

# TENDER NOTICE & INVITATION TO TENDER



## TENDER REFERENCE NO. BDIH 001-19.01.2025/26 PROVISION OF EXTERNAL AUDIT SERVICES FOR BOTSWANA DIGITAL AND INNOVATION HUB (3 YEARS SERVICE CONTRACT)

Sealed Tender offers are invited for **PROVISION OF EXTERNAL AUDIT SERVICES FOR BOTSWANA DIGITAL AND INNOVATION HUB (3 YEARS SERVICE CONTRACT)**

The Procuring Entity is Botswana Digital and Innovation Hub.

Procurement Method is: Open Domestic Bidding

Tender offers are invited for the **PROVISION OF EXTERNAL AUDIT SERVICES FOR BOTSWANA DIGITAL AND INNOVATION HUB (3 YEARS SERVICE CONTRACT)** from 100% Citizen owned companies/businesses. Tenderers must be registered with the Public Procurement Regulatory Authority in the following categories:

**Code:** 314 Finance Related Services  
**Sub code(s):** 06 Auditing Services AND  
07 Accounting Services

The tender is reserved for citizens or citizen contractors as stated under Section 76 (2) of the Public Procurement Act.

Preference margins will be applied to qualifying bidders in line with the prescribed Preference Scheme. **Presidential Directive (CAB) 34 (B) 2012 on Economic Diversification Drive (EDD). Bidders must submit a copy of a valid EDD certificate certified by the issuing authority at once when submitting their bid.**

Tender documents shall be emailed to bidders who have purchased the tender document during working hours between **0900hrs and 1500hrs effective 19 January 2025.**

A non-refundable deposit of BWP 250.00 (Two-Hundred and Fifty Pula) should be made directly into the BDIH bank account below and proof of payment shall be emailed to [procurement@bih.co.bw](mailto:procurement@bih.co.bw) before releasing the tender documents.

### BANKING DETAILS:

**Account Name:** Botswana Digital & Innovation Hub (Pty) Ltd  
**Bank Name:** Absa Bank Botswana Limited  
**Branch Name:** Government Enclave Branch  
**Branch Code:** 02  
**Bank Code:** 29  
**Swift Code:** BARCBWGXXXX  
**Current Account No.:** 1007889  
**Account Type:** Corporate Current  
**Reference:** (Company Name) Audit ITT 2026

Youth companies or businesses will acquire the tender documents at a charge of 50% of the selling price. (Presidential Directive CAB 14 (B) 2015). Proof of youth companies (company extract showing shareholders/ owners of the company/ business and the ID copies for shareholders/ owners) should be emailed together with the proof of payment.

Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than three (3) days before the tender closing date to **Procurement Officer, Tel No. 3913328 ext. 6490; Email: [procurement@bih.co.bw](mailto:procurement@bih.co.bw)**

The closing date and time for receipt of tender offers by email via Dropbox is 1000hrs on 29 January 2026.

**Late tender offers will not be accepted.**

**The Bid Submission Method is: two-envelope system. Two original tender documents should be submitted and marked as follows:**

1. One Technical proposal which includes the compliance and technical requirements only. NO FINANCIAL INFORMATION SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL, OTHERWISE THE BIDDER SHALL BE DISQUALIFIED OUTRIGHTLY. The bid/ file should be named technical bid.
2. One Financial proposal which contains all the costs associated with carrying out the required services. The bid/file should be named financial bid.

The cover pages of both the Technical and the Financial bids should be referenced:

**“Tender Reference No. BDIH 001-19.01.2025/26 :- PROVISION OF EXTERNAL AUDIT SERVICES FOR BOTSWANA DIGITAL AND INNOVATION HUB (3 YEARS SERVICE CONTRACT)”**

- The name and address of the bidder should be clearly indicated on the bids.
- Both bids should be posted in a Dropbox folder created by the bidder and the link to the folder shared with BDIH at ([procurement@bih.co.bw](mailto:procurement@bih.co.bw)) not later than the closing date and time. Bids should be in a pdf format.
- The successful bidder will be required to enter into an SLA as part of the Service Agreement at the time of commencing the service.

**The closing date and time for receipt of tender offers by email via Dropbox is 1000hrs on 29 January 2026.**

**Late tender offers will not be accepted.**

**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.**

**All the applicable Tender Procedures and Data are contained within these Tender Documents; in addition, the BDIH's Procurement Policy shall apply to this procurement.**

Notwithstanding anything in the foregoing, Botswana Digital and Innovation Hub (BDIH) is not bound to accept the lowest or any tender offer. Further, BDIH reserves the right to cancel the tender without providing any reasons.