



INVITATION TO TENDER

TENDER NO: CAAB SPF 3/9/5 IX (30)

TENDER FOR PROVISION OF CONSULTING SERVICES IN ACTUARIAL, ADMINISTRATIVE AND ACCOUNTING DUTIES TO THE CIVIL AVIATION AUTHORITY OF BOTSWANA STAFF PENSION FUND (CAABSPF)

The Civil Aviation Authority of Botswana Staff Pension Fund (CAABSPF) invites tenders for the **Provision of Consulting Services in Actuarial, Administrative and Accounting Duties to the CAABSPF.**

The scope and terms and conditions of the services are given in the tender document. The Tender Document is obtainable from CAABSPF, Sir Seretse Khama International Airport (Human Capital Department), Gaborone, Botswana, against payment of the sum of **Two Thousand Five Hundred Pula (BWP2,500.00).**

Tender documents may be collected on or after 25th May 2022 from The Principal Officer, Civil Aviation Authority of Botswana Staff Pension Fund, Sir Seretse Khama International Airport (Human Capital Department), Gaborone, Botswana between Mondays and Fridays (working days) from 0800 to 1700 hours.

Further information relating to this tender may be obtained from the CAABSPF Principal Officer at the CAAB (Sir Seretse Khama International Airport) between Mondays and Fridays (working days) from 0800 to 1700 hours, Tel No. +267 3688200/ 3688380 /3688328 or email mpagiwa@caab.co.bw

Queries and clarification related to this tender should be addressed to the Principal Officer at the above address on or before **9th June 2022 at 1700 hours.**

Sealed Tenders clearly marked "Tender for the Provision of Consulting Services in Actuarial, Administrative and Accounting Duties to the Civil Aviation Authority of Botswana Staff Pension Fund **(CAABSPF)**" **shall be submitted by hand to; The Principal Officer, Civil Aviation Authority of Botswana Staff Pension Fund, Sir Seretse Khama International Airport (Human Capital Department), Gaborone, Botswana.**

Tenders should arrive not later than **24th June 2022 at 1000 hours.** Tenders delivered after the deadline 24th June 2022 at 1000 hours or submitted by facsimile or email will not be accepted. No liability will be accepted by CAABSPF for loss or late delivery of Tender Documents.

The tender will be opened at **1015 hours on 24th June 2022.**

CAABSPF is not bound to accept any bid nor give reasons for acceptance/non-acceptance of any bid nor reimburse any expenses in preparation thereof.