

PUBLIC TENDER NOTICE

TENDER NO: CAAB 01/20-21/GEN

TENDER FOR PROVISION OF INSURANCE BROKER SERVICES

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

The Tender is open to companies domiciled in Botswana who have the necessary qualifications, background and relevant experience in similar work and hold a valid license from the Non-Bank Financial Institutions Regulatory Authority (NBFIRA). The scope and terms and conditions of the work are given in the Tender Document. The tender is divided into two (2) lots, namely Lot 1 comprising of Aviation Insurance and Lot 2 which is other general insurance. The bidder shall be at liberty to bid for either or both Lots.

Citizen Economic Empowerment Policy on price preference for consultancy will be applied in the award of this tender.

Tender documents may be collected on or after **19th April 2021** from the Chief Procurement Officer's office in CAAB Head Office located at Plot 61920 Letsema Office Park, Fairgrounds, Block B ground floor, **Gaborone on working days from 0800 to 1700 hours**.

Tender documents may be obtained on payment of a non-refundable fee of **Two Thousand Pula (BWP 2 000.00) or One Thousand Pula (BWP 1 000.00) for youth registered companies upon production of identity cards and company documents of Shareholders** payable in cash.

Any enquiries with respect to this Tender must be in writing and delivered by hand or sent by mail, facsimile or e-mail addressed to the Chief Procurement Officer using the contact details specified in the Invitation to tender and must be received on or before 1700hours on **3rd May 2021**. Any such enquiry must be clearly marked "**Enquiry: TENDER NO: CAAB 01/20-21/GEN: Provision of Insurance Broker Services for Civil Aviation Authority of Botswana**".

Interested bidders may obtain further information relating to the tender and bidding documents during working hours as stated above from: The Chief Procurement Officer Tel

No. +267 3688284/ +267 73008088, or email ppule@caab.co.bw and copy tpule@caab.co.bw and blesotlho@caab.co.bw

Sealed Tenders clearly marked **TENDER NO: CAAB 01/20-21/GEN - Provision of Insurance Services for Civil Aviation Authority of Botswana** shall be submitted by hand to: The Chief Procurement Officer, Civil Aviation Authority of Botswana, Plot 61920 Letsema Office Park, Block B ground floor, Gaborone, Botswana and should arrive not later than **3rd June 2021** at 1000 hours Botswana local time. Tenders delivered after the deadline (date and time inclusive) or submitted by facsimile or email will not be considered. No liability will be accepted by CAAB for loss or late delivery of tender documents.

Tenders shall be opened at **1015 hours on 3rd June 2021** in CAAB Head Office at the above address, in the presence of bidders or their representatives who choose to attend. CAAB reserves the right to cancel, accept or reject any bid; and is not bound to accept the lowest or any tender or assign reasons for the acceptance or rejection of any tender.