UNIVERSITY OF BOTSWANA

A THIRTY-SIX (36) MONTHS SERVICE CONTRACT FOR COLLECTION AND DISPOSAL OF ELECTRONIC WASTE FOR UNIVERSITY OF BOTSWANA

REFERENCE NO. – UB/PROC/GFM/EWASTE/AUC/10/2026

ADVERT DATE: 12 NOVEMBER 2026

NAME AND ADDRESS DETAILS OF PROCURING ENTITY AND OR ITS AGENT PREPARING THE DOCUMENTS	
PROCURING ENTITY	**AGENT**
University of Botswana **Private Bag 0022, Gaborone**	**Ms Beauty Nthele** **Plot 4775** **Private Bag 0022, Gaborone** **Tel: 355 2079** **Fax:** **e-mail: ntheleb@ub.ac.bw AND ; maikam@ub.ac.bw** **AND procurement@ub.ac.bw**

1. BACKGROUND

THIS TENDER/AUCTION IS RESERVED FOR 100% CITIZEN-OWNED COMPANIES

The University of Botswana, through its Procurement Office and Estates & Campus Development Department, wishes to dispose of accumulated Electronic Waste (e-waste) currently stored at its Main Campus (Gaborone), Okavango Research Institute (ORI) Campus (Maun) and Francistown Campus, through a public auction to a suitably qualified and registered bidder.

A complete, itemised inventory of the e-waste is not available at the time of this advert. The e-waste is instead grouped into broad categories. Prospective bidders are strongly encouraged to attend the scheduled site visits at each campus to physically inspect the volumes, condition and mix of e-waste held at each location before submitting their bids.

2. SITE VISITS AND VIEWING OF E-WASTE

Bidders will be able to view and appreciate the e-waste stored at each campus during the following scheduled site visits. Viewers must produce a valid Omang or company representative identification to gain access to the store yards.

CAMPUS	TOWN	VIEWING VENUE	SITE VISIT DATE(S)	TIME
Main Campus	Gaborone	Estates & Campus Development Store Yard	17 November 2026	10:00
ORI Campus	Maun	Okavango Research Institute Store Yard	18 November 2026	0800-1600
Francistown Campus	Francistown	Francistown Campus Store Yard	19 November 2026	0800-1600

A compulsory pre-bid meeting with representatives of the Procuring Department will take place at the Procurement Committee room on the **17 November 2026** at 10:00 hours, University of Botswana main campus, Phone No. (+267 355 2079/ 355 4684).

- Tenderers must assemble by the entrance by 10:00 hours for registration.
- Tender clarification and site visit meeting to be held at 1000 hours. Registration shall be closed at 1030hrs.
- The Attendance Register will be used to confirm proof of attendance by the bidder. Non-attendance of the site visit shall lead to disqualification at compliance evaluation stage.
- No company representative shall be allowed to represent more than one company. The tender clarification/site visit meeting is a pre-requisite and as such those not attending shall be disqualified from evaluation and adjudication of this tender.

All Bidders are advised to attend the compulsory clarification/site visit meeting in order to familiarize themselves fully with the scope of services and the conditions under which the services are to be performed prior to responding to the request.

Note: Attendance of Gaborone site is compulsory: Francistown and Maun site visits is recommended, but not compulsory, before a bid is submitted. Transport to each site visit is at the bidder's own cost.

- The closing date and time for receipt of sealed tender offers is 1000 hours on **25th November 2026.**
- Late tender offers will not be accepted.
- The Bid Submission Method is: **One Envelope Submission Method** in which technical and offer is placed in 1 sealed envelope marked; '" **A Thirty-Six (36) months service contract for collection and disposal of electronic waste for the University of Botswana"** shall be delivered to:

  University of Botswana
  Department of Procurement
  Business Services, Block 129, Office 5, Maintenance Yard

- The name and address of the bidder should be clearly marked on the reverse side of the envelope.
- Firmly bounded bids shall be submitted in an envelope or package, securely sealed in such a manner that does not allow for the envelope or package to be easily opened and resealed. The Procuring Entity, shall during opening, reject any envelope or package that is not sealed in such a manner.

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

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Accounting Officer

University of Botswana

3. ELIGIBILITY REQUIREMENTS

Stage One - Compliance

The Tenderer shall furnish the following documentary evidence to demonstrate that it meets the compliance criteria:

(i) Citizen companies should be registered with the Public Procurement and Regulatory Authority in the following categories:

Code: 103: Collection and Disposal of Hazardous material

Sub code(s): 06 E-Waste Collection, Disposal and related Services

PPRA registration is subject to online registration verification

(ii) Valid Tax Clearance Certificate number and Tax Identification Number (TIN) or exemption thereof issued by BURS. Such validity of the Tax Clearance is subject to online registration verification.

(iii) Duly completed and signed Declaration Form for Tendering Purposes (T2.2 GM)

(iv) Duly completed and signed Integrity Form

(v) Duly completed and signed form of Authority of Signatory.

(vi) Duly completed and signed form of Offer and Acceptance (T2.2GA)

(vii) Certificate of Incorporation with Company extracts showing Company Directors, Beneficial Owners and Shareholders. Subject to online registration verification

(viii) In case of joint ventures and associations between 100% citizen owned firms, a legally binding intent to the joint venture / association agreement, stating the lead company in such joint venture, must be submitted. And fully complete the attached joint venture form (if applicable).

Bidders who fail to submit the above-mentioned documents (as listed in Circulars 1 and 5 of 2016) will be requested during the evaluation to submit them within 2-5days of notification. Bidders will be notified through email as an alert. Non responsiveness by the bidder shall result in disqualification of bid.

NB: All Bidders shall submit the completed and signed form of Offer and Acceptance (T2.2GA) in the first instance without fail. Otherwise, the bid shall be disqualified.

In order to purchase the ten document, interested companies must follow the steps below.

- Click on the payment button shown at the end of the advert. (Nonrefundable tender fee is P500.00 (Vat Inclusive) made out in favour of the University of Botswana, Youth to pay 50%.
- Follow the on-screen steps to complete payment for the tender.
- The tender document will be automatically sent to your email once payment has been approved.
- Citizen Youth-owned companies will pay non-refundable fee of Two Hundred and Fifty Pula only (P250.00) for the Tender Documents. They will be expected to produce identity documents for shareholders and proof of ownership of the company. For youth owned companies, payment should be made through UB Online Payment Portal and produce proof of payment upon collection of tender documents at University of Botswana, Business Block, Block 129, Department of Procurement Office 004, within Maintenance yard.

Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than 19 November 2026 the tender closing date to Ms Beauty Nthele, Tel No. 355 2079, Email address ntheleb@ub.ac.bw, Tel 3552084.E-mail address maikam@ub.ac.bw and procurement@ub.ac.bw

Stage 2 – Technical Evaluation Criteria

Visits to sites of bidders who have qualified at stage 1 will be made to verify the processing requirements

Site Visit Assessment Criteria
E-waste Storage Facility – Adequate, secure and suitable storage facility for e-waste, including a covered structure, suitable flooring, protection from rain and other environmental elements, and clearly demarcated areas for different e-waste streams.
Health, Safety and Environmental Controls – Appropriate ventilation, fire and emergency safety measures, spill/leakage controls, and availability of appropriate PPE for personnel handling e-waste.
E-waste Segregation and Processing Facilities – Availability of suitable space, workshop/facilities, equipment and machinery for the segregation, handling and pre-processing of the identified e-waste streams, including computers, UPS batteries, cables, circuit boards, printer toners and printers.
Handling and Storage Capacity – Demonstrated capacity to safely receive, handle and store the University's estimated e-waste volume, including approximately 400 m² of storage requirement, without overcrowding or compromising safety.
Security and Access Control – Secure, enclosed and lockable premises with appropriate measures to prevent unauthorised access, theft, loss or removal of e-waste and ICT equipment.

Financial/Cost Evaluation Stage

Stage 3 - Cost Evaluation Stage

1. The evaluation should assess the financial benefit to the University and identify the bidder offering the most advantageous commercial proposal, based on the criteria disclosed in the Invitation to Tender (ITT). (The tender shall be awarded to the bidder who offers the highest price)
2. The successful bidder shall collect the e-waste at his/her cost.

Group	Unit of measure (ton)	Price per ton
Group 1 Category (CPU, Monitors, Projectors, Scanners, Laminators etc)		
Group 2 Category (Routers, Switches etc)		
Group 3 (Cables etc)		
Group 4 Category (Keyboards, mice and other accessories)		
Group 5 Category (Fragmented parts)		
Group 6 Category (HDDs)		

Cost evaluation shall be conducted by reviewing the following:

(i) Correct arithmetical errors.

(ii) Where applicable, convert tender offer amounts to a common currency; and

(iii) Adjust pricing to compensate for deviations and errors.

(iv) Apply applicable preference schemes (EDD) Enclose EDD certificate

(vi) Assess reasonableness of quoted price based on market price.

Where there is a discrepancy between an amount in figures and in words, the amount in words shall prevail.

Where there is a discrepancy between the unit amount and the total amount, the PE will confirm unit amounts (from the unit amount and quality) and calculate a revised total amount. The Bidder will be requested to accept the revised total amount/ arithmetic errors. Should the bidder not accept, the bid will be disqualified from further evaluation.

Basis for Award

Recommend bidder which meet the compliance and technical evaluation and offers the highest overall financial benefit and the most advantageous commercial proposal to the University, based on the financial evaluation criteria specified in the document, unless there are compelling and justifiable reasons not to do so. Such reasons will include assessed past performance, current workload and litigation history. (**The tender shall be awarded to the bidder who offers the highest price)**

CONDITIONS OF AUCTION

1. The e-waste is offered on an "as is, where is" basis, without any warranty, express or implied, as to condition, functionality, age or make.

2. All descriptions of the e-waste categories are as accurate as possible and are obtained from sources believed to be correct but are not guaranteed by the University.

3. Ownership and risk in the e-waste shall pass to the successful bidder only upon full payment. The University is not responsible for the safe custody of the e-waste after the fall of the hammer.

4. Bidders must comply with all applicable Botswana environmental and waste management legislation in the handling, transport and disposal of the e-waste collected.

5. THIS TENDER IS RESERVED FOR 100% CITIZEN OWNED COMPANIES

ENQUIRIES

Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than **19th November 2026** to Ms Beauty Nthele, Tel No. 355 2079, Email address ntheleb@ub.ac.bw, Tel 3552084.E-mail address maikam@ub.ac.bw and procurement@ub.ac.bw