

TENDER NOTICE



Sealed Tender offers are invited for the **provision of Risk and Insurance Brokerage Services to Botswana Oil Limited**

The Procuring Entity is **Botswana Oil Limited (hereinafter 'Botswana Oil')**

TENDER NUMBER	TENDER DESCRIPTION	PROCUREMENT METHOD	PPRA CODES
BOL/RFP/2025-26/34	Provision of Risk and Insurance Brokerage Services to Botswana Oil Limited	Open Domestic Bidding reserved for Citizen Contractors	Tenderers Domiciled in Botswana shall be registered with the Public Procurement Regulatory Authority (PPRA) in the following category; Code: 127 Insurance & Pension Sub code(s): 06 (Brokerage and risk related Services)

Preference margins will be applied to qualifying bidders in line with the following prescribed Preference Schemes:

- a) Economic Diversification Drive (EDD)

Tender documents will be sent electronically from **0800hrs** to **1700hrs** on weekdays with effect from **Tuesday, 17th February 2026**.

A non-refundable deposit of **P1000.00** made out in favour of Botswana Oil Limited shall be paid by interested bidders before collection of tender documents. Youth owned companies will pay half the price which is P500.00. Youth Companies should bring along/present Registration of Company Form listing Shareholders and copies of ID- Omang of the same.

Bidders are required to make payment to the account below and share proof of payment to procurement@botswanaoil.co.bw.

ABSA Bank
Account Number: 1017833
Branch Number: 290267
REF: (Your Company Name and subject of the tender)

Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than 7 days before the tender closing date.

Telephone No: +267 398 1700
Fax No: +267 318 1705
Email Address: procurement@botswanaoil.co.bw

A compulsory **pre-bid clarification meeting** with all bidders who have bought the ITT will be held on **Wednesday, 25th February 2026**.

The closing date and time for receipt of sealed tender offers is Wednesday, **18th March 2026** at **10:00hours**. The tender will be opened immediately after closing time.

Late tender offers will not be accepted.

The Bid Submission Method is: **Two Envelope Submission Method which means a one stage-two envelopes method in which a bid is submitted containing separate technical and financial proposals which are opened on different dates, in separate bid openings. No financial information should be found in the technical proposal and if such was to be the case, it would lead to outright disqualification.**

One (1) original tender document marked ORIGINAL, and 2 duplicate copies of the original Document marked copy and plus one (1) soft copy on USB Flash drive/Memory stick, all in one sealed envelope clearly marked:

Tender Reference No. **Provision of Risk and Insurance Brokerage Services** shall be hand delivered to

BOTSWANA OIL LIMITED,
Procurement Department,
Block A, 1st Floor, Grand Union Building, Plot 54374, CBD
Gaborone, Botswana

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, Botswana Oil Limited is not bound to accept the lowest or any tender offer.

Botswana Oil Limited, Private Bag 173, Bontleng
Plot 54373, Petroleum House Matante Mews
Central Business District, Gaborone, Botswana




Botswana Oil Limited



BOTSWANA OIL
Your Fuel. Your Future

**FUELING PROGRESS,
EMPOWERING THE NATION**