

TENDER NOTICE

TENDER REFERENCE NO.
BIHP 001-12.11.2025/26



A SERVICE CONTRACT FOR THE PROVISION OF GROUNDS AND GARDEN MAINTENANCE SERVICE AT BOTSWANA DIGITAL AND INNOVATION HUB (BDIH) SCIENCE AND TECHNOLOGY PARK PLOT NO. 69184, GABORONE (36 MONTHS)

Sealed Tender offers are invited for **A SERVICE CONTRACT FOR THE PROVISION OF GROUNDS AND GARDEN MAINTENANCE SERVICE AT BOTSWANA DIGITAL AND INNOVATION HUB (BDIH) SCIENCE AND TECHNOLOGY PARK PLOT No. 69184, GABORONE (36 MONTHS).**

The Procuring Entity is Botswana Innovation Hub Property (BIHP).

Procurement Method is: Open Domestic Bidding.

Tender offers are invited for the **A SERVICE CONTRACT FOR THE PROVISION OF GROUNDS AND GARDEN MAINTENANCE SERVICE AT BOTSWANA DIGITAL AND INNOVATION HUB (BDIH) SCIENCE AND TECHNOLOGY PARK PLOT No. 69184, GABORONE (36 MONTHS)** from 100% Citizen owned companies/businesses. Tenderers must be registered with the Public Procurement Regulatory Authority in the following categories:

Code: 137 Gardening and Landscaping Services

Sub code(s): 01-Gardening, landscaping and Maintenance

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. **Presidential Directive (CAB) 34 (B) 2012 on Economic Diversification Drive (EDD) they must submit a copy of a valid EDD certificate certified by the issuing authority.**

Tender documents shall be emailed to bidders who have purchased the tender document during working hours between 0900hrs and 1500hrs effective **12 November 2025.**

A non-refundable deposit of BWP 250.00 (Two-Hundred and Fifty Pula) should be made directly into the BIHP bank account below and proof of payment shall be emailed to **procurement@bih.co.bw** before releasing the tender documents.

Banking Details:

Account Name: Botswana Innovation Hub Property (Pty) Ltd
Bank Name: Absa Bank Botswana Limited
Branch Name: Government Enclave Branch
Branch Code: 02
Bank Code: 29
Swift Code: BARCBWGX
Current Account No.: 1007889
Account Type: Corporate Current

Youth companies or businesses will acquire the tender documents at a charge of 50% of the selling price. (Presidential Directive CAB 14 (B) 2015). Proof of youth companies (company extract showing shareholders/ owners of the company/ business and the ID copies for shareholders/ owners) should be emailed together with the proof of payment.

Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than seven (7) days before the tender closing date to **Procurement Officer, Tel No. 3913328 ext. 6490; Email: procurement@bih.co.bw.**

The closing date and time for receipt of tender offers by email via dropbox is 1000 hours on 26 November 2025. Late tender offers will not be accepted.

A compulsory site visit and pre-tender meeting with representatives of the Procuring Entity will take place at Botswana Innovation Hub Property on 19 November 2025 starting at 1000hrs. Failure to attend the compulsory site visit and pre- tender meeting shall lead to outright disqualification without being evaluated.

The Bid Submission Method is: two-envelope system. Two original tender documents should be submitted and marked as follows.

1. One Technical proposal which includes the compliance and technical requirements only. NO FINANCIAL INFORMATION SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL, OTHERWISE THE BIDDER SHALL BE DISQUALIFIED OUTRIGHTLY. The bid/ file should be named Technical bid.

2. One Financial proposal which contains all the costs associated with carrying out the required services. The bid/file should be named Financial bid.

The cover pages of both the Technical and the Financial bids should be referenced:

"Tender Reference No. BIHP 001-12.11.2025/26 - A SERVICE CONTRACT FOR THE PROVISION OF GROUNDS AND GARDEN MAINTENANCE SERVICE AT BOTSWANA DIGITAL AND INNOVATION HUB (BDIH) SCIENCE AND TECHNOLOGY PARK PLOT No. 69184, GABORONE (36 MONTHS).

- The name and address of the bidder should be clearly indicated on the bids.
- Both bids should be posted in a Dropbox folder created by the bidder and the link to the folder shared with BIHP at (procurement@bih.co.bw) not later than the closing date and time. Bids should be in a pdf format.
- The successful bidder will be required to enter into an SLA as part of the Service Agreement at the time of commencing the service.

The closing date and time for receipt of tender offers by email via dropbox is 1000 hours on 26 November 2025.

Late tender offers will not be accepted.

The Public Procurement Regulatory Authority Standardised Conditions of Tender for Services shall apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.

All the applicable Tender Procedures and Data are contained within these Tender Documents, in addition the BDIH's Procurement Policy shall apply to this procurement.

Notwithstanding anything in the foregoing, Botswana Innovation Hub Property (BIHP) is not bound to accept the lowest or any tender offer. Further, BIHP reserves the right to cancel the tender without providing any reasons.

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Innovation is happening here

