

- **TENDERING PROCEDURES**

T 1.1 TENDER NOTICE and INVITATION TO TENDER

- **Tender Reference No. BURS/ADM/WRKS/39/2025-2026**
- Procurement Requirements are: **A WORKS CONTRACT FOR THE PROCUREMENT OF SEWERAGE MAINTENANCE SERVICES AT MARTINS DRIFT BORDER POST FOR A PERIOD OF THREE (3) YEARS**
- Sealed Tender offers are invited for **A Works Contract for the Procurement of Sewerage Maintenance Services at Martins Drift Border Post for a Period of Three (3) Years**
- The Procuring Entity is: **Botswana Unified Revenue Service**
- Procurement Method is: **Open Domestic Bidding (reserved for 100% citizen companies)**
- Tenderers who are domiciled in Botswana 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: **05** - Water and Sewerage Treatment Plant Works, **Grade OC**
 Sub code(s): **01** - Water and Sewerage Treatment plants

- 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 **16th January 2026.**
- A **non-refundable deposit of P250.00 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 **P125.00** 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** pre tender meeting with representatives of the Department of **Shared Services** will take place at **Martins Drift Border Post** on the **4th February 2026.** Tenderers must assemble **by the Border Post** entrance from the Botswana side at 1000 hours for registration. Tender clarification and site visit meeting to be held at 1030 hours.
- **The Attendance Register will be used to confirm proof of attendance by the bidder. Non-attendance of the site visit shall lead to outright rejection of the bid.**
- Tender clarification and site visit meeting to be held at **1030 hours.**
- **Registration shall be closed at the end of the Site Visit.**
- **No company representative shall be allowed to represent more than one company. The tender clarification /site visit meeting is a prerequisite and as such those not attending shall be disqualified from evaluation and adjudication of this tender.**
- All Bidders are advised to attend the **compulsory clarification/site visit meeting** in order to familiarize themselves fully with the scope of services and the conditions under which the services are to be performed prior to responding to the tender. Bidders should consider having

competent personnel to participate in the site visit to get the best out of the visit. Representative should have a minimum of a mechanical at diploma level or Degree from any Built Environment qualification

- The closing date and time for receipt of sealed tender offers is **10 00 hours on 20th February 2026.**
- **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/WRKS/39/2025-2026 - A WORKS CONTRACT FOR THE PROCUREMENT OF SEWERAGE MAINTENANCE SERVICES AT MARTINS DRIFT BORDER POST FOR A PERIOD OF THREE (3) YEARS"
- 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 & Administration
BOTSWANA UNIFIED REVENUE SERVICE**

- **TENDERING PROCEDURES**

T 1.1 TENDER NOTICE and INVITATION TO TENDER

- **Tender Reference No. BURS/ADM/WRKS/40/2025-2026**
- Procurement Requirements are: **A WORKS CONTRACT FOR THE PROCUREMENT OF SEWERAGE MAINTENANCE SERVICES AT RAMOKGWEBANA BORDER POST FOR A PERIOD OF THREE (3) YEARS**
- Sealed Tender offers are invited for **A Works Contract for the Procurement of Sewerage Maintenance Services at Ramokgwebana Border Post for a Period of Three (3) Years**
- The Procuring Entity is: **Botswana Unified Revenue Service**
- Procurement Method is: **Open Domestic Bidding (reserved for 100% citizen companies)**
- Tenderers who are domiciled in Botswana 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: **05 - Water and Sewerage Treatment Plant Works, Grade OC**
 Sub code(s): **01 - Water and Sewerage Treatment plants**

- 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 **16th January 2026.**
- *A non-refundable deposit of P250.00 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 **P125.00** 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** pre tender meeting with representatives of the Department of **Shared Services** will take place at **Ramokgwebana Border Post** on the **5th February 2026**. Tenderers must assemble **by the Border Post** entrance from the Botswana side at 1000 hours for registration. Tender clarification and site visit meeting to be held at 1030 hours. Registration shall be closed at 1030hrs.
- **The Attendance Register will be used to confirm proof of attendance by the bidder. Non-attendance of the site visit shall lead to outright rejection of the bid.**
- Tender clarification and site visit meeting to be held at **1030 hours.**
- **Registration shall be closed at the end of the Site Visit.**
- **No company representative shall be allowed to represent more than one company. The tender clarification /site visit meeting is a prerequisite and as such those not attending shall be disqualified from evaluation and adjudication of this tender.**
- All Bidders are advised to attend the **compulsory clarification/site visit meeting** in order to familiarize themselves fully with the scope of services and the conditions under which the services are to be performed prior to responding to the tender. Bidders should consider having

competent personnel to participate in the site visit to get the best out of the visit. Representative should have a minimum of a mechanical at diploma level or Degree from any Built Environment qualification

- The closing date and time for receipt of sealed tender offers is **10 00 hours on 20th February 2026.**
- **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/WRKS/40/2025-2026 - A WORKS CONTRACT FOR THE PROCUREMENT OF SEWERAGE MAINTENANCE SERVICES AT RAMOKGWEBANA BORDER POST FOR A PERIOD OF THREE (3) YEARS
- 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 & Administration
BOTSWANA UNIFIED REVENUE SERVICE**

<ul style="list-style-type: none"> TENDERING PROCEDURES 	T 1.1 TENDER NOTICE and INVITATION TO TENDER
---	---

- **Tender Reference No. BURS/ADM/SER/41/2025-2026**
- Procurement Requirements are: **PROCUREMENT OF SERVICES FOR THE PROVISION OF SECURITY GUARD SERVICES AT VARIOUS BURS PREMISES FOR A PERIOD OF 24 MONTHS - RETENDER**
- Sealed Tender offers are invited for the Provision of Procurement of Services for the Provision Of Security Guard Services At Various Burs Premises For A Period Of 24 Months
- The Procuring Entity is: **BURS – Finance & Administration Division (Shared Services)**
- Procurement Method is: **Open Domestic Bidding (reserved for 100% citizen companies)**
- Tenderers who are domiciled in Botswana 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: **100 – Security Services**
Sub code(s): **01 –Security Guard Services**
- 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 **16 January 2026.**
- *A non-refundable deposit of P1,100.00 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.*
- *Bidders who had participated in the previous cancelled tender (BURS/ADM/SER/28/2024-25) will be allowed to participate in this re-tender at no cost.*
- In line with Government Policy Reform 2015: Affirmative Action in favour of youth, youth companies pay **P550.00** 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
- The closing date and time for receipt of sealed tender offers is **1000 hours on 13 February 2026.**
- **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/41/2025-2026 - PROCUREMENT OF SERVICES FOR THE PROVISION OF SECURITY GUARD SERVICES AT VARIOUS BURS PREMISES FOR A PERIOD OF 24 MONTHS - RETENDER

- 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 & Administration
BOTSWANA UNIFIED REVENUE SERVICE**

- **TENDERING PROCEDURES**

T 1.1 TENDER NOTICE and INVITATION TO TENDER

- **Tender Reference No. BURS/ADM/SER/42/2025-2026**

Procurement Requirements are: **PROCUREMENT OF CLEANING SERVICES AT BURS HEAD OFFICE, CBD IN GABORONE FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

- **Sealed tender offers are invited for the provision of cleaning services at BURS Head Office in Gaborone**
- **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)

- **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 16th January 2026.**
- *A non-refundable deposit of P1100.00 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 P550.00 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 as per the schedule below:**

Location	Date	Starting Time	Duration	Requirement
BURS Head Office, CBD	3 February 2026	9 am	3 hours	Identity document

Tenderers must assemble in front of BURS head office Auxiliary Block at 0900 hours for registration

NB: Bidders are notified that the site visit is COMPULSORY. Non-attendance of the site visits shall lead to disqualification of the bid. Registration will be from 09:00 to 09:15 am.

- **The closing date and time for receipt of sealed tender offers is 1000 hours on 13 February 2026**
- **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/42/2025-2026 – PROCUREMENT OF CLEANING SERVICES AT BURS HEAD OFFICE, CBD IN GABORONE 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**

● TENDERING PROCEDURES	T 1.1 TENDER NOTICE and INVITATION TO TENDER
-------------------------------	---

- **Tender Reference No. BURS/ADM/SER/43/2025-2026**
- **Procurement Requirements are: A WORKS CONTRACT FOR THE SUPPLY AND INSTALLATION OF PACKAGED SEWERAGE TREATMENT PLANT AND ITS ASSOCIATED WORKS AT PIONEER BORDER GATE**
- **Sealed Tender offers are invited for A works contract for the supply and installation of packaged sewerage treatment plant and its associated works at Pioneer Border Gate**
- **The Procuring Entity is: Botswana Unified Revenue Service**
- **Procurement Method is: Open Domestic Bidding (reserved for 100% citizen companies)**
- **Tenderers should be domiciled in Botswana and registered with the Public Procurement and Regulatory Authority (PPRA) in the following categories bidding as a consortium:**

Code: 05 – Water and Sewage Treatment Plant Works
Sub code(s): 01 – Water and sewage treatment plants
Grade: A

PPRA registration is subject to online registration verification.

- **Tenderers to purchase all their products from 100% Citizen locally based manufacturers and service providers, provided that the goods and services are locally available, competitively priced and meet tender specifications in terms of quality standard as certified or recognized by Botswana Bureau of Standards (BOBS) or other recognized certifying bodies.**
- **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 16 January 2026.**
- **A non-refundable deposit of P 500.00 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 pre tender meeting with representatives of the Department of Shared Services will take place at Pioneer Border Gate on the 28th January 2026. Tenderers must assemble by the Pioneer Border Gate entrance from the Botswana side at 1000 hours for registration.**
- **Tender clarification and site visit meeting to be held at 1030 hours. Registration shall be closed at the end of the Site Visit.**
- **No company representative shall be allowed to represent more than one company. The tender clarification /site visit meeting is a prerequisite and as such those not attending shall be disqualified from evaluation and adjudication of this tender.**

- All Bidders are advised to attend the compulsory clarification/site visit meeting in order to familiarize themselves fully with the scope of services and the conditions under which the services are to be performed prior to responding to the tender.
- The closing date and time for receipt of sealed tender offers is 10 00 hours on 13th February 2026.
- **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/WRKS/43/2025-2026 - A WORKS CONTRACT FOR THE SUPPLY AND INSTALLATION OF PACKAGED SEWERAGE TREATMENT PLANT AND ITS ASSOCIATED WORKS AT PIONEER BORDER GATE.**
- 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**