

INVITATION TO TENDER NOTICE



TENDER REFERENCE NO. BIDH 002- 20.11.2023/24

PROVISION OF INSURANCE BROKERAGE SERVICES FOR BOTSWANA DIGITAL AND INNOVATION HUB (BDIH) AND ITS SUBSIDIARIES FOR A PERIOD OF THREE (3) YEARS

Sealed Tender offers are invited for THE PROVISION OF INSURANCE BROKERAGE SERVICES FOR BOTSWANA DIGITAL AND INNOVATION HUB (BDIH) AND ITS SUBSIDIARIES FOR A PERIOD OF THREE (3) YEARS

The Procuring Entity is **Botswana Digital & Innovation Hub (BDIH)**.

Procurement Method is: **Open Domestic Bidding**

Tender offers are invited for the **Provision of Brokerage Services for Building and Property Insurance for Botswana Digital & Innovation Hub (BDIH) and Botswana Digital and Innovation Hub (BDIH)** from 100% Citizen owned companies/businesses. Tenderers must be registered with the **Public Procurement Regulatory Authority** in the following categories:

Code : 127 Insurance & Pension
Subcode : 05 Fire & Other Property Damage Insurance
: 06 Brokerage & Risk Related Services

- The tender is reserved for citizens or citizen contractors 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. **Presidential Directive (CAB) 34 (B) 2012 on Economic Diversification Drive (EDD) they must submit a copy of a valid EDD certificate certified by the issuing authority.**
- Tender documents shall be emailed to bidders who have purchased the tender document during working hours between 0900hrs and 1500hrs effective 20 November 2023
- A non-refundable deposit of BWP 250.00 (Two-Hundred and Fifty Pula) should be made directly into the BDIH bank account below and proof of payment shall be emailed to procurement@bih.co.bw before releasing the tender documents.

Banking Details:

Account Name:	Botswana Digital & Innovation Hub (Pty) Ltd
Bank Name:	Absa Bank Botswana Limited
Branch Name:	Government Enclave Branch
Branch Code:	02
Bank Code:	29
Swift Code:	BARCBWGXXXX
Current Account No.:	1007889
Account Type:	Corporate Current

Youth companies or businesses will acquire the tender documents at a charge of 50% of the selling price. (Presidential Directive CAB 14 (B) 2015).

Proof of youth companies (company extract showing shareholders/ owners of the company/ business and the ID copies for shareholders/ owners) should be emailed together with the proof of payment.

Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than three (3) days before the tender closing date to **Procurement Officer, Tel No. 3913328 ext. 6490; Email: procurement@bih.co.bw**

The arrangements for pre-tender meeting are:
Location: BDIH Science & Technology Park, Plot No. 69184, Block 8, Gaborone,
Date: 23 November 2023, **Starting time:** 1000hrs

The closing date and time for receipt of tender offers by email via dropbox is 1000 hours on 01 December 2023. **Late tender offers will not be accepted.**

The Bid Submission Method is: two-envelope system. Two original tender documents should be submitted and marked as follows.

1. One Technical proposal which includes the compliance and technical requirements only. **NO FINANCIAL INFORMATION SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL, OTHERWISE THE BIDDER SHALL BE DISQUALIFIED OUTRIGHTLY.** The bid/ file should be named technical bid.
 2. One Financial proposal which contains all the costs associated with carrying out the required services. The bid/ file should be named financial bid.
- The cover pages of both the Technical and the Financial bids should be referenced:

“Tender Reference No. BIDH 002- 20.11.2023/24-: THE PROVISION OF INSURANCE BROKERAGE SERVICES FOR BOTSWANA DIGITAL AND INNOVATION HUB (BDIH) AND ITS SUBSIDIARIES FOR A PERIOD OF THREE (3) YEARS

- The name and address of the bidder should be clearly indicated on the bids.
- Both bids should be posted in a Dropbox folder created by the bidder and the link to the folder shared with BDIH at (procurement@bih.co.bw) not later than the closing date and time. Bids should be in a pdf format.

The successful bidder will be required to enter into an SLA as part of the Service Agreement at the time of commencing the service.

The closing date and time for receipt of tender offers by email via dropbox is 1000 hours on 01 December 2023. **Late tender offers will not be accepted.**

Science & Technology Park, Plot 69184 Block 8 Industrial, Private Bag 00265, Gaborone, Botswana. Tel: +267 391 3328 Fax: +267 391 33289 www.bih.co.bw

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