

# INVITATION TO TENDER

<b>BOTSWANA ACCOUNTANCY COLLEGE</b>	<b>TENDER TENDERING PROCEDURES</b>	<b>T 1.1 TENDER NOTICE AND INVITATION TO TENDER</b>
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Tender Ref No. BAC/FIN/28/2025

## PROVISION OF A SHORT-TERM INSURANCE BROKERAGE SERVICE FOR BOTSWANA ACCOUNTANCY COLLEGE (BAC) ON A THREE (3) YEAR CONTRACT

Tender offers are invited from locally registered companies for **PROVISION OF SHORT TERM INSURANCE SERVICES FOR BOTSWANA ACCOUNTANCY COLLEGE (BAC) FOR A THREE (3) YEAR CONTRACT.**

The Procuring Department is **Finance and Procurement Department** at Botswana Accountancy College.

Procurement Method is **Open Domestic Bidding.**

Tenderers who are domiciled in Botswana must, in order to be considered for award of the contract, be registered with Public Procurement Regulatory Authority (PPRA) in the category:

- **CODE: 127 Insurance and Pension;**
  - **Subcode: 03 Motor Vehicle Insurance;**
  - **Sub code: 04 Freight Insurance Services;**
  - **Sub code: 05 Fire and Other Property Damage Insurance;**
  - **Sub code: 06 Brokerage and Risk Related Services;**

The tender is reserved for 100% citizen owned companies as stated under Section 76 (2) of the Public Procurement Act.

Preference margins will be applied to qualifying bidders in line with the prescribed Preference Scheme

**A non-refundable deposit of five hundred and sixty Pula only (P560.00) payable to the BAC Bank account. Youth owned companies will purchase the tender for two hundred and eighty Pula only (P280.00). The bank details are as follows:**

Company Name	: Botswana Accountancy College	: Botswana Accountancy College
Bank Name	: ABSA Botswana	: Stanbic Bank Botswana
Bank Account	: 3732866	: 9060002379746
Branch Name	: ABSA House	: Fairgrounds
Branch Code	: 290267	: 064967
SWIFT Code	: BARCBWXXXX	: SBICBWGX

**NB: BAC DOES NOT ACCEPT CASH.**

The Invitation to Tender documents shall be emailed to bidders upon submission of proof of payment to [accounts@bac.ac.bw](mailto:accounts@bac.ac.bw); and [Cc tenders@bac.ac.bw](mailto:Cc tenders@bac.ac.bw); during working days and hours from **08:00 up to 12:30 hours** and **14:00 up to 17:00 hours**. Tender documents shall be sent to Bidders emails used for sending Proof of Payment.

Queries or clarifications relating to the issuance of these documents shall be addressed in writing not later than **five (5) days** before the tender closing date to **(+267-3953062) [tenders@bac.ac.bw](mailto:tenders@bac.ac.bw)**.

The closing date and time for receipt of sealed tender offers is **6<sup>th</sup> FEBRUARY 2026 at 10:00 Hours**. Late tender offers will not be accepted.

The Bid Submission Method is: **One (1) Envelope Submission Method** in which a tenderer's financial and technical offers are submitted together in one sealed envelope.

Bidders are to submit one (1) original tender document marked "**ORIGINAL**" and 2 duplicate copies of the original document marked "**COPY**" in one sealed envelope clearly marked:

**TENDER NO. BAC/FIN/28/2025 – INVITATION TO TENDER FOR PROVISION OF SHORT TERM INSURANCE SERVICES FOR BOTSWANA ACCOUNTANCY COLLEGE (BAC) FOR A THREE (3) YEAR CONTRACT** shall be delivered to **Botswana Accountancy College, Main Campus, Procurement Office.**

The name and address of the bidder should be clearly marked on the envelope.

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

For / Head of Finance and  
Procurement Department