

Republic of Botswana Public Procurement Regulatory Authority	TENDERING PROCEDURES	T1.1 TENDER NOTICE and INVITATION TO TENDER
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- **Tender Reference No. PPT/ITT/SER/003/2026-27**
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- **Tender Title: Provision of Asset and Group Staff Insurance for Public Procurement Tribunal.**
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- Sealed Tender offers are invited for the **Provision of Asset and Group Staff Insurance for Public Procurement Tribunal.**
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- The Procuring Entity is **Public Procurement Tribunal.**
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- Procurement Method is: **Open Domestic Bidding**
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- 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: 06 Brokerage and Risk Related Services
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- The tender is **reserved for citizens or citizen contractors** as stated under Section 76 (1) of the Public Procurement Act.
 - Preference margins will be applied to qualifying bidders in line with the Citizen Economic Empowerment (CEE) Policy and Local Procurement Scheme (LPS)
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- The physical address for collection of tender documents is: MVA Fund House, Plot 50367, Fairgrounds Office Park, Gaborone. First Floor, Accounts Office
 - Documents may be collected during working hours between 8am and 5pm from **31/08/2026.**
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- A non-refundable deposit of P100 payable through bank transfer into the following account:
Account Name Public Procurement Tribunal
Bank ABSA
Branch Government Enclave
Branch Code 290267
Account Number 1048755
Ref: Insurance ITT– Name of Company
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- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than 2 days before the tender closing date to Ms Same Bantsi, Tel No. (267) 3960378, Email address: sbantsi@ppt.co.bw.
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- The closing date and time for receipt of sealed tender offers is **10:00** hours on **14/09/2026.**
 - Late tender offers will not be accepted.
 - The Bid Submission Method is: *A one envelope system, in which a bid document containing the bidder's financial and technical offer are submitted together in one sealed envelope, will be followed.*
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- One (1) original tender document marked ORIGINAL and 2 duplicate copies of the original Document marked COPY in one sealed envelope clearly marked, **“Tender Reference No. PPT/ITT/SER/003/2026-27: “PROVISION OF ASSET AND GROUP STAFF INSURANCE FOR PUBLIC PROCUREMENT TRIBUNAL”** shall be delivered to: MVA House, 1st Floor Reception, Public Procurement Tribunal, Fairgrounds Office Park, Gaborone.
 - The name and address of the bidder should be clearly marked on the envelope.
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The Public Procurement Regulatory Authority Standardised 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, Public Procurement Tribunal is not bound to accept the lowest or any tender offer.