

Tender Ref No MTC/MOHW/CLS/SER/10511/0707/2017

**A FRAMEWORK SERVICES CONTRACT FOR THE PROVISION OF
EVALUATION SERVICES FOR APPLICATIONS FOR REGISTRATION OF
MEDICINES FOR A PERIOD OF TWENTY-FOUR (24 MONTHS) SERVICES FOR
APPLICATIONS FOR REGISTRATION OF MEDICINES**

1. Tender offers are invited for the provision of services for the evaluation of applications for registration of medicines.
2. The tender is open to local and international service providers. To be considered for the tender, bidders should be Pharmacists with a minimum of 4 years current Assessment experience of applications for registration of medicines. The consultant will have a minimum qualification of a degree in Pharmacy and should be registered with their Health Profession Councils. Preference would be given to 100% citizens registered with PPADB:

Code 317: Other Consultancy Services

Sub Code:07: Health Services

Additionally the consultants will be expected to have experience in assessing applications in Common Technical Document (CTD) format using (World Health Organization (WHO) and International Committee on Harmonization of human medicines (ICH) Guidelines.

3. The Procuring Department is Drug Regulatory Unit, 3rd Floor, Block D, Department of Clinical Services, Ministry of Health & Wellness Headquarters, Government Enclave, Plot No 54609, 24 Amos Way, Private Bag 0038, and Gaborone.
4. To purchase an e-copy of Tender documents, consultants should make a non-refundable payment of BWP150 in office 3B8 or 3B12, Ministry of Health & Wellness Headquarters, effective from 28th July, 2017 from 0800-1600hrs. Youth companies will acquire tender documents at a charge of 50% of selling price. (Presidential Directive CAB 14 (B) 2015. Payment should be made not later than 16:00hrs (GMT+2)

The physical address for collection of tender documents is the Ministry of Health & Wellness, Department of Clinical Services Plot 54609 Government of Enclave Office No: 3E7. Documents may be collected during working hours from 0900 hrs -1600hrs on Monday to Friday with effect from 28th July, 2017

5. A two-envelope procedure will be followed: bids will be prepared in the manner described in the tender data and outlined in Form T2.1: List of Returnable Documents of the ITT Document.
6. The bid response shall be submitted in separate envelopes clearly marked "Technical Proposal" and "Financial Proposal" Both envelopes shall be enclosed in a sealed larger envelope also clearly marked. Both proposals shall have one (1) original and three (3) identical copies of the Tender Proposal. Consultants should not combine their bid responses, i.e. consultants should not courier together as one submission. The response documents should be addressed to and delivered/couriered to the **Principal Procurement Officer II, 3rd Floor, Block E 3E7**, Ministry of Health & Wellness Headquarters, Government Enclave, Plot No 54609, Gaborone, Botswana.
7. Identification / Subject Heading details to be showed on each tender offer email are:
Tender MTC/MOHW/CLS/SER/10511/0707/2017
A SERVICES CONTRACT FOR THE PROVISION OF EVALUATION SERVICES FOR APPLICATIONS FOR REGISTRATION OF MEDICINES
8. Queries relating to the issue of these documents may be addressed to Dr Modutlwa / Mrs

Sebua Tel: +267 363 2830 / +267 363 2378 Fax: +267 317 0169 E mail: dunit@gov.bw.
The deadline for enquiries is fourteen (14) days before closing date of the tender. All responses clarifications/queries shall be in writing and communicated to all the bidders before closing of the tender. Where appropriate tender amendments will be issued.

9. The closing time for receipt of tender offers is 10:00 hrs on 31st August, 2017.
Late tender offers will not be accepted. Telegraphic, telex, telephone and emailed tenders will not be considered.

The Public Procurement and Asset Disposal Board's Standardised Conditions of Tender apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.

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

Committee Secretary
Ministerial Tender Committee -Ministry of Health & Wellness