



# INVITATION TO TENDER

## 1. BACKGROUND

The Botswana Public Officers' Medical Aid Scheme (BPOMAS or "the Scheme") was established through Presidential Directive CAB 1/90 on 01 December 1990 and is registered in terms of the Societies Act, with the specific intent to provide medical aid cover for public servants and their dependents. BPOMAS also extends cover to Cabinet Ministers, Members of Parliament, Members of the House of Chiefs and Parastatals.

## 2. REQUIREMENT OF THE TENDER BIDDING DOCUMENT

BPOMAS aims to enhance access to insurance and health related services for its members. To achieve this, the Scheme invites proposals from licensed and suitably qualified local and international service providers to bid for the following:

- 2.1. Provision of Insurance Underwriting Services for the Botswana Public Officer's Medical Aid Scheme
- 2.2. Provision of Pathology & Radiology Health Risk Management Services for Botswana Public Officer's Medical Aid Scheme.

Bidders must be duly registered with Companies and Intellectual Property Authority (CIPA) or equivalent authority in the country of origin, the latter being for a company domiciled or registered in a foreign jurisdiction.

Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture or consortium.

Tender Reference Number	Tender Name	Closing Date for selling of the tender	Compulsory Briefing sessions	Tender Bidding Document Submission Closing Date
BPOMAS/09-2025	Provision of Insurance Underwriting Services for the Botswana Public Officer's Medical Aid Scheme.	16th January 2026	19th January 2026 @9am	26th January 2026 @10:00am
BPOMAS/10-2025	Provision of Pathology & Radiology Health Risk Management Services for Botswana Public Officer's Medical Aid Scheme.	16th January 2026	19th January 2026 @11am	26th January 2026 @12:00am

- 3. Tender Bid documents will be sent to Bidders after paying a non-refundable fee of **P 2,000.00 (Two Thousand Pula Only)** from **08:00hrs to 1530hrs** on weekdays with effect from **19th December 2025**.
- 4. A compulsory briefing session will be held on **Monday 19th January 2026**. The briefing session will be conducted virtually via MS Teams. A link will only be shared with bidders that have bought the tender bidding document.
- 5. Payment should be made into the following bank account and proof of payment emailed to: [tenders@bpomas.co.bw](mailto:tenders@bpomas.co.bw)

Account Name	Bank	Account Number	Account Type	Branch Code	Branch Name	Swift Code	Reference
BPOMAS	First National Bank Botswana	62763419324	Current	282267	Corporate Branch	FIRNBWGX	BPOMAS/08-2025 + your entity name

- 6. Queries and/ or clarifications relating to the issuance of the tender bidding document may be addressed to:  
The Procurement Unit  
Email: [tenders@bpomas.co.bw](mailto:tenders@bpomas.co.bw)  
Tel: +267 370 2951/2900
- 7. Bidders should submit the documents per the submission format prescribed in the Tender Bid Document.
- 8. Notwithstanding anything in the foregoing, BPOMAS is not bound to accept the lowest or any tender offer, nor incur expenses in the preparation thereof.