



**BOTSWANA POWER CORPORATION
STAFF PENSION FUND**

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TENDER FOR PROVISION OF ASSET CONSULTANCY SERVICES FOR THE BPC STAFF PENSION FUND

TENDER REFERENCE No. 7712/26

ISSUE DATE: 26 JUNE 2026

NAME AND ADDRESS DETAILS OF PROCURING ENTITY AND OR ITS AGENT PREPARING THE DOCUMENTS	
PROCURING ENTITY	AGENT
Botswana Power Corporation Staff Pension Fund Motlakase House, Macheng Way, Light Industrial Sites, Plot 1222 P O Box 48 Gaborone	Otsile Galeeme Botswana Power Corporation Supply Chain Procurement Office Plot 1222, Nkrumah Road, Light Industrial Sites, Gaborone

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- T1.1 Tender Notice and Invitation to Tender**
- T1.2 Tender Data**

BOTSWANA CORPORATION PENSION FUND	POWER STAFF	TENDERING PROCEDURES	T 1.1 TENDER NOTICE and INVITATION TO TENDER
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Tender Reference No. 7712/26

1. Tender Title: PROVISION OF ASSET CONSULTANCY SERVICES FOR THE BPC STAFF PENSION FUND
2. Sealed Tender offers are invited for the Provision of Asset Consultancy Services for the BPC Staff Pension Fund.
3. The Procuring Entity is: Botswana Power Corporation Staff Pension Fund.
4. Procurement Method is: Open Domestic Bidding Method
5. Tenderers who are domiciled in Botswana must, in order to be considered for the award of the contract, be registered with the: • Non-Bank Financial Institutions Regulatory Authority (NBFIRA) or any other relevant Regulatory Authority and; • All Bidders to provide a letter of good standing from their Regulators
6. The physical address for collection of tender documents is: Botswana Power Corporation Supply Chain - Procurement Office Plot 1222, Nkrumah Road, Light Industrial Sites, Gaborone Documents may be collected during working hours from 08:00hrs to 13:00hrs and 14:00hrs to 16:30hrs or can be emailed upon submission of proof of payment to: chatsamad@bpc.bw.
7. A non-refundable deposit of BWP 500.00 payable by cash.
8. Youth will be required to pay a deposit of BWP 250.00 (Proof or documentation to be provided).
Alternatively, payment can be made to the following banking details: BANK: STANBIC BANK BOTSWANA ACCOUNT: 9060001431256 BRANCH: FAIRGROUNDS SWIFT CODE: SBICBWGX OR ACCOUNT NAME: BOTSWANA POWER CORPORATION BANK: ABSA BOTSWANA (CURRENT ACCOUNT) ACCOUNT NO: 3071339 BRANCH: CORPORATE OR ACCOUNT NAME: BOTSWANA POWER CORPORATION BANK: ACCESS BANK ACCOUNT NO: 330 590 539 0701 BRANCH: FAIRGROUNDS

9. Payment should reference tender number of the tender being purchased. Proof of Payment should be sent to the following for tender documents via email.

10. Mrs. Debbie Chatsama, Tel No: 360 3726, Email address chatsamad@bpc.bw

11. Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than five (5) days before the tender closing date to Ms. Debbie Chatsama Tel No 3603726 Email: chatsamad@bpc.bw Cc: Ms. Lebogang Makgekgenene Tel No. 3603525 Email; makgekgenenel@bpc.bw

12. The closing date and time for receipt of sealed tender offers is **10:00 hours on 15 JULY 2026.**

13. Late tender offers will not be accepted.

14. The Bid Submission Method is: **Dual envelope or package submission**, in which the technical offer from the bidder is placed in one sealed envelope or package marked "Technical Proposal: BPCSPF Asset Consultancy Services", and the financial offer is placed into a second sealed envelope or package marked "Financial Proposal: BPCSPF Asset Consultancy Services".

15. Submit one (1) original tender document marked "**ORIGINAL**" and 3 duplicate copies of the original document marked "**COPY**" in two sealed envelopes clearly marked:

"Tender Reference No 7712/26 PROVISION OF BPC STAFF PENSION FUND ASSET CONSULTANCY SERVICES" and these shall be delivered to;

**Botswana Power Corporation
Supply Chain, Procurement Office
Plot 1222, Nkrumah Road, Light Industrial Sites,
Gaborone**

The name and address of the bidder should be clearly marked on the envelope.

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, Botswana Power Corporation Staff Pension Fund is not bound to accept the lowest or any tender offer.

DocuSigned by:

E5A7C336E6E9451

**Mr. Mokgadi N. Barupile
Supply Chain Manager
Botswana Power Corporation**

BOTSWANA POWER CORPORATION STAFF PENSION FUND	TENDERING PROCEDURES	T1.2 TENDER DATA
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BACKGROUND

The purpose of this section is to define the scope of services that the Fund requires and from which the bidders will get adequate information about the Fund.

Through a Notarial Deed of Trust, the Botswana Power Corporation established a trust known as Botswana Power Corporation Staff Pension Fund (BPCSPF), hereinafter referred to as “the Fund.” The Fund has since its establishment in April 1989, grown in terms of its membership and assets. The value of BPCSPF as at **31 March 2026** was **P1,380,615,573.89, with a total membership of 2380 (Total for Active and Deferred Members).**

The primary role of the Asset Consultant shall be to provide services which will include, but not limited to, Investment Advisory, Asset Managers’ Performance Management, Regular Reporting & Communication, and Compliance. The provision of these services will enable the Board of Trustees to make well-informed decisions regarding the Fund’s investments.

Section 1 - SCOPE OF SERVICES

The services to be provided shall include but **not** be limited to the following:

1) Investment Consultancy Services

- a. Design, implement and monitor the Fund’s investment policy, objectives and guidelines
- b. Review and recommend the Fund’s Investment Strategy to the Board of Trustees
- c. Conduct asset allocation and review
- d. Asset Manager selection, recommendation, monitoring and review
- e. Asset Manager research and due diligence
- f. Selection, recommendation, monitoring and review custodian(s) for the Fund where required
- g. Development of appropriate and relevant benchmarks for the Fund
- h. Preparation of a risk register and discussion of the register with the investment committee and Trustees
- i. Facilitating investment committee meetings and Trustee meetings where investment related issues are being discussed
- j. Performance monitoring and evaluation
- k. Research and any other relevant advice that the Trustees may require from time to time