


**TENDER
TENDERING PROCEDURES**
**TENDER NOTICE AND
INVITATION TO TENDER**

Tender Ref No. MRA-LDOC-011.0 – 2024/2025

Provision of Board Evaluation for BoMRA Board

- Bidders are invited for the Provision of Board Evaluation for the Medicines Regulatory Authority (BoMRA) board
- The Procuring Organisation is Medicines Regulatory Authority (BoMRA) and this tender is an open domestic tender, i.e. all qualifying companies domiciled in Botswana are eligible to tender.

- Bidders must, in order to be considered for the award of the contract:

- Be registered with PPRA under the relevant of
 - Code: 318 – Legal Services**
 - Sub code: 01 – Legal Services**
 - Code: 314 – Finance Related Services**
 - Sub Code: 06 – Audit Services**
 - Code: 314 – Finance Related Services**
 - Sub Code: 04 – Company Secretarial Services**

Have a valid and appropriate Tax Clearance Certificate or an Exemptionthereof;

- Have an appropriate licence

- Tender documents will be available with effect from 24th January 2025 and will be sent to bidders upon payment of a non-refundable and non-transferable fee of **P250.00** payable to the following BoMRA Account details:

Account Name: Medicines Regulatory Authority
Bank Name: First National Bank Botswana
Account Number: 62747456417
Branch Name: Corporate
Branch Code: 281667

NB: (The fee for the youth is P125 non-refundable and non – nontransferable) **Bidders are advised to use Board Evaluation as reference.**

The tender document will be sent to the bidder upon receipt of proof of payment and after verification that funds have been received in the BoMRA account.

The tender document is available from the BoMRA website for viewing purposes only.

NOTE:

1. Tender responses will be accepted from companies that BoMRA sent the electronic ITT only.
2. There will be no issuing of hard copies of ITTs to bidders.

Proof of Payment must be sent to procurement@bomra.co.bw as well as tmoruakgomo@bomra.co.bw and must be included in the Bid Responses, failing which the bid will be disqualified. The tender document will be sent to the bidders upon receipt of their proof of payment and after confirmation that funds have been received in the BoMRA Account.

BoMRA shall send the ITT document to bidders who provided proof of payment by end of day

(17:00hrs) on **21st February 2025**. No bidder's proof of payment shall be accepted after this time, and the ITT document will not be sent. Please note that the tender fee remains non-refundable and non-transferable even with this requirement.

• The Procurement Office of the Medicines Regulatory Authority (BoMRA) can also be contacted at the following addresses for any clarification:

Physical Address

Medicines Regulatory Authority (BoMRA)
Plot 112, Gaborone International Finance Park
Gaborone.

Tel: (+267) 373 1727 or T. Moruakgomo 373 1791

Email: procurement@bomra.co.bw or tmoruakgomo@bomra.co.bw

Bids must be submitted using the Two Envelope system. Bids must be submitted using a two-envelope system. **One original and four (4) copies** respectively for the financial and technical bids must be submitted in two separate envelopes, one containing the Technical Bids, and the other containing the Financial Bids and both envelopes accordingly labeled with the tender number and title. The two envelopes should be sealed and placed in a third outer and larger envelope. This envelope should be sealed and labeled as follows;

Tender No. MRA-IDOC-011.0 – 2024/2025 Invitation to Tender for Provision of Board Evaluation for BoMRA Board

Bids must arrive not later than 10:00 am (local time) on **Monday 24th February 2025**. Bids received after the closing date and time will NOT be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will NOT be accepted.

Sealed bids should be delivered to the following address:

**CHIEF EXECUTIVE OFFICER
MEDICINES REGULATORY AUTHORITY (BoMRA)
PLOT 112
GABORONE INTERNATIONAL FINANCE PARK
GABORONE**

NB. Non-compliance to the separation of the technical and financial bids and any appearance of technical figures in the technical bid shall be subject to outright disqualification. The same treatment will be given to bidder's responses that do not have the required number of envelopes for the technical and financial bids.

Responses that do not have the required number of envelopes will be disqualified.

Bidders who are awarded the tender should by no means pass it to other parties to undertake the project.

- Queries relating to the issue of these documents will be accepted up to two (2) working days before closing date. The queries or questions should be in writing and should be addressed

to:

**CHIEF EXECUTIVE OFFICER
MEDICINES REGULATORY AUTHORITY (BoMRA)
PLOT 112
GABORONE INTERNATIONAL FINANCE PARK
GABORONE**

Tel: (+267) 373 1727

Email: procurement@bomra.co.bw

Bids must arrive no later than 10:00 am (local time) on Monday 24th February 2025. The tenders will be opened in the presence of bidders wishing to attend immediately after closing in BoMRA's premises. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.

The proposal must be made in English. The laws of Botswana shall apply in this tender and subsequently the contract.

Important Dates:

Tender Available Date: 24th January 2025

Tender Closing Date: 24th February 2025

The Medicines Regulatory Authority (BoMRA) is not bound to accept the lowest or any bid, or bear any expense in the preparation thereof. BoMRA also reserves the right to award the tender in full or in parts. The bids response must be structured in the format specified in this tender document.



**Dr. Seima Dijeng
Chief Executive Officer
Medicines Regulatory Authority (BoMRA)**

