

• **Tender Reference No. BVI/FIN/30/2025-26**

Tender Title. A TENDER FOR PROVISION OF INSURANCE BROKAGE SERVICES TO BOTSWANA VACCINE INSTITUTE FOR A PERIOD OF THREE (3) YEARS

- Sealed tender offers are invited for then provision of insurance brokage services to Botswana Vaccine Institute for a period of three (3) years
- The Procuring Entity is Botswana Vaccine Institute Limited (BVI)- FINANCE DEPARTMENT
- Procurement Method is: **Open domestic bidding**
- Tenderers who are domiciled in Botswana must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories: **Code: 127 Insurance & Pension**
Sub code(s):
06 Brokerage and risk related Services and 07 Life Insurance Services
- The tender is reserved for citizens or citizen contractors as stated under Section 76 (2) of the Public Procurement Act.
- State owned companies or entities are not permitted to bid.
- Preference margins will be applied to qualifying bidders in line with the prescribed Preference Scheme (*EDD*)
- The closing date and time for receipt of sealed tender offers is 10:00 hours on 18/11/2025. Late tender offers will not be accepted.
- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than two (02) days before the tender closing date to Mr. Tefo Motsumi, Tel +267 3986729 or email: procurement@bvi.co.bw
- The Bid Submission Method is: Physical Submission (A one envelope procedure will be followed where the financial and technical proposals shall be enclosed in a single envelope).
- One (1) original tender document marked ORIGINAL and 3 duplicate copies of the original Document marked copy in one sealed envelope clearly marked
- **“Tender Reference No. BVI/FIN/30/2025-2026 A TENDER FOR PROVISION OF INSURANCE BROKAGE SERVICES TO BOTSWANA VACCINE INSTITUTE FOR A PERIOD THREE YEARS”** shall be delivered to Botswana Vaccine Institute Situated at Plot 6385/90, Lejara Road, Broadhurst, Gaborone,
- Procurement Department Gaborone Foyer in a designated tender Box.
- The name and address of the bidder should be clearly marked on the envelope.
- The tender will be awarded in whole to one successful bidder.

The Botswana Vaccine Institute Standardized Conditions of Tender for Services shall apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.

{Notwithstanding anything in the foregoing, the Botswana Vaccine Institute is not bound to accept the lowest or any tender offer.}