

- TENDERING PROCEDURES**

T 1.1 TENDER NOTICE and INVITATION TO TENDER

- Tender Reference No. BURS/ADM/SER/30/2025-2026**
- Procurement Requirements are: **PROCUREMENT OF SERVICES FOR CLEANING OF BURS OFFICES IN TLOKWENG BORDER GATE, SIR SERETSE KHAMA INTERNATIONAL AIRPORT (SSKIA), RAMOTSWA BORDER GATE, SIKWANE BORDER GATE, INTEGRITY OFFICE, GABCON AND WAREHOUSE FOR A PERIOD OF THIRTY-SIX (36) MONTHS**
- Sealed Tender offers are invited for the Provision of **Cleaning Services for BURS Offices in Tlokweng Border Gate, Sir Seretse Khama International Airport (SSKIA), Ramotswa Border Gate, Sikwane Border Gate, Integrity Office, Gabcon and Warehouse**
- The Procuring Entity is: **Botswana Unified Revenue Service**
- Procurement Method is: **Open Domestic Bidding (reserved for 100% citizen companies)**
- Citizen contractors must, in order to be considered for the award of the contract, be registered with the Public Procurement and Regulatory Authority (PPRA) in the following categories:

Code: **103** - Collection and Disposal of hazardous Material

Sub code(s): **03** - Clinical waste collection, disposal and related services
and

Code: **132** - Cleaning Services

Sub code: **01** - Building cleaning services (including windows, carpets and others)
and

Code: **137** Gardening and landscaping services

Sub code: **01** Gardening landscaping and maintenance

- The physical address for collection of tender documents is: **Botswana Unified Revenue Service Headquarters, Lot 54379, Eastern Commercial Road, CBD, Procurement Unit (Motsentsela), South Block, Ground Floor, Gaborone.**
- Documents may be collected during weekdays from **07:30 to 12:45 and 13:45 to 16:30 hours** with effect from the **7th November 2025**.
- A non-refundable deposit of **P500.00** payable to Botswana Unified Revenue Service (BURS).
- BURS accepts Electronic Funds Transfer (EFT) or Point of Sale (POS) as the only methods of payment. Bank details are available on request from procurement@burs.org.bw.
- In line with Government Policy Reform 2015: Affirmative Action in favour of youth, youth companies pay **P250.00** to purchase the tenders on production of 100% citizen youth directorship proof.
- Bidders may request for banking details at procurement@burs.org.bw.
- 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@burs.org.bw
- A **compulsory** site visit with representatives of the Procuring Entity will take place at the different offices as per the schedule below:

Location	Date	Starting Time	Duration	Requirement
Tlokweng Border Gate including Canine office	25 th November 2025	0830	2 hours	Identity document

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Gabcon Plot 14415 Maakgadigau Road Gaborone West	25 th November 2025	1200	30 minutes	• Identity document • Reflective vest • Safety Boots ***The above are compulsory
Warehouse (Between Gabcon and PPADB)	25 th November 2025	1230	30 minutes	
Sir Seretse Khama International Airport	26 th November 2025	0830	2 hours	• Identity document • P364.00 for CAAB permit person entering the terminal • Reflective vest ***The above are compulsory
Sikwane Border	26 th November 2025	1400	30 minutes	
Integrity (Kgale Mews - Plot 116 Millennium Office Park)	27 th November 2025	0830	40 minutes	
Ramotswa Border Gate	27 th November 2025	1130	30 minutes	

NB: i. Bidders are required to attend all the site visits. Non-attendance of all the site visits shall lead to disqualification of the bid.

ii. No company representative shall be allowed to represent more than one company

iii. Bidders to convene at the facility's main entrance. For Border Posts, bidders to convene at entrance from the Botswana side

iv. Registration will open 30 minutes prior to the scheduled site visit time and will close once the site visit begins

Sir Seretse Khama Airport

For Sir Seretse Khama International Airport site visit there is a compulsory non-refundable permit fee for entry into the airport amounting to P364.00 to be paid by the bidder before commencement of the site visit on the site visit day.

Identity/ Omang numbers, names and surnames of individuals attending the site visit should be sent (emailed) by the 21st November 2025 by 1630hours to procurement@burs.org.bw and copy to tgalebasha@burs.org.bw for processing of permits for entry into the Airport.

You are required to wear a compulsory reflective jacket during the site visit at the airport

- The closing date and time for receipt of sealed tender offers is **1000 hours** on **12th December 2025**.
- **Late tender offers will not be accepted.**
- **Telephonic, facsimile or emailed tender offers will not be accepted**
- The Bid Submission Method is: **Two Envelope Submission Method** in which technical offer (1 original and 2 copies) is placed in 1 sealed envelope marked "Technical offer", and the financial offer (1 original and 2 copies) is placed into a second sealed envelope marked "Financial offer". Both technical and financial offers shall then be placed in another sealed envelope.
- One (1 original and 2 copies) is placed in 1 sealed envelope marked "Technical offer", and the financial offer (1 original and 2 copies) from a bidder is placed into a second sealed envelope marked "Financial offer". Both technical and financial offers shall then be placed in 1 sealed envelope, clearly marked:
"Tender Reference No. BURS/ADM/SER/30/2025-2026 - PROCUREMENT OF SERVICES FOR CLEANING OF BURS OFFICES IN TLOKWENG BORDER GATE, SIR SERETSE KHAMA INTERNATIONAL AIRPORT (SSKIA), RAMOTSWA BORDER GATE, SIKWANE BORDER GATE, INTEGRITY OFFICE, GABCON AND WAREHOUSE FOR A PERIOD OF THIRTY-SIX (36) MONTHS"
- The document shall be delivered to **Botswana Unified Revenue Service Headquarters, Lot 54379, Eastern Commercial Road, CBD, Procurement Unit (Motsentsela), South Block, Ground Floor, Gaborone.**
- The name and address of the bidder should be clearly marked on the envelope
- In line with Section 111 of the Public Procurement Act, 2021, public officers or employees of a public body shall not participate as a bidder in this tender. Further, an immediate member of the family of a BURS employee shall not participate as a bidder in this tender.
- **Tenderers are informed that BURS procurement opportunities and adjudication decisions are published on the website; www.burs.org.bw**

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

Notwithstanding anything in the foregoing, the Botswana Unified Revenue Service is not bound to accept the lowest or any tender offer.


Acting Commissioner – Finance and Administration
BOTSWANA UNIFIED REVENUE SERVICE

6/11/2025

- **TENDERING PROCEDURES**

T 1.1 TENDER NOTICE and INVITATION TO TENDER

- **Tender Reference No. BURS/ADM/SER/31/2025-2026**

Procurement Requirements are: **PROCUREMENT OF SERVICES FOR CLEANING AT FRANCISTOWN REGIONAL OFFICE, ANNEX OFFICE, PHILLIP MATANTE AIRPORT, MATSILOJE BORDER, LETLHAKANE BURS OFFICE AND RAMOKGWEBANA BORDER FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

- **Sealed tender offers are invited for the provision of cleaning services for BURS Offices in Francistown Regional Office, Annex Office, Phillip Matante Airport, Matsiloje Border, Letlhakane BURS Office and Ramokgwebana Border.**
- **The Procuring Entity is: Botswana Unified Revenue Service**
- **Procurement Method is: Open Domestic Bidding (reserved for 100% citizen companies)**
- **Citizen contractors must, in order to be considered for the award of the contract, be registered with the Public Procurement and Regulatory Authority (PPRA) in the following categories:**

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- *A non-refundable deposit of **P500.00** payable to Botswana Unified Revenue Service (BURS).*
- *BURS accepts Electronic Funds Transfer (EFT) or Point of Sale (POS) as the only methods of payment. Bank details are available on request from procurement@burs.org.bw.*
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- **A compulsory site visit with representatives of the Procuring Entity will take place at the different offices as per the schedule below:**

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Location	Date	Starting Time	Duration	Requirement
Francistown Regional Office Plot 21955 Minestone	2 nd December 2025	8.30 am	1 hour 30 minutes	Identity document
Annex Office Next to Tebo House / behind FNB	2 nd December 2025	10.00 am	1 hour	Identity document
Phillip Matante Airport	2 nd December 2025	11.30 am	30 minutes	- Identity document - P364.00 for CAAB permit person entering the terminal - Reflective vest ***The above are compulsory
Matsiloje Border	2 nd December 2025	2:30 pm	2 hours	Identity document
Ramokgwebana Border	3 rd December 2025	10.00 am	2 hours	Identity document
Letlhakane BURS Office Opposite main Kgotla Nkosho ward, Letlhakane	4 th December 2025	9.00am	1 hour	Identity document

NB: i. Bidders are required to attend all the site visits. Non-attendance of all the site visits shall lead to disqualification of the bid.

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iv. Registration will open 30 minutes prior to the scheduled site visit time and will close once the site visit begins

Phillip Matante Airport

For Phillip Matante Airport in Francistown there is a site visit which is compulsory and non-refundable permit fee for entry into the airport amounting to P364.00 to be paid by the bidder, which should be done at the airport before the site visit.

Identity/ Omang numbers, names and surnames of individuals attending the site visit should be sent (emailed) by the 27th November 2025 by 4.30pm to procurement@burs.org.bw and copy to gmoshashane@burs.org.bw for processing of permits for entry into the Airport.

You are required to wear a compulsory reflective jacket during the site visit at the airport.

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