

INVITATION TO TENDER

Morupule Coal Mine (MCM) Ltd is a coal mining company established in 1973 to mine and transform coal into unlimited sources of energy. The MCM business is at the heart of a prosperous future for Botswana where coal production contributes significantly to the economic development of Botswana. Morupule Coal Mine is owned 100% by the Minerals Development Company Botswana (MDCB). Morupule Coal Mine is located 14 km northwest of the urbanized village of Palapye (the fastest growing centre outside the capital city of Gaborone), along the Serowe-Palapye national highway (A14). The company's vision is 'To be a leading coal energy business'.

MCM invites interested, reputable and experienced 100% citizen owned companies to tender for the following:

- 1. Provision of Garden Maintenance Services To MCM (MOR/65/22/19-12)**
- 2. Provision of Catering Services to MCM (MOR/66/22/19-12)**

Tender documents for the above tender will be provided between Monday and Friday, from 0730hrs to 1630hrs, upon submission of proof of payment of a non-refundable fee of BWP **250.00 (Two Hundred and Fifty Pula Only)** to Contracts Administrator's e-mail provided below. All tender documents will be e-mailed.

Payments:

Payments are to be made through depositing cash or by Electronic Fund Transfer to: **Account Name:** Morupule Coal Mine; **Bank Name:** Stanbic Bank; **Account N°:** 9060001295360 **Branch N°:** Fairgrounds **Swift Code:** SBICBWGX.

Tender Briefing

A compulsory tender briefing for **Provision of Catering Services to MCM: MOR/66/22/19-12** will be held virtually via Microsoft Teams on 04 January 2023 at 8am while the tender briefing for **Provision of Garden Maintenance Services To MCM** will be held on the same day at 10am. It is a pre-requisite that bidders attend the meeting to familiarize themselves with the site, the scope of the services and the environmental conditions under which the services are to be performed. Bidders who wish to attend are required to register one (1) representative by providing their full names and email address to which the invite should be sent to.

Submission:

Tenderers are required to submit their tenders to the email address provided in the tender documents on or before **13 January 2023 at 12:00 noon**.

Submissions should be labelled "MORUPULE COAL MINE – NAME OF TENDER AND REFERENCE NO" e.g. for item No.1 above "MORUPULE COAL MINE – PROVISION OF CATERING SERVICES TO MCM REF: MOR/66/22/19-12 Documents must be submitted in a compressed file/folder format to reduce the size of the documents. Each returnable document must be individually labelled for indexing purposes. The maximum allowable email size at a time shall be 10 MB. Those who wish to submit documents with more than the stated email size will be free to split the submission in multiple parts but not exceeding the reasonable length required. All documents must be in PDF format and the zipped file password protected. The document password should be sent to communications@mcm.co.bw

Email transmission cannot be guaranteed to be secure or be error free as it may arrive late or may not open or be quarantined due to security issues (virus scare), therefore MCM does not accept any liability of any omissions or errors in the contents of the e-mail transmission. Interested parties are encouraged to submit their offers earlier.

Telegraphic, telephonic, telex facsimile or submissions emailed to kmongale@mcm.co.bw will also not be considered. Morupule Coal Mine reserves the right to reject or accept any submission and does not bind itself to accept the lowest or any portion of any tender. Acceptance thereof is not binding on the company until confirmed through official notification. The services pertaining to this contract shall be run under Morupule Coal Mine General Conditions of Service, details of which are in the tender documents. Enquiries relating to this tender must be addressed to: **Contracts Administrator**, at e-mail: kmongale@mcm.co.bw or Tel: 494 3025.