

TENDER NOTICE

BR/EOI/2023/2024(06)



EXPRESSION OF INTEREST FOR PROVISION OF MANAGEMENT AND OPERATION SERVICES OF BOTSWANA RAILWAY BLUEMARK PARCEL SERVICE

Botswana Railways (BR) is a statutory corporation established on an act of parliament, i.e. Botswana Railways Act [Cap 70:01], to provide railway-based transport logistics solutions for bulk freight, containerized cargo.

EXPRESSION OF INTEREST [EOI] is sought to source service providers from the market to express interest in providing the services of **Management and Operation of Botswana Railway Bluemark Parcel Services**.

Procurement Method is: **OPEN DOMESTIC BIDDING**.

This tender is reserved for Citizen Contractors in line with Section 76 of the Public Procurement Act:

EOI Advert: The EOI is advertised on Botswana Railways Procure Ware, e-procurement system, at botrail.procureware.com, the Botswana Railways website and various newspapers.

EOI may be downloaded directly from **DOCUMENTS** tab in Botswana Railways Procure ware at botrail.procureware.com

Botswana Railways will not issue hard copy tender documents and addendums, all the information relating to the tender will be shared through the Procure Ware System.

Clarification and Briefing Session (Non-Compulsory):

Date: **20/03/2024**

Venue: **BR Head Office, Finance Conference Room and or Microsoft Team's Connection.**

Bidders are invited to attend a clarification briefing session in Botswana Railways head office, Mahalapye.

Bidders are required to send their contact details including the numbers of representatives (where applicable) to the following email addresses: tenders@botrail.bw no later than **1600 hours** on the **19th March 2024**. A Microsoft team's connection link will be forwarded to those wishing to attend on Microsoft team's meeting. Bidders wishing to physically attend the briefing meeting may gather at the reception area and will be guided to the Finance Conference room by **0950 hours**.

Bidders are required to confirm their attendance not later than the **19th March 2024** by **1600 hours**, this is to ensure that Botswana Railways make the necessary arrangements for the clarification briefing session.

Queries relating to the issuance of these documents may be forwarded to Head **Supply Chain**, contact numbers **4717133**.

The closing date and time for receipt of tender offers is **12/04/2024** at **1000 hours**. Bidders must ensure that bids are uploaded timeously onto the system.

Late tender offers will not be accepted.

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How to register with Procure Ware?

Go to the Botswana Railways procurement site: <https://botrail.procureware.com/> Register:

- Enter the required information and click "Next".
- Once you receive the emailed password link, click it to set up your password and log in to continue your registration.
- When all required information is completed, click the orange "Submit" button to finish your registration.
- If you are not able to login in due to the system saying a user has already been registered, use the **"RESET PASSWORD"** tab at the Login In screen

For more help on registering, please go to Procure Ware Log In and Registration FAQ.

I never received my password email to complete my registration?

If you are experiencing issues receiving password reset or registration emails via Procure Ware:

- Your company IT department or Internet Service Provider may have an e-mail spam filtering system in place. Reach out to your IT Department or Internet Service Provider to ensure that messages from "[ProcureWare.com](https://botrail.procureware.com/)" are not being blocked or filtered.
- Note: This is the reason most vendors find when they are not receiving email from Procure Ware. Check your junk/spam folder. The messages are sent from "procureware.com."

If Waiting for a Registration Email:

- Once you have whitelisted procureware. com, please reach out to support@procureware.com to have your registration email resent

Where should I go with questions about Procure Ware?

- For more help, please go to Procure Ware Log In and Registration FAQ.
- When you're logged in to the system, you can access the 24/7 Online Help by clicking the Help icon in upper right corner of any page.
- You can contact Procure Ware Support at support@procureware.com or create a ticket using the link in the Online Help.

Notwithstanding anything in the foregoing, Botswana Railways is not bound to accept the highest or any bid offer nor incur expenses in the preparation thereof. For more details contact Procurement & Oversight +267 4717133 or 4717126.