



Botswana Development Corporation

Private Bag 160

Gaborone

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR UPDATING OF SUPPLIERS BEING EXTERNAL CONSULTANCY AND/OR DUE DILIGENCE SERVICES FOR BOTSWANA DEVELOPMENT CORPORATION (BDC).

BDC Background

BDC is the country's main agency for commercial and industrial development, owned by the Government of Botswana. BDC's mandate is to provide, facilitate and support funding of commercially viable enterprises that contribute towards building a sustainable and diversified Botswana economy. Visit www.bdc.bw for further information on the mission and vision.

The requirement

BDC is updating its Supplier Database and is hereby inviting eligible consultancy and/or due diligence service providers, to submit proposals to be registered with BDC on its panel. The prospective service providers/consultants shall provide BDC with an Expression of Interest (EOI) on the consultants' capability, experience, and methodology to be used in undertaking the provision of any of the Due Diligence services below:

- Technical Due Diligence
- Financial and Tax Due Diligence,
- Commercial Due Diligence
- Environment, Social and Governance Due Diligence,
- Reputational Due Diligence

Terms and Conditions of the EOI

Compliance Requirements

The following documents should accompany the expression of interest proposal,

Compliance Checklist
a) Company Profile.
b) PPRA registration in the relevant codes; for international firms, proof of registration with the relevant public procurement and asset disposal body where applicable;
c) Valid Tax Clearance certificate or Exemption Letter (as at tender closing date)
d) VAT Registration Number (or exemption thereof) issued by the Botswana Unified Revenue Services (BURS), or similar and relevant issuing body for international organisations.
e) Certificate of Incorporation.

f) CIPA Extract indicating Shareholders and Directors (or equivalent)
g) Authority to sign documents on behalf of the company (Power of Attorney/Directors Resolution/Board Resolution).
h) Provide evidence of the availability of key project team members, and commitment of their availability throughout the project lifecycle.
i) Duly completed Consultant Qualitative Assessment Questionnaire in the form attached at Annexure A

Where a bidder has omitted to submit documents required at compliance stage, a bidder will be requested to submit missing documents within **5 working days** during evaluation of tenders by telephone call or SMS or email. Failure by a bidder to submit the missing documents as notified within 5 working days will lead to disqualification of the respective bidder from further evaluation.

Failure to comply with the above will render the tender non-responsive and will not be eligible for consideration in the subsequent evaluation stage.

Technical Requirements

2. Technical Requirements

a. About technical requirements, the following criteria will be applicable:

Item	Rating
I. Financial Stability (Only one of the following will apply)	30%
- Audited annual financial statements of the company for the last 2 years should be submitted to demonstrate financial stability of the company.	
- Unaudited Financial Statements of the company for the last 2 years have been submitted that demonstrated financial stability	20%
- Financial statements have been submitted however financial stability is inconsistent	10%
- No financial statements have been submitted	0%
II. Professional Indemnity Evidence of Professional Indemnity cover valued at P2,500,000.00 (Two Million Five Hundred Thousand Pula) or more.	15%
III. Proven track record Maximum points will be given for relevant industry experience. Must demonstrate experience for the past 5 years showing sizeable transactions undertaken and work carried out in line with services required.	25%
IV. Citizen participation in the Organisation (Only one of the following will apply)	15%
- Maximum points will be awarded to a proposer with 100% citizen partners within the organisation.	
- 40% or more citizen partners within the organisation.	10%
- No evidence of citizen partners within the organisation.	0%
V. Shareholder inclusion of youth and disenfranchised groups and other social initiatives	15%

Maximum points will be awarded for shareholder inclusion of youth or disenfranchised groups.	
TOTAL	100%

Only companies that have score at least 70% will be considered.

Desired Outcome of this EOI process

The evaluation of EOI submissions should result on the appointment of a Panel of qualified Consultancy Service Providers. BDC will engage the companies in the panel as and when there are assignments to carry out, and the companies are expected to provide confidentiality and non-disclosure undertakings. Selection and/or entering a service contract with BDC does not confer any exclusivity rights nor guarantee that a service provider will receive instructions from BDC during the term.

Submission of Expression of Interest

Bidders are welcome to submit for more than one or more of any of the due diligence streams. All documents must be in the form of soft copies. Organisations must submit the documents in PDF format in a zip file/folder format to reduce the documents' size. The folders must be marked 'Expression of Interest for the provision of Consultancy Services to BDC'. The maximum allowable e-mail size at a time shall be 10MB. Bidders wishing to submit documents with more than the stated e-mail size will be free to split the submission into multiple parts but not exceeding the reasonable length required. Late submissions will not be accepted.

The submissions must be e-mailed with subject title '**Expression of Interest for the provision of Consultancy Services to BDC – [specify the DD Service]**' by 1000 HRS, Botswana time, on **15th December 2023** to procurement@bdc.bw

Include the address below in the proposal.

BOTSWANA DEVELOPMENT CORPORATION (BDC)
PRIVATE BAG 160
GABORONE, BOTSWANA

Late submissions

Bidders are responsible for submitting the expression of interest before the closing date and time per the acceptable lodgement requirements described under the submission of Expression of Interest paragraph. The Corporation will make no allowance for any delays in transmitting the proposal from the Proposer to the Corporation. Any proposal received by the Corporation later than the stipulated EOI closing date and time shall be removed from the list of bidders and will not be considered.

All enquiries should be directed to the below email with a copy to procurement@bdc.bw. The deadline for submission of queries is **8th December 2023**.

Name: Keletso Gareebine

Email: keletso@bdc.bw

Notwithstanding anything contained in the preceding or the invitation for expression of interest documents, BDC is not bound to accept any submission. The Corporation reserves the right not to proceed with the invitation to submit an expression of interest or give reasons for its decision. BDC shall not be responsible for any expenses incurred by the Proposers in the preparation of their submissions.

ANNEXURE A

Service Provider Qualitative Assessment Questionnaire

The response **must** follow and adhere to the outline defined below.

Please complete all sections as fully possible and indicate N/A if appropriate.

COMPANY DETAILS

Company Name	
Contact Person	
Position	
Phone number	
Fax number	
E-mail address	

COMPANY SPECIFIC INFORMATION

A Business Management

1. What is your company's overriding vision?
2. What are your company's major objectives to-date?
3. Summarise your company's historical relationship with other stakeholders, commenting on level of service fees, consultancy services provided and any relationship issues.
4. What level of Professional indemnity insurance does your company hold?
5. Comment on the level of client support you will provide, including relationship management dedicated resources and complaint resolution procedure and appraisal systems in place.
6. List the value-added services (apart from the provision of consultancy services) you could immediately and would, in future, be prepared to provide to BDC.
7. Please list all the due diligences streams for which you offer consultancy services and indicate in which streams you believe you are (a) strongest and (b) weakest (excluding areas for which you do not provide consultancy services). Please provide justification where possible.
8. Provide confirmation that there does not exist any conflict which would prevent the company or any partner or professional associate from providing services to BDC.

B Resourcing

1. Do you run security checks on new staff? Please provide details of the checks you perform.
2. How do you review staff performance? What criteria are assessed?
3. How do you distinguish and reward satisfactory performance?
4. How do you cope with expected and unexpected absence from the office by consultants engaged in client work?
5. Describe the quality control procedure you use to supervise or monitor work done by trainees/consultants.
6. How do you determine which consultants to use? Please describe your approach to selection, remuneration and performance assessment and please provide details of the consultant with whom you have strong relationships indicating their principal service areas.
7. Which international consultancy service providers are you formally associated with? What are the areas of specialization in which you rely on those organisations?

8. Provide details of any litigation, enforcement or disciplinary actions against the company or its partners in which it has been involved during the last 5 years relating to professional services.

C Operations

1. Please indicate what equipment you must facilitate service provision?
2. Describe your IT support, Disaster Recovery, and systems back up procedures.
3. Describe your research capabilities and any software applications used to support them.
4. Describe your reporting mechanisms and the frequency at which you provide reports to your clients.
5. Propose or outline your current fee structure and consultancy rates.

Please ensure that you have answered all questions as fully as possible to enable a proper assessment of your organisation.

Thank you for completing the Questionnaire.