gaborone.
- Submission of more than one bid with the same shareholdings and directorship is strictly prohibited. Companies with more than one submission will be disqualified from further evaluation as such prohibits fair competition and bid fairness.

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.

Procurement Oversight Unit

