

The Civil Aviation Authority of Botswana (CAAB), a statutory body mandated to provide safe, regular, secure and efficient use and development of Civil Aviation in Botswana.

CAAB invites tenders for the Procurement Of Security Services At CAAB Head Office And Sir Seretse Khama International Airport (SSKIA).

TENDER REFERENCE NO. CAAB 09/22-23/GEN

TENDER FOR THE PROCUREMENT OF SECURITY SERVICES AT CAAB HEAD OFFICE AND SIR SERETSE KHAMA INTERNATIONAL AIRPORT (SSKIA)

- Sealed Tender offers are invited for the provision of SECURITY SERVICES AT CAAB HEAD OFFICE AND SIR SERETSE KHAMA INTERNATIONAL AIRPORT (SSKIA)
- The Procuring Entity is CIVIL AVIATION AUTHORITY OF BOTSWANA (CAAB).
- Procurement Method is: Open Domestic Bidding
- Tenderers who are domiciled in Botswana must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories:
Code: 100 Security Services
Sub code(s): 01, Guard services
- The tender is reserved for citizens or citizen contractors as stated under Section 76 (2) of the Public Procurement Act.
- Economic Diversification Drive (EDD), Presidential Directive CAB 34 (B) of 2014 shall apply and companies to benefit shall provide a valid certificate.
- The physical address for collection of tender documents is:
Procurement Office, Sir Seretse Khama International Airport, plot no 17401, 1st Floor, office, 1001, Gaborone, Botswana
- Documents may be collected during working hours between **0800** and **1600 hours** from **29th November 2022**
- A non-refundable deposit of **P250.00** or **P125.00** for youth registered companies upon production of identity cards and company documents of Shareholders, payable in cash made out in favour of the Civil Aviation Authority of Botswana is required on collection of the tender documents.
- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than **seven (7) working days** before the tender closing date to **Chief Procurement Officer, Tel No. 3688200, Email address: tenders@caab.co.bw.**
- A compulsory site visit and pre-tender meeting with representatives of the Procuring Entity will take place at Sir Seretse Khama International Airport on **1st December 2022** starting at **0900 hours** at **Paid Parking Lot entrance and the Head Office, Parking Area in front of Block B at Letsema Office Park, Fairgrounds, Plot No.61920** at **1500 hours** on **1st December 2022.**
- The closing date and time for receipt of sealed tender offers is **1000 hours** on **14th December 2022.**
- Late tender offers will not be accepted.
- The Bid Submission Method is: Two Envelope Submission Method in which the sealed original and all the sealed copies of the Technical Offer are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the Financial Offer are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.
- **One (1)** original tender document marked **ORIGINAL** and **two (2)** duplicate copies of the original Document marked **COPY** in one sealed envelope clearly marked **“Tender Reference No. CAAB 09/22-23/Gen- Procurement of Services for the PROVISION OF SECURITY SERVICES AT CAAB HEAD OFFICE AND SIR SERETSE KHAMA INTERNATIONAL AIRPORT (SSKIA)”** shall be delivered to Procurement Office, Sir Seretse Khama International Airport, Plot No 17401, 1st Floor, office 1001, Gaborone, Botswana.
- The name and address of the bidder should be clearly marked on the envelope.

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 Civil Aviation Authority of Botswana is **not** bound to accept the lowest or any tender offer.)

Our Vision

To be a world class provider of safe, secure and sustainable aviation services

Our Mission

To effectively and efficiently regulate and promote a safe, secure and sustainable aviation industry in line with international standards and norms

Our Values

Integrity | Accountability | Collaboration | Customers Focus | Continuous Improvement