

TENDER NOTICE AND INVITATION TO TENDER

INVITATION TO TENDER PROVISION FOR EXTERNAL AUDIT SERVICES FOR FINANCIAL YEARS 2026, 2027 & 2028 TO BOTSWANA OPEN UNIVERSITY

TENDER NO: BOU 004/2025-2026

This is an Open Domestic Bidding Method.

Tender offers are invited from companies registered and domiciled in Botswana, duly registered for the Provision of External Audit Services to Botswana Open University and, in order to be considered for the award of the contract, bidders must be registered with the Public Procurement and Regulatory Authority (PPRA) under the following category:

Code 314 – Finance Related Services

Sub Code 06 – Auditing Services and

Sub-Code 07 - Accounting Services

1. Evaluation Method: Quality and Cost-Based Selection Method
2. Submission Method: Dual Envelope Submissions
3. Tender Validity Period: 120 Days
4. Tender Documents will be available on: **16/01/2026** during working hours (**0730- 1245hrs and 1345-1630 hrs**)
5. The Tender Documents containing details of the requirements will be sent electronically on weekdays upon receipt of proof of payment of a non-refundable fee of **BWP 500.00**
6. Youth registered companies are entitled to pay 50% (**BWP250.00**) of the purchase price, subject to the provision of proof of 100% youth ownership.
7. The Purchase of Tender Documents shall be made through electronic fund transfer or a deposit made to Botswana Open University account only (see banking details below), and proof of payment must be sent to procurement@staff.bou.ac.bw with a request for the Tender Document to be sent via email.

Payment to be made to:

Account Name: Botswana Open University
Bank Name: ABSA
Branch Name: Government Enclave
Branch Code: 02902/290267
A/C No: 3070634
Reference: Tender Number and Company Name

8. Queries or clarification relating to the issue of these documents may be addressed to the **Procurement Manager at Tel: 3646077 or Email: procurement@staff.bou.ac.bw**. BOU shall respond in writing to any request for information or clarification of the Bid Documents which it receives not later than five (05) working days prior to the closing date for the submission of bids.

9. The closing date and time for receipt of tender offers is **02/02/2026** on or before **1000 hours** at the following physical address:

**The Botswana Open University
Head Office, Office BO08
Block 6 Garamotlhose Junction, Western Bye Pass
Plot 39972, Gaborone**

10. Any bid submitted after the closing date and time prescribed shall be rejected.

11. Telephonic, Fax, or Electronic offers will not be considered.

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

Benjamin T. Koboyakgomo
For/Vice Chancellor