



## Provision of Cleaning Services at the Statistics Botswana Head Office, Ghanzi, Maun and Francistown Regional Office

### Tender Ref No. STB/CS/17-18/02

**THIS IS A RESTRICTED TENDER UNDER THE LOCAL PROCUREMENT SCHEME TARGETING THE DISADVANTAGED GROUPS (YOUTH, WOMEN AND PEOPLE WITH DISABILITIES)**

Service providers are invited from locally registered companies for a contract for Provision of Cleaning Services at the Statistics Botswana Head Office (**1 Year contract**), Ghanzi, Maun and Francistown Regional Office (**3 Years contract respectively**)

Tenderers who are domiciled in Botswana must in order to be considered for award of the contract, be registered with the Public Procurement & Asset Disposal Board (PPADB) in the category; Code 132 Cleaning Services **Sub-code 01: Building Cleaning Services** (including windows, carpets and others)

The procuring entity is Statistics Botswana

A **two envelope** procedure will be used.

The physical address for collection of tender documents is:

**Statistics Botswana  
Finance House  
Plot 8843  
Khama Crescent, Government Enclave  
Gaborone  
Fourth Floor, Corporate Services  
Tel: 3671300  
Fax: 3500155**

Documents may be collected during working days and hours from **0730hrs** up to **1245hrs and 1345hrs up to 1630hrs from 6<sup>th</sup> April 2018 until 4<sup>th</sup> May 2018**.

**Tenderers are informed that there shall be a compulsory site meeting on 20<sup>th</sup> April 2018 in Gaborone and on the 26<sup>th</sup> April 2018 in Francistown, 25<sup>th</sup> April 2018 in Maun and 24<sup>th</sup> April 2018 in Ghanzi at 10:00am** and tenderers will be expected to sign the attendance register.

A non-refundable deposit of **One Hundred and Twenty Five Pula only (P125.00)** payable to the accounts office.

Queries relating to the issue of these documents or requests for clarifications may be addressed to Mr. Oteng Ndlovu fourteen days (14) days before tender closing date at; [ondlovu@statsbots.org.bw](mailto:ondlovu@statsbots.org.bw) or hand delivered to the above address.

A two envelope submission, in which the financial offer from the tenderer is placed in one sealed envelope marked Financial, and the technical offer is placed into a second sealed envelope marked Technical, and both envelopes are placed into a third enveloped which is sealed. Tenders should be submitted in five (5) sets, one (1) marked Original and four (4) marked Copy in a plain envelope securely sealed and clearly marked "**TENDER NO: STB/CS/17-18/02 Provision of Cleaning Services at the Statistics Botswana Head Office, Ghanzi, Maun and Francistown Regional Office**" and should be delivered in the tender box at Statistics Botswana, **Finance House, Plot 8843, Khama Crescent, Government Enclave, Gaborone, Main Entrance Security Reception**.

The closing time for receipt of tender offers is **1000hrs on 4<sup>th</sup> May 2018** and opening will follow immediately after closure in the presence of interested bidders.

**The Public Procurement and Asset Disposal Board's Standardised Conditions of Tender apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.**

Notwithstanding anything in the foregoing, Statistics Botswana is not bound accept the lowest or any tender.

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**O. Ndlovu  
Secretary - Management Tender Committee**