



**UNITED NATIONS DEVELOPMENT PROGRAMME  
REQUEST FOR PROPOSAL FOR UN BUILDING LANDSCAPING AND GARDEN MAINTENANCE.**

**1. Background**

The United Nations in Botswana requires the services of a reputable company for the provision of Landscape and Garden management. The UN compound is located in Gaborone, Government Enclave, Cnr Khama Crescent & President's drive.

All interested companies are required to come for a mandatory site visit before preparation of the bids or proposals. To avoid overcrowding kindly contact procurement at [enquiries.bw@undp.org](mailto:enquiries.bw@undp.org) or call 3633714/65 to make arrangement for a site visit.

**2. Submission Requirements**

Detailed terms of reference (TOR), submission requirements and terms and conditions for the assignment can be obtained at <http://procurement-notice.undp.org>

**3. General enquiries**

Enquiries regarding any part of the RFP may be addressed to either: [enquiries.bw@undp.org](mailto:enquiries.bw@undp.org)

4. Your offer, comprising of a **Technical and Financial Proposal, in separate sealed envelopes**, should be submitted in accordance with Section 2 and to the following address:

**“RFP: REQUEST FOR PROPOSAL FOR UN BUILDING LANDSCAPING AND GARDEN MAINTENANCE”**

5. Proposals shall be addressed to and delivered to the following address:

The UNDP Resident Representative  
P.O. Box 54  
UN Building, Ground Floor Reception Desk  
Government Enclave,  
Corner Khama Crescent and Presidents' Drive  
Gaborone, Botswana

6. Email submission are permissible and can be emailed to: [procurement.bw@undp.org](mailto:procurement.bw@undp.org)
7. Bids should reach the address specified above no later than **29th May 2020 12:00 Noon GMT+2**
8. The selection process will be free, fair and very transparent.