

## INVITATION TO TENDER

Botswana Investment and Trade Centre wishes to invite reputable companies to tender for the following tender:

**TENDER NO. BITC 007/2025 – 2026 PROCUREMENT OF INSURANCE BROKERAGE SERVICES FOR BOTSWANA INVESTMENT AND TRADE CENTRE ASSETS AND EMPLOYEES FOR 36 MONTHS (3YEARS)**

- PPRA Code 127- Insurance and Pension, Sub code 06 – Brokerage and Risk Related Services
- Closing Date of Submission— 4th February 2026 @1000hours. A tender box will be kept at BITC Office 1st floor where the bidders are expected to submit their proposals
- Price: P250.00

**NOTE: THIS TENDER IS RESERVED FOR 100% CITIZEN-OWNED**

Full details, requirements and specifications will be provided in the Tender Document that can be obtained from the address below:

**THE SECRETARY  
BITC TENDER COMMITTEE  
PLOT 54351, CENTRAL BUSINESS DISTRICT,  
GABORONE  
PRIVATE BAG 00445  
GABORONE**

**TELEPHONE: 3633368/57 FAX: 3170452  
Email: [procurement@botsbitc.onmicrosoft.com](mailto:procurement@botsbitc.onmicrosoft.com)**

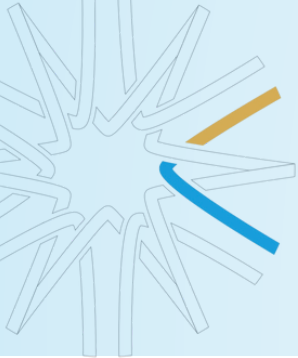
**Contact Person: Kgomoiso Ronald / Keabetswe Titus**

The tender documents will be emailed to the interested bidder after paying a non-refundable fee mentioned above from 0830hrs to 1530hrs on weekdays with effect from 21st January 2026. **Youth registered companies** will purchase the documents at **50%**. The payments can be deposited on the below account referencing the tender title.

Account Name	Account No.	Branch	Branch Code	Swift Code	Bank Name
Botswana Investment & Trade Centre	62223671042	Corporate	28-14-67	FIRNBWGX	FNBB

Proof of payment should be emailed to: '[procurement@botsbitc.onmicrosoft.com](mailto:procurement@botsbitc.onmicrosoft.com)'





## CONDITIONS FOR ALL THE TENDERS

- BITC reserves the right to 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 the tender.
- The Centre reserves the right not to proceed with the tender and may cancel the envisaged tender without providing any reason.
- The submitted proposal shall under no circumstances be returned to the bidders.
- Proposals received or delivered after the above-mentioned dates and time will not be considered nor will any telephonic, telex, facsimile or electronic mail submissions.
- No liability will be accepted by BITC for loss or late delivery of tender documents.
- BITC reserves the right to request a site visit before the award of any tender.
- Tender documents and all supporting documents shall be submitted in **plain /unmarked and firmly sealed envelopes or packages.**
- Tenders shall be opened immediately after the tender closing at the BITC Head office, in the presence of bidders or any representatives who choose to attend.

