

INVITATION TO TENDER FOR PROVISION OF LEASING BOTSWANA OPEN UNIVERSITY CAFETERIA FOR A PERIOD OF THREE (3) YEARS

TENDER NO: BOU 006/2025-2026

This is an Open Domestic Bidding Method.

1. Tender offers are invited from **100% citizen owned companies/entities** registered and domiciled in Botswana for leasing of Botswana Open University Cafeteria, Head Office, Gaborone.
2. The Procuring Entity is the Botswana Open University
3. Tenderers must, in order to be considered for the award of the contract, be registered with Public Procurement and Regulatory Authority (PPRA) in the following category:
Code 101 – Hotel and Catering (Restaurant) Services
Sub Code 02 – Restaurant and Food- Serving Services and
Sub-Code 03 - Canteen and Catering Services
4. Evaluation Method: **Quality and Cost-Based Selection Method**
5. Submission Method: Two envelope Submission
6. Tender Validity Period: 120 Days
7. Compulsory Site visit is on the **20th March 2026** at 1000hrs at Botswana Open University, Head Office Garamothlose Junction, Western Bye Pass, Plot 39972, Block 6, Gaborone.
8. Tender Documents will be available from: **10th February 2026 during working hours**
9. The Tender Documents containing details of the requirements will be sent electronically on weekdays upon receipt of proof of payment of non-refundable fee of **BWP 250.00**
10. Youth registered companies are entitled to pay 50% (**P125.00**) of the purchase price subject to the provision of proof of 100% youth ownership.
11. Purchase of Tender Documents shall be made through electronic fund transfer or deposit made to Botswana Open University account only (banking details below) and proof of payment must be sent to procurement@staff.bou.ac.bw with a request for the Tender Document to be sent via email.
Payment to be made to:
Account Name: Botswana Open University
Bank Name: ABSA
Branch Name: Government Enclave
Branch Code: 02902/290267
A/C No: 3070634
Reference: Tender Number and Company Name
12. Queries or clarification relating to the issue of these documents may be addressed to **Procurement Manager at Tel: 3646077 or Email: procurement@staff.bou.ac.bw**. BOU shall respond in writing to any request for information or clarification of the Bid Documents which it receives not later than five (05) working days prior to the closing date for the submission of bids.
13. The closing date and time for receipt of tender offers is **31 March 2026 on or before 1000 hours** at the following physical address:
The Botswana Open University
Head Office, Office BO012
Block 6 Garamothlose Junction, Western Bye Pass
Plot 39972, Gaborone
14. Any bid submitted after the closing date and time prescribed shall be rejected.
15. Telephonic, Fax, or Electronic offers will not be considered.
16. The Bidder shall bear all costs associated with the preparation and submission of its tender, and Board of Directors - Botswana Open University will in no case be responsible or liable for those costs regardless of the outcome of the tendering process.

NB: The Name and Address of the Bidder should be clearly written on the Envelopes on the Reverse Side of the Envelope.

Notwithstanding anything in the foregoing, Botswana Open University is not bound to accept the lowest or any tender offer.

Benjamin T. Koboyakgomo
For/Vice Chancellor