

BIDDERS INSTRUCTION FORM

BIDDERS ADDRESS	
Name:	Email:
Phone:	Postal Address:

Bidding Instructions

1. After filling your offer, please put it in a sealed envelope and submit it to the reception
2. Starting date for submission of bids shall be on the 09th November 2022.
3. Closing date for submissions of bids shall be on 15th November 2022 at 1000 hours.
4. Bids received after closing time and date will be automatically rejected.
5. The item/s are sold on conditions of "as is" "where is" and without recourse or warranties of any kind
6. Only successful bidders shall be notified by letter of award via email.
7. The vehicle(s) will be awarded to the bidder with the highest offer.
8. Bids shall be opened internally by the procurement committee of BHP.
9. The vehicles are located at Botswana Harvard Aids Institute Partnership, plot 1836, Princess Marina Hospital grounds. The vehicles are available for viewing there.
10. Please note that BHP is unable to provide any assistance either mechanical or manpower for the removal of the item/s.
11. Payment in full shall be made prior to removal of the item/s. Payment shall be effected to the office within 5 working days of the successful bid being accepted. The item/s must be removed within 2 calendar days after making payment.
12. BHP reserves the right to accept or reject any or all bids.

Serial No	ITEM	Qty	Unit Price	PRICE IN BWP (Total)