



**Botswana Development Corporation
Private Bag 160
Gaborone**

**EXPRESSION OF INTEREST
FOR**

**PROVISION OF AN INTEGRATED INFORMATION MANAGEMENT SYSTEM
(IIMS) FOR BDC**

Date Issued: 05 April 2024	
Last Day for Clarifications: 26 April 2024	
Closing Date: 03 May 2024	
Closing Time: 1100hrs (CAT)	

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List of Abbreviations

Acronym	Description
BDC	Botswana Development Corporation
EOI	Expression of Interest
ICT	Information & Communication Technology
IIMS	Integrated Information Management System
MTI	Ministry of Trade and Investment
RFP	Request for Proposal
SOUR	Statement Of User Requirements
WBS	Work Breakdown Structure

1. DISCLAIMER

- 1.1 This Expression of Interest (EOI) is issued by Botswana Development Corporation Limited (BDC), and it is intended to solicit information and interest about the provision of an integrated information management system for BDC, hereinafter referred to as the "Project".
- 1.2 The EOI is an open, non-compulsory, non-binding process that does not preclude BDC from engaging with other parties that have not responded to it. BDC reserves the right to postpone, withdraw, amend, modify, or cancel the EOI process without prior notice and without liability to compensate or reimburse any person pursuant to such postponement, withdrawal, amendment, modification, or cancellation.
- 1.3 The responding party shall solely bear the costs of responding to this EOI, and BDC will not be held liable for any claims or expenses incurred in responding to the EOI. The responding party hereby indemnifies BDC in this regard.
- 1.4 BDC accepts no liability or responsibility for the completeness, accuracy or adequacy of any information or opinions stated in this EOI. It will be incumbent upon the interested party to independently determine, verify and/or confirm the accuracy or adequacy of the information.
- 1.5 BDC is not obligated to provide respondents with access to any additional information, update, or correct any inaccuracies that may become apparent in this EOI or any other information made available in connection with the Project prior to the actual procurement of the Project.
- 1.6 BDC anticipates engaging with the respondents who submit responses to the EOI to discuss their projects, skills, and experience and seek clarity regarding the information contained in such responses.
- 1.7 No act or omission by BDC relating to this EOI shall create or be deemed or interpreted to create any expectation of future business dealings concerning the subject matter of this EOI between BDC and the responding party.
- 1.8 Solicitations of bids and bidding guidelines will be distributed later to Bidders who have met the requirements for this EOI.
- 1.9 To avoid doubt, this disclaimer and the accompanying indemnity shall, at all relevant times, apply equally to protect BDC and any of their respective officers, employees, servants, agents, advisors, and/or representatives.

2. INTRODUCTION

2.1 The Botswana Development Corporation Limited (hereinafter referred to as “BDC” or the “Corporation”) is the Government’s main investment arm established in 1970 as a private company and wholly owned by the Government of Botswana through the Ministry of Trade and Industry (MTI). Its mandate is to provide, facilitate, and support the funding of commercially viable enterprises that contribute to building a sustainable and diversified Botswana economy; to stimulate the growth of the Botswana private sector; to invest in the region and internationally; whilst generating wealth for the Stakeholder.

2.2 BDC provides both debt and equity from a minimum of P30 million towards commercially viable projects across all sectors of the economy except large-scale diamond mining. These include Energy; Manufacturing; Technology; Industry; Property; Tourism; Innovation; and Services.

2.3 Organizationally, BDC is structured into the following departments:

- Investments
- Finance
- Risk and Compliance
- Legal
- Strategy
- Internal Audit
- Human Capital and Administration
- Corporate Affairs
- Information and Communications Technology (ICT)

2.4 Further, BDC interfaces with other third-party entities (subsidiaries, regulatory institutions, etc.) in its day-to-day operations, and these entities are expected to have functionality on the IIMS.

2.5 In a bid to become a technologically advanced and data-driven organization, BDC implemented an Enterprise Resource Planning (ERP) system in 2018. The ERP was intended to automate BDC processes for seamless operations. The ERP system went live in October 2018; however, some functionalities remained unimplemented, posing challenges for BDC's operations.

2.6 To address the ERP system's inefficiencies, BDC and its partners developed a Statement of User Requirements (SOUR) document, which was created in May 2023 and is being updated. The SOUR document outlines the main business requirements. BDC now requires the services of a vendor to implement an Integrated Information Management System (IIMS). The vendor is expected to validate and optimize the SOUR document, which will serve as a baseline of criteria for the IIMS project. The SOUR document is not available to prospective EOI respondents but will be available to the successful Bidder at RFP stage.

2.7 With this EOI, BDC would like to identify the market solutions available for the IIMS.

3. WHO SHOULD RESPOND TO THIS EXPRESSION OF INTEREST

The following interested parties should respond to this EOI:

- International, regional, and Botswana organizations/vendors who can assess and optimize

business processes, design, develop, implement, and maintain an Integrated Information Management System (IIMS)

4. PROJECT OBJECTIVES

The IIMS system will serve as a comprehensive platform designed to consolidate and automate the Corporation's distinct functions, processes, and data streams. By integrating differing information sources and processes, the IIMS aims to:

- Centralize data management.
- Improve accessibility to critical information, and
- Enhance overall operational efficiency across different departments and functions within BDC.

Implementation of the IIMS is expected to:

- Close all the identified gaps and inefficiencies in the existing IT systems.
- Optimize, automate, and integrate processes within the Corporation to ensure efficiency and work towards a paperless organization.
- Improve the timely provision of real-time end-to-end corporation-wide information that is:
 - Accurate, Complete, and Centrally stored to enable effective decision-making.

5. PROJECT SCOPE

The IIMS should encompass, but not limited to, the following functionalities:

- a. Centralized data storage and retrieval - Consolidate all relevant data streams into a unified platform, facilitating easy access and retrieval of information across departments.
- b. Document Management - electronic storage, retrieval, and management of various documents and files.
- c. Workflow automation - Streamline business processes and reduce or eliminate manual intervention by automating repetitive tasks, increasing operational efficiency and productivity.
- d. Collaboration Tools – Foster collaboration and knowledge sharing among team members through integrated communication and collaboration tools.
- e. Reporting and analytics capabilities—The system should respond to the reporting requirements and optimize reporting through analytics.
- f. Integration with existing systems (if applicable)—The solution should offer integration capabilities with existing systems (where applicable) and third-party systems (where applicable), allowing the Corporation to extend functionality and leverage existing investments in software infrastructure.
- g. User-friendly interface with customizable features – Design elements should optimize user experience, making it intuitive and easy to navigate for individuals with varying technical proficiency.
- h. Scalability and flexibility—Build a scalable and flexible system architecture that accommodates future growth and evolving business requirements, ensuring long-term sustainability and the ability to incorporate future changes.
- i. Security and Compliance – Implement robust security measures and compliance protocols to safeguard sensitive data, ensure regulatory compliance, and create an audit trail, therefore instilling trust, and confidence in the system.

- j. Hardware infrastructure optimization – Assess existing hardware and optimize the efficient functionality and performance of the system.

The WBS currently depicting the project work packages at a high-level are indicated below:

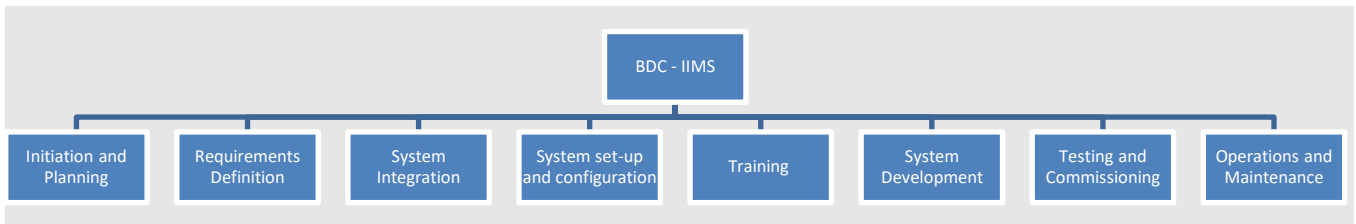
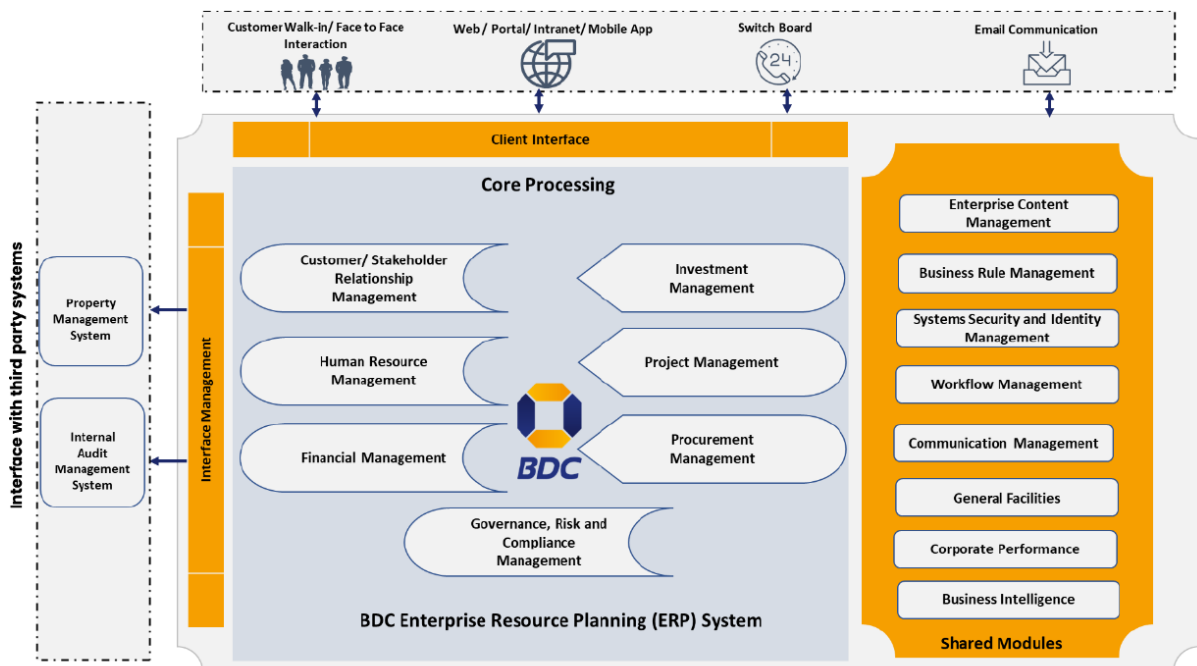


Figure 1: High-level project WBS

The illustration below depicts the desired end state to be achieved through the implementation of IIMS.



6. SUBMISSION GUIDELINES

Interested vendors/providers are requested to submit the expression of interest, including:

- Company profile highlighting relevant experience.
- Overview of the proposed solution including software and hardware solutions.
- Approach to implementation and support of the proposed solution.
- Project timeline, cost estimate and resourcing.
- Citizen participation in the proposal.
- Reference from past Clients.

NOTE: This Expression of Interest is NOT a Request for Proposal (RFP).

7. EVALUATION CRITERIA

7.1 Compliance Requirements

The following documents should accompany the EOI proposal.

Compliance Checklist
a) Company Profile.
b) Valid Tax Clearance certificate or Exemption Letter
c) Certificate of Incorporation (or equivalent).
d) CIPA Extract indicating Shareholders and Directors (or equivalent)
e) Certified Identity Documents of Company shareholders
f) Authority to sign documents on behalf of the company (Power of Attorney/Directors Resolution/Board Resolution).
g) Proof of accreditation for the implementation of a proposed solution or technology

7.1.1 Where a Bidder has omitted to submit documents required at the compliance stage (a-f), they will be requested to submit the missing documents within five (5) working days during the evaluation of tenders by telephone, or email. Failure by a Bidder to submit the missing documents as notified within five (5) working days will lead to the respective Bidder's disqualification from further evaluation.

7.1.2 Failure to provide proof of accreditation of implementation of the proposed solution or technology (g) will lead to outright disqualification.

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

7.2 Technical Requirements

The following criteria will be applicable:

Item	Score	Max Score
I. Financial Stability (Only one of the following will apply) <ul style="list-style-type: none"> - Audited annual financial statements of the company for the last 2 years should be submitted to demonstrate the financial stability of the company. 	5%	5%
<ul style="list-style-type: none"> - Unaudited Financial Statements of the company for the last 2 years have been submitted that demonstrate financial stability 	3%	
<ul style="list-style-type: none"> - Financial statements have been submitted; however, financial stability is inconsistent 	2%	
<ul style="list-style-type: none"> - 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.	5%	5%
III. Experience and expertise of vendor/provider. <ul style="list-style-type: none"> a. Have completed 3 or more relevant projects of similar or greater magnitude in the past 10 years. 	20%	20%
<ul style="list-style-type: none"> a. Have completed 2 relevant projects of similar or greater magnitude in the past 10 years. 	15%	
<ul style="list-style-type: none"> b. Have completed 1 relevant project of similar or greater magnitude in the past 10 years. 	10%	
<ul style="list-style-type: none"> c. Have completed 0 relevant projects of similar or greater magnitude in the past 10 years. 	0%	
IV. Suitability of proposed solution to requirements <ul style="list-style-type: none"> a. Methodology and Approach of implementation of the proposed solution 	20%	
<ul style="list-style-type: none"> b. Timelines 	10%	
<ul style="list-style-type: none"> c. Budget 	10%	
<ul style="list-style-type: none"> d. Resourcing 	10%	
V. Reference and Client Feedback <ul style="list-style-type: none"> a. 3 or more Client References included for similar projects 	10%	10%
<ul style="list-style-type: none"> b. 2 Client References included for similar projects 	5%	
<ul style="list-style-type: none"> c. 1 Client References included for similar projects 	2%	
<ul style="list-style-type: none"> d. 0 Client References included for similar projects 	0%	
VI. Citizen participation in the Organisation (Only one of the following will apply)	10%	10%

- Maximum points will be awarded to 100% citizen vendors		
- 40% or more citizen partners within the organisation.	5%	
- No evidence of citizen partners within the organisation.	0%	
TOTAL	100%	100%

8. SUBMISSION OF EXPRESSION OF INTEREST

8.1 All documents must be in the form of soft copies. Organizations must submit the documents in PDF format in a zip file/folder format to reduce the document's size. The folders must be marked 'Expression of Interest for the provision of an Integrated Information Management System for BDC'. The maximum allowable e-mail size at a time shall be 10MB. Bidders wishing to submit documents more than the stated e-mail size will be free to split the submission into multiple parts but not exceed the reasonable length required. Late submissions will not be accepted.

8.2 The submissions must be e-mailed with the subject title 'Expression of Interest for the provision of Integrated Information Management System for BDC on the **03rd May 2024 @ 1100hrs**, (CAT), to procurement@bdc.bw.

8.3 Include the address below in the proposal.

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

8.4 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 Bidder to the Corporation. Any proposal received by the Corporation after the stipulated EOI closing date and time shall be removed from the list of Bidders and will not be considered.

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 preparing their submissions.

9. EXPRESSION OF INTEREST SCHEDULE

1	05/04/2024	EOI made available to Bidders
2	19/04/2024 @ 1000hrs (CAT)	Briefing Session to be attended by prospective Bidders
3	26/04/2024	Deadline for submission of questions, clarifications, etc. by Bidders
5	03/05/2024 @ 1100hrs (CAT)	Deadline for BDC to accept Bidders' proposals

10. EXPRESSION OF INTEREST QUESTIONS & CLARIFICATIONS

All questions and notices related to this EOI should be directed to procurement@bdc.bw clearly marked with a reference of this EOI as the subject of the e-mail.

Responses to questions will be sent from procurement@bdc.bw through a clarification document containing all answers to the questions raised by Bidders and will be circulated amongst all the Bidders. Respondents are requested to ensure that e-mails from/ to procurement@bdc.bw are not blocked or sent to junk-folder by their information security infrastructure.

Last date for questions/ clarifications is **26th April 2024**.

There will be a virtual Briefing session on the 19th April 2024 @ 1000hrs (CAT), Bidders interested in attending the meeting are kindly requested to send their email address to procurement@bdc.bw to receive the invitation.

11. CONTACT INFORMATION

Name of Contact Person submitting the EOI	
Company Name	
Position in Company	
Contact details:	
Postal Address	
Telephone	
Cell phone number (including countrycode)	
E-mail	

12. COMPANY'S PROFILE AND EXPERIENCE IN THE ICT INDUSTRY

Names and locations of current operations	
Number of years in operation	
Annual turnover per year for the last three years	
Citizen Economic Empowerment profile in Botswana	
Membership/ affiliations/ accreditations	

13. CONFIDENTIALITY AND EXPRESSION OF INTEREST OWNERSHIP

BDC shall:

- Use its reasonable endeavours to keep all data and details submitted by responding parties strictly confidential, save to the extent that such data or details are required to be disclosed by applicable law or order of a court of competent jurisdiction; be entitled to disclose all data and details to their officers, employees, agents, advisors and representatives who are

involved in the Project and the evaluation of the responses; and

- Not be liable for any loss incurred or damage suffered as a result of any disclosure of any information (confidential or otherwise) of the responding party. The responding party shall not have, and hereby waives, any claim against BDC arising out of the disclosure of any information, confidential or otherwise.

This EOI is confidential and proprietary to BDC, and BDC reserves the right to recall it in whole or in part. Respondents cannot and agree not to duplicate, distribute, otherwise disseminate, or make available this document or the information contained in it without the express written consent of BDC.

Respondents shall not include or reference this EOI in any publicity without prior written approval from BDC. Respondents must accept all the foregoing terms and conditions without exception.

14. RIGHT TO SUBMITTED MATERIAL

All responses, inquiries, or correspondence relating to or in reference to the EOI, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by a respondent shall become the property of BDC on receipt by BDC.

15. RESERVATION OF RIGHTS

BDC reserves the right, to use information submitted in response to this EOI for the purpose of compiling and aggregating data for public release, related to the information submitted, without mentioning/ identifying specific projects or parties.

- BDC reserves the right to verify any information contained in a response to this EOI.
- BDC reserves the right to cancel or withdraw this EOI as a whole or in part.

16. APPLICABLE LAW

The law of Botswana shall govern this EOI.