

PUBLIC TENDER NOTICE

Non-Bank Financial Institutions Regulatory Authority (NBFIRA) invites service providers to submit proposals for the below listed tender:

TENDER NO: NBFIRA 002/25-26: TENDER FOR EVENT MANAGEMENT OF THE 48TH CISNA CONFERENCE

Procurement Method is: Open domestic bidding for Local companies domiciled in Republic of Botswana

Tenderers must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority (PPRA) in the following categories:

Code 139 – Miscellaneous Services

Sub-code 16- Event Management Services

The tender documents containing the details of the requirements will be emailed to potential bidders during working hours between **0800 hours and 1700 hours** from **9th May 2025** for a non-refundable fee of **P150.00** (One hundred and fifty pula only). Proof of payment will be required, for issuing the tender documents and should be sent to: procurement@nbfira.org.bw.

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

Payments must be made directly to the bank to the account below:

Account name:	Non-Bank Financial Institutions Regulatory Authority
Account number:	9060001296510
Bank name:	Stanbic Bank Botswana Limited
Branch:	Fairgrounds Branch
Branch code:	064967
Swift code:	SBICBWGX
Reference:	"001 - Your Company Name"

Bidders are required to submit their tenders not later than **10:00hrs on the 28th May 2025** to the following address:

Procurement Office
Non-Bank Financial Institutions Regulatory Authority
3rd Floor Exponential Building
Plot 54351 New CBD, Off PG Matante Road
Gaborone

Bids will be opened at **10:05 hrs on 28th May 2025** at the NBFIRA Head office. The tender opening results will be shared with the bidders through email.

Queries relating to this tender should be directed to the Procurement Office which can be contacted on **procurement@nbfira.org.bw** and should reach the office not later than **10 days** before the tender closing date.

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 document.

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

Tel: +267 310 2595/ 3686100, **Fax:** +267 310 2376/310 2353
Plot: 3rd Floor Exponential Building 54351 CBD
Private bag: 00314, Gaborone, Botswana
Email: www.info@nbfira.org.bw, **Website:** www.nbfira.org.bw

