

INVITATION TO TENDER



TENDER NUMBER: BOL/RFP/2023-24-15

A SERVICES TENDER FOR PROVISION OF DESIGN & SUPERVISION CONSULTANCY SERVICES FOR THE PROPOSED BOL NEW HEAD OFFICE AS A CONSORTIUM

Botswana Oil Limited is seeking to procure an experienced and suitably qualified Consortium for the provision of Design and Supervision Consultancy Services for its new proposed Head Office building.

SCOPE OF WORKS AND PROJECT TEAM

The Consultant shall have a Project Consultancy Team comprising of a Quantity Surveyor, Physical Planner, Building Architect, Interior Designer, Landscape Architect, Civil Structural Engineer, Mechanical Engineer and Electrical Engineer. The Scope of Works of the Projects is detailed in the RFP documents.

Procurement Method: Open Domestic Bidding.

ELIGIBILITY REQUIREMENTS

This tender is reserved for 100% citizen-owned companies. All members of the consortium must be 100% citizen-owned companies.

Tenderers must be registered with Public Procurement Regulatory Authority (PPRA) in all of the following categories (Verification of registration shall be done online by the PE):

PPRA CODE	CATEGORIES OF CONSULTANT	SUB-CODE DESCRIPTION (IF APPLICABLE)
301	Architecture	01 Architecture Services
317	Other Consultancy Services	12 Interior Design
317	Other Consultancy Services	13 Landscape Design
320	Town and Regional Planning	01 Urban & Regional Planning
302	Quantity Surveying Services	01 Quantity Surveying Services
303	Civil Engineering Services	04 Civil/Structural Engineering
304	Electrical Engineering	01 Electrical Design-General
305	Mechanical Engineering	01 Mechanical Design-General

SECURING OF THE RFP DOCUMENT

A non-refundable deposit of P500 payable in favour of Botswana Oil Limited is required as a tender fee for the tender documents. Eligible youth-owned companies will pay half the price which is P250.00. Bidders are required to make payment to the account below:

Bank Name: ABSA Bank Botswana
Account Name: Botswana Oil Limited
Account Number: 1017833
Branch Number: 290267
Branch Name: Absa House
REF: (Company/Consortia Name and Tender Subject)

Proof of Payment must be sent via email to procurement@botswanaoil.co.bw with the email subject as the tender subject (Tender BOL/RFP/2023-24-15 -A Services Tender For Provision Of Design & Supervision Consultancy Services For The Proposed BOL New Head Office) and details of the company/consortium name, contact person and contact details in the body of the email.

Request for Proposal (RFP) documents will sent via return mail to those who have paid the non-refundable deposit and shared their proof of payment, on weekdays between **0800Hrs and 1700Hrs from November 20th 2023.**

COMPULSORY SITE VISIT

A compulsory site visit and tender clarification meeting with representatives of the Procuring Entity will take place at the site on the **28th November**

2023 at 1000Hrs. Bidders are informed to assemble in front of **Botswana Innovation Hub, Plot 68184, Block 8, Gaborone.** Late comers will not be registered, and failure to attend the pre-tender site visit and the tender clarification meeting will lead to render prospective bidders not legible for participation in the tender.

SUBMISSION OF RFP RESPONSES

This tender follows the Two Envelope Submission Method in which the sealed original and all the sealed copies of the Technical Offer are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the Financial Offer are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope. Submission requirements and evaluation criteria are detailed in the RFP document.

Submissions must be hand-delivered to the following physical address:

**The Procurement Department
Botswana Oil Limited
1st Floor, Grand Union Building,
Central Business District, Plot 54373
Gaborone, Botswana**

The closing time for receipt of tender offers is 20th December 2023 at 1000Hrs which shall be immediately followed by the tender opening. Late tender offers will not be accepted.



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procurement@botswanaoil.co.bw



www.botswanaoil.co.bw



Botswana Oil Limited



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Your Fuel. Your Future