



BANK OF BOTSWANA

PUBLIC NOTICE AND INVITATION TO TENDER

The Bank invites 100% citizen owned Companies to tender for Provision of Catering Services for Staff at the Headquarters and the Cash Management Centre in Gaborone for a period of 3 years
Reference No: BOB/2025/02/02

1. The Procurement Method is, Open Domestic Bidding.
2. The Evaluation method is, Least cost selection - services.
3. Tenderers must, in order to be considered for award of this contract, be registered with Public Procurement Regulatory Authority (PPRA) under Codes: 101, Hotel & Catering (Restaurant) Services, Sub code(s): 02, Restaurant & Food – serving services OR Sub code: 03, Canteen & Catering services. The tender is reserved for companies in line with the Citizen Economic Empowerment Policy (CEEP).
4. A compulsory site visit and pre-tender meeting with representatives of the Procuring Entity will take place at Bank of Botswana Property (Headquarters on **5 March 2025** starting at 1000hrs. Bidders are to assemble at the main entrance (Next to Ministry of Education). The site visit and pre-tender meeting are compulsory.
5. Interested companies may purchase the tender documents for a non-refundable fee of P350.00 (Three Hundred and Fifty Pula, VAT inclusive). The payment can be done by Electronic Fund Transfer (EFT) or cash at the Bank's Banking Hall in Gaborone, or at Francistown Branch Banking Hall, from 26 February 2025 to 13 March 2025, Monday to Friday at 0900 to 1400 hours in Gaborone and from 0900 to 1245 hours in Francistown Branch during weekdays. The 50% price discount for purchase of the tender document will be applied to companies owned by youth, women and people living with disability who should provide proof of the same to qualify.
6. Companies are advised to email proof of payment to Marovu-TanagoM@bob.bw who shall send the complete tender documents by electronically.

Bank Details for EFT payments

Bank : Bank of Botswana
Account Name : Accpac Sundry Receipts
Account Number : 0000110900001
Branch Code : 910167
Branch Name : Gaborone
SWIFT Code : BBOTBWGX
Please include reference (Company Name)

7. Enquiries and clarifications relating to this tender may be addressed to enquiries20250202@bob.bw.
8. The tender will be closed on **14 March 2025, at 1000 hours**. The tender submissions will be opened on **17 March 2025** at 1015 hours or later as the Bank of Botswana may advise.