



PUBLIC TENDER NOTICE
TENDER NO: BOCRA/PT/006/2025.2026
PROVISION OF INSURANCE BROKERAGE SERVICES TO THE BOTSWANA COMMUNICATIONS REGULATORY AUTHORITY (BOCRA) GROUP

Botswana Communications Regulatory Authority (BOCRA or the Authority) invites 100% citizen-owned companies with substantial experience to provide Insurance Brokerage Services to the BOCRA Group (Botswana Communications Regulatory Authority (BOCRA), Universal Access and Service Fund (UASF) and Communications Regulators Association of Southern Africa (CRASA)) for a period of three (3) years.

Procurement Method is Open Domestic Bidding method.

The tender is reserved for 100% citizen owned companies who are domiciled in Botswana and are registered with the Public Procurement Regulatory Authority (PPRA) under the following code and sub-code:

Code 127: Insurance & Pension
Sub-code 06: Brokerage and risk-related services

Economic Diversification Drive (EDD) shall apply to this tender. Bidders are requested to submit relevant documentation or certificates in order to benefit from the Policy.

Youth companies shall purchase the Invitation to Tender (ITT) at 50% of the fee as per **Presidential Directive CAB 14(B)/2015**.

Interested entities may purchase the ITT document at a non-refundable fee of **P570.00 (VAT Inclusive)**. Payment must be made in the form of bank transfer or deposit at the following banking details:

Bank Name: First National Bank Botswana Ltd
Branch Name: Mall
Branch Code: 28-28-67
Account Name: Botswana Communications Regulatory Authority
Bank Account No: 62011115088
Swift Code: FIRNBWGX
Reference: BTA0006
Payment Reference: Company Name

Tender documents shall be issued upon provision of **Proof of Payment (POP)** at tenders@bocra.org.bw. All bank charges relating to funds transfer shall be borne by the bidder.

Queries or Clarifications relating to this tender may be addressed in writing no later than **15 January 2026** to tenders@bocra.org.bw and will be respond to no later than **19 January 2026**.

Companies that participated on the previous tendering process referenced **BOCRA/PT/006/2024.25** are exempted from purchasing the tender document. Affected companies are requested to share Proof of Payment (POP) at tenders@bocra.org.bw. Tender documents for the current tender shall only be shared with affected bidders upon presentation of the POP of the previous process.

Bids and all supporting documents should be submitted not later than **10:00 Hours on 30 January 2026**, or such other later date as the Authority may advise in writing, at the **Tender Box** located at the following physical address:

Botswana Communications Regulatory Authority
Plot 50671
Independence Avenue
Gaborone

Bids will be opened at **10:05 Hours** on the **30 January 2026** at the BOCRA Offices. Bidders and the public are invited to attend the Tender Opening session.

Late tender submissions will not be accepted.

Two Envelope Submission Method shall be followed in submitting bids.

The PP Act and Regulations shall apply to this tender.

Notwithstanding anything in the foregoing, BOCRA is not bound to accept the lowest or any tender offer.

For further information regarding the tender, please contact the Procurement Office at: tenders@bocra.org.bw