

Discipline (Services/Supplies/Works)	Department	Project Description	Method of Procurement	Preparation of ITT (incl. TORs & market research)	Submission of ITT to Procurement Oversight Unit for Vetting	Issuing of invitation to Tender	Closing date for tenders	Evaluation of tender by Evaluators	Verification of Evaluation report by Procurement	Submission of evaluation report to Procurement	Pre-Adjudication by Procurement Oversight	Award Decision by Accounting Officer	Cooling Off and Debriefing	Contract Signing	Commence of project implementation	Completion of project implementation	End of Activity Report	Comments
Supplies		Annual Report	Direct appointment	Jun-24	N/A	Jun-24	11-Jun-24	N/A	15-Jun-24	N/A	N/A	N/A	N/A	N/A	Jul-24	Dec-24	Jan-25	
Supplies		Corporate Stationery(Business Cards, Brochures, etc)	Quotations Proposal	Jul-24	N/A	02-Jul-24	09-Jul-24	N/A	13-Jul-24	N/A	N/A	N/A	N/A	N/A	15-Jul-24	19-Jul-24	19-Jul-24	
Supplies		Branding and Promotional items/gifts, Branded water, Flower supply for reception	Quotations Proposal	Jul-24	N/A	02-Jul-24	09-Jul-24	N/A	13-Jul-24	N/A	N/A	N/A	N/A	N/A	15-Jul-24	19-Jul-24	19-Jul-24	
Services		Conferences/workshops/exhibitions eg global expo, consumer fair, Hatab	Quotations Proposal	01-Aug-24	N/A	02-Aug-24	09-Aug-24	N/A	14-Aug-24	N/A	N/A	N/A	N/A	N/A	30-Aug	01-Sep-24	01-Sep-24	
Services		Business Botswana (Fair + National Business Conference)	Direct appointment	01-Aug-24	N/A	02-Aug-24	09-Aug-24	N/A	14-Aug-24	N/A	N/A	N/A	N/A	N/A	20-Aug	27-Aug-24	27-Aug-24	
Services		Project launch(Milk Africa)	Quotations Proposal	01-Jun-24	N/A	Jun-24	11-Jun-24	N/A	15-Jun-24	N/A	N/A	N/A	N/A	N/A	20-Jun-24	21-Jun-24	21-Jun-24	
Services		Project launch(Oxygas)	Quotations Proposal	01-Aug-24	N/A	02-Aug-24	09-Aug-24	N/A	14-Aug-24	N/A	N/A	N/A	N/A	N/A	20-Aug-24	21-Aug-24	21-Aug-24	
Services		Professional member subscriptions (IABC,HATAB,Business Botswana)	Direct appointment	Jul-24	N/A	02-Jul-24	09-Jul-24	N/A	13-Jul-24	N/A	N/A	N/A	N/A	N/A	15-Jul-24	19-Jul-24	19-Jul-24	
Supplies		Newspaper subscriptions and Xnews	Direct appointment	01-Aug-24	N/A	02-Aug-24	09-Aug-24	N/A	14-Aug-24	N/A	N/A	N/A	N/A	N/A	30-Aug	01-Sep-24	01-Sep-24	
Services		Media Monitoring Agency	Open competitive bidding	Jul-24	01-Jul-24	02-Jul-24	09-Jul-24	11-Jul-24	19-Jul-24	20-Jul-24	25-Jul-24	27-Jul-24	29-Jul-24	31-Jul-24	01-Aug-24	01-Aug-25	01-Aug-25	
Supplies		Corporate Adverts (Vacancies, tenders, RFPs)	Direct appointment	01-Jun-24	N/A	Jun-24	11-Jun-24	N/A	15-Jun-24	N/A	N/A	N/A	N/A	N/A	20-Jun-24	21-Jun-24	21-Jun-24	
Supplies		Billboards and Street poles renewals	Direct appointment	Jul-24	N/A	02-Jul-24	09-Jul-24	N/A	13-Jul-24	N/A	N/A	N/A	N/A	N/A	15-Jul-24	19-Jul-24	19-Jul-24	
Services		PR and Comms Agency Engagement	Open competitive bidding	Jul-24	N/A	02-Jul-24	09-Jul-24	N/A	13-Jul-24	N/A	N/A	N/A	N/A	N/A	15-Jul-24	19-Jul-24	19-Jul-24	
Services		Divisional, Media and Client Engagements	Quotations Proposal	Jul-24	N/A	02-Jul-24	09-Jul-24	N/A	13-Jul-24	N/A	N/A	N/A	N/A	N/A	15-Jul-24	19-Jul-24	19-Jul-24	
Supplies		Marketing and public outreach campaign	Quotations Proposal	Jul-24	N/A	02-Jul-24	09-Jul-24	N/A	13-Jul-24	N/A	N/A	N/A	N/A	N/A	15-Jul-24	19-Jul-24	19-Jul-24	
Services/Supplies		Customer Service Strategy Implementation (Internal Campaigns, Client Roadshows, Open D	Quotations Proposal	Jul-24	N/A	02-Jul-24	09-Jul-24	N/A	13-Jul-24	N/A	N/A	N/A	N/A	N/A	15-Jul-24	30-Jun-25	30-Jun-25	
Supplies		Routine activities-Birthdays, valentines day, women's day	Quotations Proposal	01-Aug-24	N/A	02-Aug-24	09-Aug-24	N/A	14-Aug-24	N/A	N/A	N/A	N/A	N/A	20-Aug-24	30-Sep-24	30-Sep-24	
Supplies		Corporate Camera & Accessories	Quotations Proposal	01-Aug-24	N/A	02-Aug-24	09-Aug-24	N/A	14-Aug-24	N/A	N/A	N/A	N/A	N/A	20-Aug-24	30-Sep-24	30-Sep-24	
Supplies		Fairscape shared events, Independence day, carols by candlelight	Quotations Proposal	01-Aug-24	N/A	02-Aug-24	09-Aug-24	N/A	14-Aug-24	N/A	N/A	N/A	N/A	N/A	20-Aug-24	30-Sep-24	30-Sep-24	
Services/Supplies		Gantsi Show, Makgadikgadi epic	Quotations Proposal	01-Apr-25	N/A	02-Apr	09-Apr-25	N/A	14-Apr-25	N/A	N/A	N/A	N/A	N/A	20-Apr-25	30-May-25	30-May-25	
Services		Investment Symposium Technical Partner	Open competitive bidding	Jul-24	01-Jul-24	02-Jul-24	09-Jul-24	11-Jul-24	19-Jul-24	20-Jul-24	25-Jul-24	27-Jul-24	29-Jul-24	31-Jul-24	01-Aug-24	01-Aug-25	01-Aug-25	
Supplies		Investment Symposium (venue,logistics,technical requirements, décor, programme, catering)	Quotations Proposal	Jul-24	01-Jul-24	02-Jul-24	09-Jul-24	11-Jul-24	19-Jul-24	20-Jul-24	25-Jul-24	27-Jul-24	29-Jul-24	31-Jul-24	01-Aug-24	01-Aug-25	01-Aug-25	
Services		Stakeholder Briefing (venue,logistics,technical requirements, décor, programme, catering)	Quotations Proposal	01-Apr-25	N/A	02-Apr	09-Apr-25	N/A	14-Apr-25	N/A	N/A	N/A	N/A	N/A	15-Apr-25	20-Apr-25	20-Apr-25	
Services		BDC Media Day(Bi-annual media engagements+ Media Project Tours, Strategic media partn	Quotations Proposal	Jul-24	N/A	02-Jul-24	09-Jul-24	N/A	13-Jul-24	N/A	N/A	N/A	N/A	N/A	15-Jul-24	19-Jul-24	19-Jul-24	
Services		Travel and Accommodation(flights, car rentals)	Quotations Proposal	Jul-24	N/A	02-Jul-24	09-Jul-24	N/A	13-Jul-24	N/A	N/A	N/A	N/A	N/A	15-Jul-24	19-Jul-24	19-Jul-24	
Services		Team Training (Customer Service training and other programmes identified in the training p	Direct appointment	Jul-24	N/A	02-Jul-24	09-Jul-24	N/A	13-Jul-24	N/A	N/A	N/A	N/A	N/A	15-Jul-24	19-Jul-24	19-Jul-24	
Due Diligence		Provision of Due Diligence services for transactions: Financial,Tax & Commercial DD	Request for quotation Direct Appointment	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q2FY25	Q2FY26	Timeliness may vary
Advisory		Sourcing of a service provider to offer investment consultancy services	Request for quotation	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q2FY25	Q2FY26	may vary
Unplanned Strategic Projects		Procurement of un planned and ad-hock but critical services to the running and execution of investment mandate	Request for quotation Direct Appointment	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q2FY25	Q2FY26	may vary
Services		Sourcing of service providers for Valuation of Property portfolio on a 3 year contract	Open Domestic Bidding	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q2FY25	Q2FY26	
Services		Sourcing of service providers for Valuation of Assets on a 3 year contract	Open Domestic Bidding	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q1FY25	Q2FY25	Q2FY26	
Services	Risk and Compliance	KYC depository system	Request for Quotation	01/07/2024	30/07/2024	15/08/2024	30/08/2024	#####	#####	N/A	N/A	18/09/2024	N/A	20/09/2024	23/09/2024	TBD	TBD	
Services	Risk and Compliance	Legislative screening tool	Direct Appointment	01/08/2024	30/08/2024	19/09/2024	27/09/2024	#####	#####	N/A	N/A	14/10/2024	N/A	15/10/2024	17/10/2024	TBD	TBD	
Services	Risk and Compliance	Refinitive world check, sanctions screening tool	Direct Appointment	Q2	Q2	Q2	Q2	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	
Services	Risk and Compliance	Credit Rating Tool	Open Tender	Q2	Q2	Q2	Q2	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	
Services	Risk and Compliance	ESMS Rating Tool (climate finance)	Request for Quotation	Q3	Q3	Q3	Q3	Q3	Q3	N/A	N/A	Q3	Q3	Q3	Q3	Q3	Q3	
Services	Risk and Compliance	Insurance and Valuations	Open tender	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	
BDC Academy	Human Capital	Online BDC learning platform retainer	Restricted International Bidding	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	
Key Wealth	Human Capital	Employee wellness partnership retainer	Open competitive Bidding ( Domestic)	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	
Remuneration	Human Capital	Annual remuneration survey	Quotations Proposal/ Shopping	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	
HC Policy review	Human Capital	Review of HC policies	Request for quotation	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	
End of year awards	Human Capital	End of year awards	Quotations Proposal/ Shopping	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	
Staff welfare	Human Capital	Employee engagement activities	Quotations Proposal/ Shopping	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	
Recruitment	Human Capital	Recruitment, Psychometric assessments and Placement fees	Quotations Proposal/ Shopping	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	
Conferences and	Human Capital	HC trainings	Quotations Proposal/ Shopping	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	
Records Management	Human Capital	New System to be implemented	Quotations Proposal/ Shopping	Q3	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	
Office refreshment	Human Capital	Annual provision for office refreshments	Quotations Proposal/ Shopping	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	
Repairs & Maintenance	Human Capital	Annual provision for repairs & maintenance	Quotations Proposal/ Shopping	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	
Exco retreat	Human Capital	Annual provision for the Exco Retreat( accommodation, facilitator,transport, food)	Quotations Proposal/ Shopping	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	
Staff retreat	Human Capital	Annual provision for the Staff Retreat( accommodation, facilitator,transport, food)	Quotations Proposal/ Shopping	Q4	Q4	Q4	Q4	Q4	Q4	Q4	Q4	Q4	Q4	Q4	Q4	Q4	Q4	
Culture/Transfer	Human Capital	UGR review and leadership framework	Quotations Proposal/ Shopping	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	
Services		The provision of Company Secretarial Services & Corporate Governance activities for owner managed subsidiaries and selected associate companies.	Request for Proposal	Aug-24	Aug-24	Sep-24	Sep-24	Sep-24	Oct-24	Oct-24	Oct-24	Oct-24	Nov-24	Nov-24	Dec-24	Nov-25	Nov-27	
Services		Reconstitution of the BDC Legal Panel	Expression of Interest	July-24	Jul-24	Aug-24	Aug-24	Sep-24	Sep-24	Sep-24	Sep-24	Sep-24	Oct-24	Oct-24	Nov-24	Oct-27	Oct-27	
Tip off anonymous		Sourcing of service provider to manage the tip off anonymous line	Request For Quotation	10-Jul-24	N/A	02-Aug-24	12-Aug-24	#####	13-Sep-24	16-Sep-24	28-Sep-24	03-Oct-24	15-Oct-24	01-Nov-24	15-Nov-24	01-Dec-24	01-Dec-24	
Outsourcing of audits		Cyber security	Open Domestic Bidding	18-Jul-24	02-Aug-24	10-Aug-24	20-Aug-24	#####	29-Sep-24	02-Oct-24	16-Oct-24	21-Oct-24	05-Nov-24	20-Nov-24	05-Dec-24	20-Dec-24	20-Dec-24	
		Delta Audit	Open Domestic Bidding	27-Oct-24	13-Nov-24	30-Nov-24	10-Jan-24	12-Jan-25	24-Jan-25	29-Jan-25	13-Feb-25	28-Feb-25	15-Mar-25	31-Mar-25	31-Mar-25	31-Mar-25		
		Phakalane Property	Open Domestic Bidding	05-Jan-25	20-Jan-25	27-Jan-25	07-Feb-25	#####	10-Apr-25	12-Apr-25	24-Apr-25	30-Apr-25	15-May-25	30-May-25	15-Jun-25	30-Jun-25	30-Jun-25	
forensic audit: Legal opinion		Sourcing of service provider for Legal opinion for ongoing forensic audits	Request for Quotation	Sep-24	N/A	Sep-24	Sep-24	Oct-24	Oct-24	N/A	N/A	Oct-24	N/A	Oct-24	Nov-24	TBD	TBD	
Services		Project Management Framework	Open Domestic Bidding	15-Jul-24	30-Jul	Aug-24	Aug-24	Aug-24	Sep-24	Sep-24	Sep-24	Sep-24	Oct-24	Oct-24	28-Oct-24	30-May-25	May-25	
Services		Partnership Framework	Open Domestic Bidding	31-Jul	15-Aug	Aug-24	Sep-24	Oct-24	Oct-24	Oct-24	Oct-24	Oct-24	Nov-24	Nov-24	18-Nov-24	28-Jun-25	Jun-25	
Services		Mid term Strategy review Facilitation	Request for Quotation	01-Oct	N/A	Oct-24	Oct-24	Nov-24	Nov-24	N/A	N/A	Nov-24	N/A	Nov-24	05-Feb-25	30-Apr-25	Apr-24	
Services		Business Continuity Testing	Request for Quotation	01-Nov	N/A	Nov-24	Nov-24	Dec-24	Dec-24	N/A	N/A	Dec-24	N/A	Dec-24	10-Dec-24	05-Jun-25	Jun-25	
Supplies		Panda Adaptive Defense 360 License Renewal	RFQ	February'25	N/A	March'25	March'25	Mar-25	Mar-25	N/A	N/A	Mar-25	N/A	Mar-25	Apr-25	TBD	TBD	
Supplies		FortiGate Firewall License renewal	RFQ	October'24	N/A	November'24	November'24	Nov-24	Nov-24	N/A	N/A	Nov-24	N/A	Nov-24	Dec-24	TBD	TBD	
Supplies		Forticlient EMS/ZTNA License Renewal	RFQ	August'24	N/A	August'24	August'24	Aug-24	Aug-24	N/A	N/A	Aug-24	N/A	Aug-24	Sep-24	TBD	TBD	
Supplies		Dynamics GP ERP License Renewal	Contract	February'25	N/A	March'25	March'25	Mar-25	Mar-25	N/A	N/A	Mar-25	N/A	Mar-25	Apr-25	TBD	TBD	
Supplies		Clarus Endpoint Protection License renewal	RFQ	July'24	N/A	August'24	August											