

## INVITATION TO TENDER

1. Tender No. **MTC / MOH /HRSP /SER / 1836 / 28082007**
2. Tender Invitation: Tenders are invited from local and international consultants or consultancy companies for the development of drafting instructions for a medical aid schemes bill.
3. Tender Document: Tender documents can be obtained from the Supplies Officer in the Department of Health Sector Relations and Partnership, Ministry of Health Headquarters (MoH HQ), Office No. 7A, 12 AND 7A.13 between 07:30 hours and 16:30 hours upon proof payment of a non-refundable fee of P 150.00 (approx. US\$ 25.00) payable at Office 7A.26
4. The bids should be submitted as follows:
  - a) A separate sealed envelope containing the Technical Proposal (without any cost details whatsoever), clearly labeled “Technical Proposal” with tender number and title.
  - b) A second sealed envelope containing the Financial Proposal (with cost details for carrying out the tasks outlined in the technical proposal, clearly labeled “Financial Proposal” with tender number, title and warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”
5. One original and three (3) duplicate copies of the tender documents (i.e. both the technical and financial proposals) must be submitted in one sealed envelope clearly marked “Tender No MTC / MOH / HRSP / SER /1836 / 28082007, Development of Drafting Instructions for Medical Aid Schemes Bill” and addressed to: “The Secretary, Ministerial Tender Committee, Ministry of Health, Private Bag 0038, Gaborone.
6. The tenders shall be delivered and placed in a tender box situated at Office Number 7A.12 MoH HQ. Tenders should reach the aforementioned destination **not later than 10:00 hrs on Friday 16<sup>th</sup> November 2007** when tenders will be opened in the presence of bidders wishing to attend. The name of the bidder and address should be reflected at the back of the envelope.
7. Telegraphic, faxed, emailed or telephonic tenders, and tenders delivered after closing date and time will not be considered. Proof of posting will not be accepted as proof of delivery.
8. Bidders are required to submit copies of valid certificates of incorporation or registration certificates and tax clearance certificates where applicable.

9. Notwithstanding anything contained in the tender, MoH is not bound to accept the lowest or any tender or part, nor give reasons thereof.
10. For more information please contact Mrs R.S. Otsweleng, Tel: 363 2099 at least five (5) days before closing time.

**B. Maruping**  
**Secretary, Ministerial Tender Committee**