



BANK OF BOTSWANA

PUBLIC NOTICE

EXPRESSION OF INTEREST FOR THREE-YEAR CONTRACT FOR PROVISION OF INSURANCE BROKING AND CONSULTANCY SERVICES FROM THE YEAR 2023 TO 2025

CONTRACT NUMBER – BOB/2022/08/24

The Bank of Botswana invites expressions of interest from suitably qualified and reputable insurance brokerage and consultancy companies, for a three-year contract for the provision of broking and consultancy services. **Only paid-up members of the Botswana Insurance Brokers Association recognised and registered by the Non-Bank Financial Institutions Regulatory Authority (NBFIRA) may submit expressions of interest.** Companies that are registered with PPADB under code 127 Insurance and Pensions are eligible to tender for Provision of Insurance Broking and Consultancy Services. The Bank wishes to employ a dedicated, specialist Insurance Broker to manage selected risks exposures for the Bank and provide consulting services, as necessary. The Bank's insurance policies include among others, Group Life Assurance, Dread Disease, Occupational Disability Benefit, Group Personal Accident, Workmen's Compensation, Motor-fleet (3rd party), HomeOwners, Buildings Combined, Public Liability and Contractor's All Risks, Personal Effects of Occupiers of Executive Houses including but not limited to services such as risk management, negotiations, placing insurance and cooperation with associated Insurance Companies and consulting services.

In order to prequalify to be invited to tender, all companies responding to this call for provision of information and expression of interest must submit in writing the following:

- a brief company profile confirming in concise form, the structure of the company and holding companies (where applicable), company shares certificates/names of Directors including their citizenship status, specialisations, accreditations, honours and awards, domestic, regional and international associations and back-up resources or affiliations;
- an outline of management expertise, financial and infrastructural resources, experience and other relevant data;
- an overview of proposed implementation methodology of the service;
- proven track record in the provision of insurance broking and consultancy services including names of clients who may be contacted as referees;
- office resources in Botswana, including number of staff, level of computerisation, curriculum vitae of all personnel who will be involved as principals and the citizenship or current residency status of each of the proposed personnel;
- professional indemnity insurance cover of P5 000 000;

- bidders must provide evidence of compliance with the Botswana Citizen Economic Empowerment Policy current at the time of tender;
- A short statement about any litigation the company may be involved in currently or have been involved in during the past five years, if any;
- It is a requirement that the taxes of the participating bidders **must** be in good standing or that suitable payment agreement will have been agreed with the tax authorities. Tenderers are, therefore, requested to obtain and submit a copy of a tax clearance certificate or letter from the tax authorities; and
- any other information considered specifically relevant.

A copy of proof of payment should be included in the submission.

Bids Submission Instructions

The bid offers must be submitted through email and addressed to Bob20220824@bob.bw

Documents should be marked “**Bank of Botswana Provision of Insurance Broking and Consultancy Services – Company name**” and submitted no later than 1000 hours on **September 29, 2022**. Tenders will be opened at 1015 hours the same day or later. A formal report of the opening will be kept, noting names of tenderers who have submitted tenders.

Bidders should submit the documents in a zip file/folder format to reduce the size of the documents. The maximum allowable email size at a time shall be 100MB. Bidders wishing to submit documents with more than the stated email size will be free to split the submission in multiple parts but not exceeding the reasonable length required. All documents must be in PDF format and must be password protected. The password should be sent to Modimanam@bob.bw and Mothusik@bob.bw

Submissions will be evaluated by the Bank to produce a shortlist of at least four (4) to six (6) best suppliers/service providers who will be invited for full tender. The Bank reserve the right to decide on the number of vendors to be shortlisted.

The Bank of Botswana supports a “Domestic Preference” procurement policy. Hundred percent citizen owned, and capable companies will be given preference.

Enquiries may be addressed to:

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