

The Civil Aviation Authority of Botswana (CAAB), a statutory body mandated to provide safe, regular, secure and efficient use and development of Civil Aviation in Botswana.

CAAB invites tenders for the Provision of Insurance Broker Services for Civil Aviation Authority of Botswana (CAAB).

TENDER REFERENCE NO. CAAB 08/22-23/GEN

TENDER FOR THE PROVISION OF INSURANCE BROKER SERVICES FOR CIVIL AVIATION AUTHORITY OF BOTSWANA (CAAB).

- Sealed Tender offers are invited for the provision of Insurance Broker Services
- The Procuring Entity is Civil Aviation Authority of Botswana (CAAB)
- Procurement Method is: Open Domestic Bidding
- Tenderers who are domiciled in Botswana must, to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories:
Code: 127 (Insurance and Pensions) Sub code(s): 03,06 and 07
- The tender is reserved for citizens and non-citizen local contractors.
- Presidential Directive on Economic Diversification Drive will be applied in this tender. Eligible bidders must provide a relevant and valid certificate.
- The physical address for collection of tender documents is Procurement Office at Sir Seretse Khama International Airport, Terminal Building, Plot No.17401, Conference Room number 1001, First Floor, Gaborone, Botswana.
- Documents may be collected during working hours between **0800** and **1600 hours** from **2nd December 2022**.
- A non-refundable deposit of **BWP1 100** or **BWP550** for youth registered companies upon production of identity cards and company documents of Shareholders. The fee is payable in cash. Bidders who bought the tender document of the previous tender which was cancelled will not pay for the document.
- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than seven days (7) before the tender closing date to **Chief Procurement Officer, Tel No. 3688200, Email address: tenders@caab.co.bw.**
- The closing date and time for receipt of sealed tender offers is **1000 hours** on **21st December 2022**.
- Late tender offers will not be accepted.
- The Bid Submission Method is: Two Envelope Submission Method in which the sealed original and sealed copies of the Technical Offer are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the Financial Offer are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.
- **One (1)** original tender document marked **ORIGINAL** and **two (2)** duplicate copies of the original Document marked **COPY** in one sealed envelope clearly marked "**Tender Reference No. CAAB 08/22-23/GEN- Procurement of Services for Provision of Insurance Broker Services for Civil Aviation Authority of Botswana (CAAB)**" shall be delivered to Procurement Officer's office at Sir Seretse Khama International Airport, Terminal Building, Plot No.17401, Conference Room number 1001, First Floor, Gaborone, Botswana.
- The name and address of the bidder should be clearly marked on the envelope.

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, the Government of Botswana is not bound to accept the lowest or any tender offer.}

Our Vision

To be a world class provider of safe, secure and sustainable aviation services

Our Mission

To effectively and efficiently regulate and promote a safe, secure and sustainable aviation industry in line with international standards and norms

Our Values

Integrity | Accountability | Collaboration | Customers Focus | Continuous Improvement