

**Ministry of Nationality, Immigration and Gender Affairs -
DATC/MNIGA/DCNR/SAA/SER/1/2020-2023**

Sealed tender offers are invited for the provision of security guard services for 3 years (thirty-six months). The successful bidder will be expected to provide security services for the Ministry of Nationality, Immigration, and Gender Affairs facilities at Serowe, Palapye, Mahalapye, Orapa, and Letlhakane

Closing: 21 January 2021 10H00

Site Visit: Due to Covid-19 protocols, a compulsory pre-tender site meeting with representatives of the Procuring Entity will not take place

Contacts

Registration Superintendent	4630978/4631601	4631601	mdisang@gov.bw
Procurement Assistant	4630978/4631601	4631601	dmarakalala@gov.bw

Collection : The physical address for collection of Tender Documents is the Ministry of Nationality, Immigration and Gender Affairs, Serowe, next to Bus Rank, First Floor, Office No. 11 (Corporate Services Office). Documents may be collected during working hours between 08:00 and 16:00 with effect from 21st December 2020, (Monday to Thursday). Queries relating to the issuance of these documents may be addressed, in writing, to Registration Superintendent, Central, Telephone Nos. 4630978/4631601, Fax No. 4631601, Email: mdisang@gov.bw or Procurement Assistant, Email: dmarakalala@gov.bw. Queries shall be lodged fourteen (14) days before the closing date and all shall be in the form of writing and sent to P.O. Box 2151, Serowe, or hand-delivered to MNIG Offices, Serowe (next to bus rank)

Fee: A non-refundable deposit of P250.00 (Two Hundred and Fifty Pula only) payable in cash must be made out in favour of the Government of Botswana on a collection of the Tender Document. Youth companies should only pay P125.00 (One Hundred and Twenty-Five Pula only) as per Presidential Directive CAB 14 (B) 2015 upon proof of eligibility (Cheques will not be accepted)

Delivery: A Two-Envelope Procedure will be followed. The bid response shall be submitted in two separate proposals, in which the financial offer from the tender is placed in one sealed envelope marked "Financial Offer" and the technical offer is placed into a second sealed envelope marked "Technical Offer". Each offer shall comprise of one (1) original tender offer plus two (2) copies. The one (1) original must be

marked "Original" and two (2) copies marked "Copy" of each. Two envelopes for the offers should be enclosed in a sealed envelope and the envelope must be clearly labeled: "Tender No. DATC/MNIGA/DCNR/SAA/SER/1/2020-2023 - Procurement of Services for the Provision of 24-hour Human Security Guards at Ministry of Nationality, Immigration and Gender Affairs Facilities in the Central District for a period of three (3) Years (36 Months)". The tender shall be delivered to The Secretary, District Tender Committee Office, old LEA Offices, opposite Orapa Hiking Stop. The closing time for receipt of tender offers is 10:00 on 21st January 2021 and shall be opened immediately thereafter in the presence of bidders who may wish to attend at the District Tender Committee Office, old LEA Offices opposite Orapa Hiking Stop, Conference Room. Late tender offers will not be accepted

Requirements: The 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 and Asset Disposal Board in the following categories: Code: 100, Sub-Code: 01. Prescribed Reservation or Preference Schemes shall be applicable in this tender. Communication will be made through Government Gazette or MNIG website. The Public Procurement and Asset Disposal Act's Standardised Conditions of Tender for Services 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