



**HUMAN RESOURCES DEPARTMENT**

**INVITATION TO TENDER**

**FOR**

**REQUEST FOR PROPOSALS FOR THE PROVISION OF PENSION FUND ADMINISTRATION FOR  
A FIVE (5) YEAR PERIOD**

**Tender No. BOTC HR 001 - 2025/26**

*Tender Available Date: From Wednesday 14 May 2025*

Closing Date: Wednesday 4 June 2025 at 10.00 Hours

PROCURING ORGANISATION	AGENT
Botswana Trade Commission, Plot No. 55745, Block 8, Main Airport Road  Private Bag 3 AAD Tel: +267924580	Botswana Trade Commission, Plot No. 55745, Block 8, Main Airport Road Tel: +267 3924580 Email: <a href="mailto:procurement@botc.org.bw">procurement@botc.org.bw</a>

***Tender Ref No. BOTC HR 001 – 2025/26*****Provision of Pension Fund Administrators for a Five (5) Year Period**

- Bidders are invited for the Provision of Pension Fund Administrators for a Five (5) Year period.
- The Procuring Organisation is Botswana Trade Commission (BOTC) and this tender is RESERVED for 100% citizen owned companies.  
NB: In accordance with PPRA Act No. 24 of 2021, a “citizen contractor” means a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana”;
- Bidders must, in order to be considered for the award of the contract:
  - Be registered with PPRA under Code 127 – Insurance and Pensions; Sub-Code 01 – Pension Funding Services or under any other relevant Code and Sub-code;
  - Be in possession of a valid and appropriate Tax Clearance Certificate or an Exemption thereof;
  - Have an appropriate and valid NBIFIRA license.
- Tender documents will be available with effect from **Wednesday 14 May 2025** and will be sent to bidders upon payment of a non-refundable and non-transferable fee of P250.00 payable to the following BOTC Account details:
 

Account Name: BOTC  
Bank Name: Stanbic Bank Botswana  
Account Number: 9060001653941  
Branch Name: Fairgrounds  
Branch Code: 064967  
Swift Code: SBICBWGX

NB: (The fee for the youth is P125 non- refundable and non – transferable)

**REFERENCE: EITHER TENDER TITLE OR TENDER NUMBER** (or both if possible).

The tender document will be sent to the bidder upon receipt of proof of payment and after verification that funds have been received in the BOTC account.

- The tender document is available from Botswana Trade Commission website <https://www.botc.org.bw/news-events/procurement-opportunities/> for viewing purposes only.

**NOTE:**

1. Tender responses will be accepted from companies that were sent the electronic tender document by BOTC only.
2. There will be no issuing of hard copies of ITTs to bidders.

- Proof of Payment must be sent to [procurement@botc.org.bw](mailto:procurement@botc.org.bw) as well as [wadikgosi@botc.org.bw](mailto:wadikgosi@botc.org.bw) and must be included in the Bid Responses. The tender document will be sent to the bidders upon receipt of their proof of payment and after confirmation that funds have been received in the BOTC Account.

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BOTC shall send the ITT document to bidders who provided proof of payment by end of day (16:30hrs) on **30<sup>th</sup> May 2025**. No bidder's proof of payment shall be accepted after this date and time. Therefore the tender document will not be sent post this date and time. Please note that the tender fee remains non-refundable and non-transferable even with this requirement.

- The Procurement Office of the Botswana Trade Commission can also be contacted at the following addresses for any clarification:

Postal Address  
Botswana Trade Commission  
Private Bag 3 AAD  
Gaborone.

Physical Address  
Botswana Trade Commission  
Plot No. 55745, Block 8, Main Airport Road  
(Botswana Bureau of Standards (BOBS) Building  
Gaborone.

Tel: +267 3924580

Email: [procurement@botc.org.bw](mailto:procurement@botc.org.bw)

Bids must be submitted using the Two Envelope system. **One original and four (4) copies plus a soft copy in a USB flash drive**, respectively for the Technical and Financial bids must be submitted in two separate envelopes, one containing the Technical Bids, and the other containing the Financial Bids and both envelopes accordingly labelled with the tender number and title. The two envelopes should be sealed and placed in a third outer and larger envelope. This envelope should be sealed and labelled as follows;

**TENDER NO. BOTC HR 001 - 2025/26: REQUEST FOR PROPOSALS FOR THE PROVISION OF PENSION FUND ADMINISTRATION FOR A FIVE (5) YEAR PERIOD.**

Bids must arrive not later than **10:00 am** (local time) on **Wednesday 4<sup>th</sup> June 2025**. Bids received after the closing date and time will NOT be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will NOT be accepted.

Sealed bids should be delivered to the following address:

The Procurement Unit, Botswana Trade Commission  
Plot 55745, Block 8, Main Airport Road  
Botswana Bureau of Standards (BOBS) Building), Gaborone.  
BOTC Ground Floor Board Room

NB. Non-compliance to the separation of the technical and financial bids and any appearance of financial figures in the technical bid shall be subject to outright disqualification.

**NB: BOTC will not be responsible for the loss of information due to duplication on responses that do not have the required number of copies.**

**USB flash drive should be separate for the technical and financial proposal. The USB flash drive for the technical proposal should be included in the technical proposal envelope while the USB flash drive for the financial proposal should be included in the financial proposal envelope.**

**Bidders who are awarded the tender should by no means pass it to other parties to undertake the project.**

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Queries relating to the issue of these documents will be accepted up to **3 working days** before the tender closing date. The queries or questions should be in writing and should be addressed to:

The Procurement Unit    Botswana Trade Commission  
Plot 55745, Block 8, Main Airport Road  
Botswana Bureau of Standards (BOBS) Building), Gaborone.  
Tel: (+267) 3924580 Att: S. Wadikgosi  
Email: [procurement@botc.org.bw](mailto:procurement@botc.org.bw)

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Bids must arrive no later than 10:00 am (local time) on Wednesday 4th June 2025. The tenders will be opened in the presence of bidders wishing to attend immediately after closing in BOTC premises.

The proposal must be made in English. The laws of Botswana shall apply in this tender and subsequently the contract.

**Important Dates:**

Tender Available Date: From Wednesday 14<sup>th</sup> May 2025

Tender Closing Date: Wednesday 4<sup>th</sup> June 2025

Botswana Trade Commission is not bound to accept the lowest or any bid or bear any expense in the preparation thereof. The BOTC also reserves the right to award the tender in full or in parts. The bid responses must be structured in the format specified in this tender document.

Procurement Team  
For / Botswana Trade Commission

**TENDER NO. BOTC HR 001 - 2025/26: REQUEST FOR PROPOSALS FOR THE PROVISION OF THE PENSION FUND ADMINISTRATION FOR A FIVE (5) YEAR PERIOD.**

The **conditions of tender** are contained in this document.

1.1 The Procuring Organisation is the **Botswana Trade Commission**.

1.2 The tender documents issued by the Procuring Organisation comprise:

**Three volume approach:**

## VOLUME 1: TENDERING PROCEDURES

Tender Notice & Invitation to Tender  
Tender Data

## VOLUME 2: RETURNABLE DOCUMENTS VOLUME

## 3: THE CONTRACT

Part 1 Agreements & Contract Data

Forms of Securities

Part 2 Pricing Data

Pricing Instructions

Part 3 Scope of Work

1.3 All tenders are required to submit the following:

- 1 Original and 4 copies and USB flash Drive for both technical and financial proposals.
- Proof of payment of the tender fee of P250.00 (or P125.00 for Youth Companies).
- PPRA Registration Certificate under Code 127 and the relevant Sub-Code 01, OR any relevant Code and Sub-Code (Verification will be done on-line).

- A valid and appropriate Tax Clearance Certificate (Provide Pin for on-line verification).
- Completed Declaration Form for Tendering Purposes
- Certified Copies of a valid Non-Bank Financial Institution Regulatory Authority (NBFIRA) licence;
- Submission of company Extract accompanied by confirmation of Shareholders and Directors as well as certified copies of their Identity Documents.
  - Publicly listed companies may submit certificates of their controlling shareholders only;
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- Completed and Signed Form of Authority of Signatory:
- Completed and signed Form of Offer and Acceptance

NB: The tender response must be made in English

- 1.4 All bidders are required to provide the pricing schedule in the format provided in CONTRACT PART 2, Pricing Data. Bidders must also provide a detailed breakdown of the cost covering all components of the project as stated in CONTRACT PART 3, Scope of Work. Bidders should note that the total cost of the project should not include any variable components based on exchange rates, inflation, etc. Where disbursements are based on actual expenditure, bidders should estimate the maximum expected costs, which will be reimbursed based on actual expenditure incurred.

Bidders should quote in Botswana Pula only.

All the quoted prices must include VAT, withholding Tax or any other taxes in accordance with the tax laws of Botswana.

The tender validity period shall be **at least 120 days** from the closing date of the tender.

- 1.5 The Procuring Organisation's address for delivery of tender offers and identification details to be shown on each tender offer package are:

Tender No. **BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration for a Five (5) Year Period.**

The Procurement Unit Botswana Trade Commission  
 Plot 55745, Block 8, Main Airport Road  
 Botswana Bureau of Standards (BOBS) Building), Gaborone.  
 BOTC Ground Floor Board Room  
 Tel: (+267) 3924580 Att: S. Wadikgosi  
 Email: [procurement@botc.org.bw](mailto:procurement@botc.org.bw)

1.6 A two-envelope procedure will be followed, failing which disqualification will be promptly executed.

Bids should be submitted according to the Instructions to Bidders. Important points are repeated as follows:

- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialed by the person or persons who sign the bid.
- All copies must be signed in ink by an authorized employee, agent or representative of the bidder.
- For each bid, the bidders shall prepare the number of copies indicated in the Instructions to bidders. The original bid should be marked ORIGINAL; all other copies should be marked COPY. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct and shall bear the submission address.
- The original, four (4) copies and a USB Flash Drive of each of the technical and financial bid shall be placed in a separate and sealed envelope clearly marked Technical Bid – Tender No. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration for a Five (5) Year Period.
- **The USB Flash Drive for the technical proposal should be included in the technical proposal envelope while the USB Flash Drive for the financial proposal should be included in the financial proposal envelope.**
- Bids must arrive no later than 10:00 am (local time) on **Wednesday 4<sup>th</sup> June 2025**, the outer envelope should have the original, Four (4) copies and USB Flash Drives of the technical and financial bids respectively. These shall be placed in a sealed larger envelope clearly marked;
  - Tender No. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration for a Five (5) Year Period.

Bids will be opened immediately, and bidders may be present if they wish. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.

Immediately after the deadline for the submission of bids, the technical bid of all the tenderers will be opened. The financial bids shall remain sealed and kept safe within BOTC until those bids meeting the technical requirements have been identified

This Tender is reserved for 100% citizen owned companies.

In accordance with PPRA Act No. 24 of 2021, a "citizen contractor" means a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana".

<p>1.7 The closing time for submission of tender offers is:</p> <p><b>10:00hrs on Wednesday 4<sup>th</sup> June 2025.</b></p>
<p>1.8 Telephonic, telegraphic, telex, email or facsimile tender offers will <b>not</b> be accepted.</p>
<p>1.9 The tender validity period is <b>at least 120 days</b> from the closing date of the tender.</p>
<p>1.10 The time and location for opening of the tender offers is:</p> <p><b>Time:</b> 10:00 hrs Wednesday 4<sup>th</sup> June 2025.  <b>Location:</b> Botswana Trade Commission  Plot 55745, Block 8, Main Airport Road  Botswana Bureau of Standards (BOBS) Building), Gaborone.</p> <p>BOTC Ground Floor Board Room</p>
<p><b>1.11</b> The procedure for evaluation of the responsive tender offers is the quality and cost based selection method.</p> <p><b>1.12 The Evaluation Process</b></p> <p>Tender Evaluation Committee (TEC) will be constituted by the Project Sponsor to evaluate the bids. The evaluation to be adopted by the Evaluation Committee will be as follows:</p> <ol style="list-style-type: none"> <li>1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.13.</li> <li>2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.14.</li> <li>3 The financial bids of only the short listed bidders after Stage 2 of the evaluation process will be opened and evaluated as stated in Stage 3 of the evaluation process in 1.15.</li> <li>4 The project will be provisionally awarded to the Bidder with highest combined score of Stage 2, and Stage 3 of the evaluation process subject to successful negotiation of the contract as in 1.16.</li> </ol> <p>The maximum scores allocated to Stage 2:Technical and Stage 3:Financial are as follows:</p> <p style="padding-left: 40px;">Stage 2: 80      Stage 3: 20</p> <ol style="list-style-type: none"> <li>5. The successful Bidder will sign the agreed contract document with BOTC prior to commencement of the project.</li> </ol> <p style="text-align: center;"><b>Notes</b></p> <ul style="list-style-type: none"> <li>• Subject to authorisation by BOTC Accounting Officer, further information may be requested from the bidders during evaluation. Any such request will be made in writing to the bidder's nominated representative as declared in the Form of Response. Any such correspondence will be for purposes of clarification only and will in no way be indicative of any preference towards any bidder or bid.</li> <li>• All important information required for the project shall be included in the bid, so that at contract negotiation stage there are no major issues that could call for the change of award.</li> </ul>



### 1.13 Disqualification at Stage 1

A bidder whose technical bid does not meet the following requirements will be disqualified during the first scrutiny at Stage 1. In the case of a consortium or joint venture or partnership or sub-contracting or any form of collaboration the companies shall be evaluated individually for compliance with the listed requirements. i.e. individual companies must meet the compliance criteria for the consortium or joint venture to proceed to stage 2.

Companies must submit all of the following:

- a) Submission of a valid PPADB Registration on the relevant Code 127; Sub-Code 01 or any other relevant Code and Sub-Code (registration will be verified online);
- b) Submission of a valid Tax Clearance Certificate from BURS; (Provide Pin No. for on-line verification);
- c) Submission of certified certificate of Registration from Non-Bank Financial Institution Regulatory Authority.
- d) Submission of Completed Integrity Agreement Form.
- e) Submission of completed Form of Declaration For Tendering Purposes.
- f) Company Extract from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and directors, accompanied by certified copies of the identity Documents of both Directors and Shareholders;
  - publicly listed companies may submit certificates of their controlling shareholders only;
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- g) Completed and Signed Form of Authority of Signatory;
- h) Completed and Signed Form of Offer and Acceptance **(to be submitted in the Financial Proposal)**

**Should a bidder fail to submit items a) to g) on the first instance, they will be requested to resubmit the missing item(s) through email and they will be given a minimum of 2 days or a maximum of 5 days to submit. Should the bidder fail to submit within the required time, they will be disqualified from further evaluation.**

**Failure to submit the completed and signed Form of Offer and Acceptance, (h) above in the financial proposal, will lead to outright disqualification at the financial evaluation stage.**

#### 1.14 Evaluation of bids at Stage 2

The following table shows the criteria which will be used. The criteria will be rated on a weighted scale as shown in the table below. In the case of a consortium or joint venture, the bids will be evaluated on the combined strength of the constituent companies involved.

<i>No</i>	<i>Criteria</i>	<i>Description</i>	<i>Marks</i>
1	Capability of the entity or organisation	<ul style="list-style-type: none"> <li>• Past relevant experience in Pension Administrative services (7 years or more) (15 Marks)</li> </ul> <p>Submission of at least 3 traceable references indicating 7 years experience in Pension Administrative - <b>(15 marks)</b></p> <ul style="list-style-type: none"> <li>- 3 or more reference letters (15 marks )</li> <li>- 2 or more reference letters (10 marks)</li> <li>- 1 reference letter (5 marks)</li> <li>- 0 reference letter (0 marks)</li> </ul> <ul style="list-style-type: none"> <li>• Recent Audited two years financial statements <b>(5 Marks)</b></li> <li>- 2 Year financial statements- 5marks</li> <li>-1 year financial statement 2.5</li> <li>-0 for Non submission</li> </ul>	20
2	Capability and experience of the proposed Team	<ul style="list-style-type: none"> <li>• Bidder must have a proposed team of at least three (3) qualified team members with a Bachelor's Degree/Diploma in Pension and Insurance related courses + Certificate of Professional course related to the subject matter.</li> </ul> <ul style="list-style-type: none"> <li>- 3 qualified members, – 10 marks</li> <li>- 2 qualified members, – 5 marks.</li> <li>- 1 qualified member, with experience in insurance services – 3 marks.</li> <li>- 0 Qualified members-(0</li> </ul>	10

		<i>marks)</i>	
3	Solution and Methodology	<ul style="list-style-type: none"> <li>Is the proposed solution addressing the requirements of BOTC (10 marks).</li> <li>Is the proposed implementation of the methodology suitable and in accordance with the Scope and Terms of reference (10 marks).</li> <li>Demonstrate how Risk Management will be applied (10 marks).</li> <li>Provide training plan to assist the custodians of BOTC Pension Fund with handling of Pension money (10 marks)</li> </ul>	40
		<ul style="list-style-type: none"> <li>Does the proposed methodology to be applied by the bidder ensures quality and timely delivery of service (turnaround times) (10 marks).</li> </ul>	10
	Total		80

The cut-off for progression to Stage 3 is a minimum score of 60 i.e. 75%, and bidders who score 60 and above will have their financial proposals opened and evaluated.

Bidders should respond to the above requirements in full to guide evaluators in allocating marks.

BOTC **may** invite bidders to make a formal presentation to substantiate or further clarify any aspects of the proposal and reserves the right to request additional information from any or all bidders to assist in its evaluation process.

## **CONFIDENTIALITY**

The information contained in these documents must be kept confidential and used only for the purposes of submitting a quotation. The successful bidder will be required to maintain this confidentiality and sign a contract before commencing the work.

## **PUBLICITY**

It is a specific condition of the tender document that No bidder shall release any material or make any press release/s or other promotional display relating to this tender document without prior written approval by BOTC.

### 1.15 Financial Evaluation Bids – Stage 3

Only technically compliant bids that score a minimum of 60 points (75%) or above shall undergo cost evaluation.

Cost evaluation shall be conducted by:

- (i) correcting arithmetic errors and
- (ii) converting bids to a common currency.

Should there be discrepancy between the Unit price and Total price, the unit price shall be used. Should there be discrepancy between the amount in figures and amount in words, the amount in words will be used.

Bids will be ranged in order of their prices after correction of arithmetic errors.

Citizen Economic Empowerment Schemes will be applied to the prices prior to applying the formula, thus EDD and local Preference Schemes. Bidders must sign the Local Procurement Registration Certificate attached.

The Citizen Empowerment Policy will be applied where:

- The EDD policy will also be applied. Bidders must submit their EDD certificates for this preference to be applied to them.
- The Local Empowerment Policy will also be applied and bidders must submit evidence for the policy to be applied

The qualifying bids will be evaluated based on the following factors:

The following formula will be used to rate the quoted prices:

$$FS = 20 \times LP / P$$

Where:

$FS$  = financial score of a given bidder

$LP$  = lowest price

$P$  = the price quoted by the bidder

The lowest financial bid ( $LP$ ) will be given a financial score ( $FS$ ) of 20 points. The financial scores ( $FS$ ) of the other financial bids will be computed using the formula above.

#### 1.16 **Basis of Award**

The bidder with the highest combined score (Technical and Financial) from stages 2 and 3 would be recommended for the award subject to an agreed contract. If the contract negotiations fail, then the next preferred supplier will be engaged for contract negotiations and recommended for the award.

##### **TENDER ACCEPTANCE**

Notwithstanding anything contained in any of these tender documents, The Botswana Trade Commission is not bound to accept the lowest or any tender, nor incur any expense in the preparation thereof. Selection of suppliers will not solely be based on the lowest price. There are other factors to be considered e.g. quality, lead-time and acceptance of technical information etc. The Botswana Trade Commission reserves the right not to accept the lowest or any tender.

The Botswana Trade Commission also reserves the right to award the tender in full or in parts to different bidders.

BOTC assumes no responsibility or liability for costs incurred by ANY bidder prior to the execution of the contract.

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>LIST OF RETURNABLE DOCUMENTS Volume 2</b>
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**Tender NO. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration Services for a Five (5) Year Period.**

The tenderer must complete the following returnable documents:

**1. Returnable Documents required for tender evaluation purposes**

- Certificate for Authority of Signatory
- Record of Addenda to tender documents
- Detailed Response to all other Requirements specified in the CONTRACT PART 3
- Quality plan
- Response Form
- Experience of the bidder
- Risk management plan
- All certified copies of documents and conditions specified in(1.3)
- Form of declaration for Tendering Purposes
- Integrity Form

## **2. Other Documents required for tender evaluation purposes**

- PPADB Registration Certificate (Verification will be done online)
- Copy of Tax Clearance Certificate for Botswana Registered Companies or exemption certificate thereof from BURS (Provide Pin No and Certificate No for online verification);
- Certified copy of Certificate of registration from Non-Bank Financial Institution Regulatory Authority.
- Company Extract from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and directors, accompanied by certified copies of the identity Documents of both Directors and Shareholders ;

## **3. Returnable Documents that will be incorporated into the contract**

- Quality plan
- Curricula vitae of key personnel
- Detailed Response to all other Requirements specified in the CONTRACT PART 3
- Management plan
- Form of offer & Acceptance
- Response Form
- Form of Declaration by Directors and Shareholders

Parts of each tender offer communicated on paper shall be submitted as an original, plus four (4) duplicate copies and 2 USD Flash Drives; one containing the technical proposal and the other one containing the financial proposal. Each copy must contain the following **RESPONSE FORM**.

<b><i>Bidder's Name</i></b>	
<b><i>Company Registration Number</i></b>	
<b><i>Vat Number ( if applicable)</i></b>	
<b><i>Country of Registration</i></b>	
<b><i>Year of Establishment</i></b>	
<b><i>Physical Address</i></b>	
<b><i>Postal Address (if different)</i></b>	
<b><i>Telephone Number</i></b>	
<b><i>Mobile Number</i></b>	
<b><i>Fax Number</i></b>	
<b><i>Email and URL</i></b>	
<b><i>Contact Address in Botswana (If applicable)</i></b>	
<b><i>Project Title</i></b>	
<b><i>Tender No.</i></b>	
<b><i>Designated Authorised Representative for this Project</i></b>	<b><i>Name:</i></b> <b><i>Position:</i></b> <b><i>Qualifications:</i></b> <b><i>Tel:</i></b> <b><i>Fax:</i></b> <b><i>Email:</i></b>
<b><i>Project Referees (see CONTRACT PART 3, Scope of Work, 8.1.5)</i></b>	<b><i>1</i></b> <b><i>2</i></b> <b><i>3</i></b>
<b><i>Signed: Bidder's Authorised Representative</i></b>	



**Tender NO. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration Services for a Five (5) Year Period.**

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A COMPANY	B PARTNERSHIP	C JOINT VENTURE	D SOLE PROPRIETOR

**A. Certificate for company**

I, \_\_\_\_\_, chairperson of the board of directors of \_\_\_\_\_, hereby confirm that by resolution of the board taken on \_\_\_\_\_ 20...., Mr/Ms \_\_\_\_\_, acting in the capacity of \_\_\_\_\_, was authorised to sign all documents in connection with this tender offer and any contract resulting from it on behalf of the company.

As witnesses:-

1. \_\_\_\_\_

\_\_\_\_\_ Chairman

2. \_\_\_\_\_

\_\_\_\_\_ Date

**B. Certificate for partnership**

We, the undersigned, being the key partners in the business trading as \_\_\_\_\_ hereby authorise Mr/Ms \_\_\_\_\_, acting in the capacity of \_\_\_\_\_, to sign all documents in connection with the tender offer for Contract \_\_\_\_\_ and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the partners. Attach additional pages if more space is required.

### C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms \_\_\_\_\_, an authorised signatory of the company \_\_\_\_\_, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract \_\_\_\_\_ and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture. Furthermore we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY
<i>Lead partner</i>		

### D. Certificate for sole proprietor.

I, \_\_\_\_\_, hereby confirm that I am the sole owner of the business trading as \_\_\_\_\_.

As witnesses:-

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
Signature: Sole owner

\_\_\_\_\_  
Date

<b>TENDER</b>	<b>TENDER SCHEDULES</b>
<b>RETURNABLE DOCUMENTS</b>	<b>RECORD OF ADDENDA TO TENDER DOCUMENTS</b>

**Tender NO. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration Services for a Five (5) Year Period.**

We confirm that the following communications received from the Procuring Organisation before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	<b>Date</b>	<b>Title or Details</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		
<b>7.</b>		
<b>8.</b>		
<b>9.</b>		
<b>10.</b>		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

<b>TENDER</b>	<b>TENDER SCHEDULES</b>
<b>RETURNABLE DOCUMENTS</b>	<b>QUALITY PLAN</b>

**Tender NO. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration Services for a Five (5) Year Period.**

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**Note to bidders**

Please provide details of your quality plan here. Please describe the management arrangements for the work in this contract. You are requested to include

1. An organization chart showing onsite and off-site management personnel
2. Details of the location (and functions) of offices from which work will be managed
3. An explanation of how you propose to allocate adequate resources for the duration of the project.

**Name:**

**Date of Birth:**

**Profession:**

**Nationality:**

**Current Position:**

**Years with the firm:**

**Qualification and Experience:**

**Education:**

**Professional Membership**

**Experience Record**

**Languages:**

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

\_\_\_\_\_ **Date:** \_\_\_\_\_  
*[Signature of authorized representative of the Tenderer]*

**Botswana Trade Commission**

<b>TENDER</b>	<b>TENDER SCHEDULES</b>
<b>RETURNABLE DOCUMENTS</b>	<b>EXPERIENCE OF BIDDER</b>

**Tender NO. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration Services for a Five (5) Year Period.**

The following is a statement of similar works successfully executed by myself/ourselves:			
Employer, contact person and telephone number.	Description of contract	Value of work	Date completed

Signed

Date

Name

Position

*Tenderer*

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES MANAGEMENT PLAN
--------------------------------	-------------------------------------

**Tender NO. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration Services for a Five (5) Year Period.**

**Note to tenderers:** Please describe the management arrangements for the work in this contract. You are requested to include:

1. An organisation chart showing management personnel
2. Details of the location (and functions) of offices from which the work will be managed.
3. An explanation of how you propose to allocate adequate resources for the duration of the contract.

**Summary of items attached to this schedule:**

Attach additional pages as required.

Signed

Date

Name

Position

*Tenderer*

Republic of Botswana	<b>TENDER RETURNABLE DOCUMENT</b>	DECLARATION FORM FOR TENDERING PURPOSES
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**Tender NO. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration Services for a Five (5) Year Period.**

Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender

**PART A**

I, \_\_\_\_\_(full name), in my capacity as..... (state position in Entity)

hereby declare that on my behalf, and on behalf of the owners, partners / directors/ shareholders /administrators and/or Other (Please specify) .....

of: ..... (name of Entity )

of: .....

.....(Postal/physical address)

that, in connection with the enclosed tender,

All information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the Entity and/or its Representatives. I state that the (State Name of Entity) ..... and / or its representatives confirm that they have not, through other entities, participated in the same tender and offer the same products in response to the same items.

NOTE THAT: In the case of competing franchises, the franchises may bid for the same item but with different products. Item means the commodity required by the procuring entity indicated in the ITT. Product means the commodity offered by the bidder.

I declare and confirm that the Entity and/or its Representatives have in fact not participated in the same tender and offered the same products in response to the same items, through any other registered company or other entity. I hereby provide a current list of Directors/ Administrators/ Partners/ Members and/or Shareholders for the Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body and/or other *(Please specify)*.....

	<b><i>DIRECTORS/MEMBERS/ PARTNERS NAME and /OR Other (Please Specify).....</i></b>	<b><i>CAPACITY IN ENTITY</i></b>	<b><i>NATIONALITY</i></b>	<b><i>PERCENTAG E OF SHAREHOLDI NG</i></b>
1				
2				
3				
4				
5				



	SHAREHOLDERS NAME	NATIONALITY	PERCENTAGE OF SHAREHOLDING
1			
2			
3			
4			
5			

**e**

**if space is required attach additional sheet. Note that Public companies should state which stock exchange the company is listed under.**

I further acknowledge that should any of the directors, partners, and shareholders, members/administrators /(*others please specify*) be found to be associated in a similar or other manner in another company/entity, participating in this tender and offering the same products in response to the same items, this shall disqualify this Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body, and whichever company or other entity the said director/partner/shareholder/member and/or administrator is consequently involved in.

I further acknowledge that should the Company /Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body or any of its affiliates or subsidiaries be found to have participated in the same tender and offered the same products in response to the same items, the said Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body/ (*others please specify*) and its affiliates and/or subsidiaries shall be disqualified.

The Company/Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body/(*others please specify*), through its agents, employees or directors has not illegally communicated with any member of the procuring department or the Public Procurement and Asset Disposal Board, except as may be permitted in the relevant "instructions to tenderers" or by law.

The Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body/(*others please specify*), through its agents, employees, partners, members, administrators and/or directors has not paid or offered to pay any consideration, favour or promise to any member of the procuring department or any person employed by or associated with Public Procurement and Asset Disposal Board (PPADB) or its Committees.

I declare that this tender is submitted by us in our own right and we have not colluded in any way with any other /potential tenderer in the production and submission of this tender other than in the establishment of a joint venture or sub-contractor arrangement as fully and correctly declared in the tender.

I acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring department and/or PPADB shall be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

I confirm that our entity has undertaken not to collude to withdraw from a tender award, only for the reason that an unsuccessful bidder be awarded the tender. I confirm further that the entity has undertaken not to engage in frivolous complaints and litigation that frustrates project implementation.

SIGNED: ..... NAME: ..... DATED: .....

.....  
Entity

Stamp

## PART B

1. Declaration to establish Eligibility for Reservation and Price Preferences for 100% Citizen Owned Contractor / Companies and other Entities.
2. The declaration shall be signed by all Businesses tendering for reserved contracts and contracts subject to preferences, as a condition of each tender.
3. The 100% citizenship requirements for shareholders, etc. contained therein shall not withstand any previous consents and practice, be pre condition for the award of any reserved tender.

### Definition

4. The following definitions shall apply to this declaration:

**100% Citizen Owned Contractor / Company:** a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana.

**Control:** the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of managerial and financial authority and power in determining the policies and directing the operations of the business.

**Net Amount:** the financial value of the Contract at the time of the award of the Contract, exclusive of sales tax which the law requires the Employer to pay to the Contractor.

**Owned:** Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest or shareholding as demonstrated by an examination of the substance as well as the form of ownership arrangements

5. The company operates banking and savings accounts, the only authorised signatories are:

i. .... (Bank Name and Name of signatory) ..... (Omang No. /Passport)

ii. .... (Bank Name and Name of signatory) ..... (Omang No. /Passport)

ii. .... (Bank Name and Name of signatory) ..... (Omang No. /Passport)

iv. .... (Bank Name and Name of signatory) ..... (Omang No. /Passport)

### 6. Undertakings

The Tenderer confirms that it is a 100% Citizen owned contractor/company and undertakes to remain a Citizen Contractor for the duration of the Contract. The Tenderer further undertakes not to subcontract more than 25% of the Net Amount to non-Citizen Contractors in the performance of the Contract.

7. Sanctions relating to reserved treatment

Any changes in Ownership or Control which violate the definition of a Citizen Contractor or the subcontracting of more than 25% of the Net Amount of the Contract to non-Citizen Contractors shall be sufficient reason for the Procuring Department to terminate the Contract.

8. All the shareholders of .....(Name of company)  
have read this declaration and agree to its contents.

- a) All the shareholders hereby give consent verification of the information provided above and understand that this may include but not limited to the verification of assets, liabilities, accounts, bonds and undertake to notify the competent authorities of any change to the information provided in this Declaration within seven days of such occurrence.
- b) I understand and declare that each matter here deposed to is essential for the tender validity of  
..... (Name of company)'s

**NB:** The Procuring Entity reserves the right to confirm the authenticity of the information provided above.

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT \_\_\_\_\_ ON THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_ 20\_\_\_\_, AT \_\_\_\_AM / PM, THE DEPONENT HAVING ACKNOWLEDGED THAT HE  
KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS  
CONSCIENCE.

\_\_\_\_\_  
COMMISSIONER OF OATHS

CAPACITY:

## LOCAL PROCUREMENT REGISTRATION CERTIFICATE

### **Tender NO. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration Services for a Five (5) Year Period.**

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A WOMAN	B YOUTH	C PEOPLE WITH DISABILITY	D RURAL SETTING	E EMPLOYMENT

#### **A. B. C. Certificate for businesses owned by WOMAN/ YOUTH/ PEOPLE WITH DISABILITY**

I, \_\_\_\_\_, being a duly authorised representative and acting on my capacity as \_\_  
 \_\_\_\_\_ of \_\_\_\_\_, hereby confirm that the above  
 Mentioned business is 100% owned by women/ youth/ people with disability.

As witnesses: -

1. \_\_\_\_\_

\_\_\_\_\_  
 \_ Authorised Signatory

2. \_\_\_\_\_

\_\_\_\_\_  
 Date

#### **D. Certificate for RURAL SETTING**

I, \_\_\_\_\_, being a duly authorised representative and acting on my capacity as \_\_  
 \_\_\_\_\_ of \_\_\_\_\_, hereby confirm that the above  
 mentioned business has been established and operates from a rural area.

#### **LOCATION OF BUSINESS**

WARD	VILLAGE

As witnesses: -

1. \_\_\_\_\_

\_\_\_\_\_  
 Authorised Signatory

2. \_\_\_\_\_

\_\_\_\_\_  
 Date

**E. Certificate for EMPLOYMENT**

I, \_\_\_\_\_, being a duly authorised representative and acting on my capacity as \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_, hereby confirm that the above  
mentioned business has employed majority of any of the following categories- women/ youth/ people with disability.

**Total no employees** \_\_\_\_\_

**No of Women (W)** \_\_\_\_\_

**Youth (Y)** \_\_\_\_\_

**People with disability (PWD)** \_\_\_\_\_

**% ratio of (W+ Y+ PWD) to Total no of employees** \_\_\_\_\_ **(Cut-off point will be 60%)**

As witnesses: -

1. \_\_\_\_\_

\_\_\_\_\_  
Authorised Signatory

2. \_\_\_\_\_

\_\_\_\_\_  
Date

**NB:** Youth in this regard will people within the age of 18-35 years.

**Integrity Agreement**

**Declaration on Ethical Conduct, Fraud and Corruption (applicable to the Bidders)**

1. Pursuant to Section 56 (2) and (3) of the Act a bidder shall complete and submit this form with a bid.
2. We the undersigned confirm the following in the preparation of our bid:
  - a. neither we, nor any of our employees, associates, agents, shareholders, consultants, partners, beneficial owners or associates have any relationship that could be regarded as a conflict of interest as set out in the bidding documents;
  - b. should we become aware of the potential for such a conflict, we will report it immediately to the procuring entity;
  - c. that neither we, nor any of our employees, associates, agents, shareholders, partners, beneficial owners, consultants or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal; and
  - d. that no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners, beneficial owners or associates to any of the staff, associates, consultants, employees or immediate family members of such who are involved with the procurement process on behalf of the Procuring Entity, Client or Employer.
3. We understand our obligation to allow the Government including the procuring entity and Authority to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of whether we are awarded a tender or not.
4. In case of a successful bid, should we be found to be in breach of the integrity agreement, the procuring entity has the right to cancel the procurement including termination of any resulting contract at no cost or legal obligation on her part.

Authorised signature: \_\_\_\_\_

Name and title of signatory: \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Tender NO. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration Services for a Five (5) Year Period.**

## **CONTRACT**

### **PART 1: AGREEMENTS AND CONTRACT DATA**

Form of Offer and Acceptance

Contract Data

### **PART 2: PRICING DATA**

Pricing Instructions

### **PART 3: SCOPE OF WORK**

Scope of work

***NB: FORM TO BE INCLUDED IN THE FINANCIAL PROPOSAL ONLY***

**Botswana Trade  
Commission**

**CONTRACT PART 1  
AGREEMENTS & CONTRACT  
DATA**

**FORM OF OFFER AND  
ACCEPTANCE**

**Tender NO. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration Services for a Five (5) Year Period.**

**Offer**

The Botswana Trade Commission, Private Bag 3 AAD Gaborone, has solicited offers to enter into a contract for the procurement of:

**PROVISION OF THE PENSION FUND ADMINISTRATION SERVICES FOR A FIVE (5) YEAR PERIOD.**

The tenderer, identified in the signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the Contractor (or the Consultant or the Supplier as the case may be) under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The total of the amount tendered is \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Pula, (in words); P\_\_\_\_\_

\_\_\_\_\_ (in figures). (Not applicable for rate only contracts)

This Offer, of which the tenderer has signed one original, may be accepted by the Procuring Organization by signing the form of Acceptance overleaf and returning one fully executed original of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer becomes the party named as the Contractor, (or the Consultant, Professional Service Provider, Service Provider or the Supplier as the case may be) in the Conditions of Contract identified in the Contract Data.

**For the tenderer:**

Signature(s)

Name(s)

Capacity

*(Insert name and address of organization)*



Name &  
signature of  
witness

Date

## Acceptance

By attaching the signature of a duly authorized representative to this part of this Form of Offer and Acceptance, the Procuring Organization accepts the tenderer's Offer. In consideration thereof, the Procuring Organization shall pay the Contractor, (or the Consultant or the Supplier as the case may be) the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an Agreement between the Procuring Organization and the tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

- Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part 2 Pricing Data
- Part 3 Scope of Work

And drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Procuring Organization during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be signed by the duly authorized representative(s) for both parties.

The bidder shall within one week of receiving a fully executed original of this Agreement, including the Schedule of Deviations (if any), contact the Procuring Organization's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

**Notwithstanding anything contained herein, this Agreement comes into effect on the date when the tenderer receives one fully executed original of this document, including the Schedule of Deviations (if any).** Unless the tenderer (now Contractor, Consultant or Supplier) within five days of the date of such receipt notifies the Procuring Organization in writing of any reason why he cannot accept the contents of this Form of Offer and Acceptance, this Agreement shall constitute a binding contract between the Parties

**For the Botswana Trade Commission**

Signature(s)

Name(s)

Capacity

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

**Tender NO. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration Services for a Five (5) Year Period.**

***NB: TO BE INCLUDED IN THE FINANCIAL PROPOSAL ONLY***

Bidders should provide costing for each of the main phases of the project as specified in their Technical Bid. The phases in the table below are intended as a guideline, and bidders are free to specify phases which are consistent with their Technical Bid. **NB only deliverables should be included in the technical bid but not financials, Financials should be separated from the technical bids.**

**Summary pricing schedule**

**The quoted prices should be inclusive of 14% VAT and any other relevant taxes.**

**NB: THE PRICES SHOULD BE INCLUDED IN THE FINANCIAL PROPOSAL ONLY AND NOT APPEAR ANYWHERE IN THE TECHNICAL PROPOSAL**

1. All costs must include VAT (for VAT registered companies), withholding Tax and all other applicable taxes. The tax laws of Botswana will apply to the ITT and signed contract.
2. All prices should be fixed where possible. Where a variable cost is included, it should be estimated as the maximum to be charged.
3. Payments will be made based on actual cost incurred up to the amount stipulated.
4. in the pricing schedules.
5. Quoted prices are to be valid for a period of **at least 120 days**.
6. Payments will be made in accordance with the agreed payments schedules.

**Tender NO. BOTC HR 001 - 2025/26: Request for Proposals for the Provision of the Pension Fund Administration Services for a Five (5) Year Period.****1. Purchaser's objectives**

The purpose of this Invitation to Tender is to fairly, transparently and objectively solicit services for Provision of Pension Fund Administration Services for Botswana Trade Commission employees.

**2. Overview of the required services**

The purpose of this exercise is to obtain competitive interest rate proposals for the investment portfolio from prospective pension administrators. The successful administrator will be involved in a relationship with BOTC for a maximum period of 5 years on an annual contract basis, which may be terminated after one year on the basis of the Administrator's unsatisfactory performance and quality of service or be renewed further based on the yield on pension investment.

**3. Background and proposed assignment**

The Botswana Trade Commission is a state-owned organization established by an Act of Parliament, Act No. 20 of 2013, (amended by Botswana Trade Amendment Act, 2023) to provide for an efficient and effective system for the administration and facilitation of international trade; to regulate the export and import of goods; to provide for the implementation of the Southern African Customs Union Agreement of 2002; and to provide for matters incidental thereto. This is done through Tariff Amendments; Trade Remedies; Infant Industry Protection and Import/Export Control..

The Commission is therefore mandated to recover pension money for all its permanent and pensionable employees and invest it adequately and economically, with high interest and low risk through an appropriate fund administrator. Procedure to obtain such investment must be in accordance with the regulations governing all processes that are done, be it procurement requirements, financial compliance or any other. It is for this reason that a capable expert company is engaged to provide pension fund administration services.

**The Laws of Botswana shall apply in this tender and subsequently the contract.**

**4. Objectives and scope of the assignment**

Below is a list of expectations from the exercise:

## 5. Specific objectives

- a) BOTC has a staff complement of **eight (8)** permanent and pensionable employees, and at full complement the number of employees is expected to be **twenty -one (21)**. However staff complement may change, going forward, to meet the BOTC operational requirements from time to time.
- b) The service provider to provide a quote on premiums as applicable.
- c) The service provider to ensure timeous calculation of interest to maximize on the investments.
- d) The service provider to ensure timeous processing of payment to investors to maximize on the returns as may be applicable.
- e) Ensuring that BOTC timeously and properly submits all proposals, declarations, notices and claims in relation to all its investments and covers as may be necessary.
- f) Provide BOTC with a Desktop Officer/Administration for ease of contract management.
- g) Negotiations with investors (and/or insurers when necessary)
- h) The service provider will be expected to provide training on inclusion and exclusion of the fund as well as other necessary conditions of the fund. Training will be provided on fund handling for key staff while the rest of the staff members will be trained on the funds benefits and general knowledge of how the fund works..

## 6. Format and Content of Responses

Bids should be concise, to the point, propose and address all issues that they consider to be vital to this Invitation to Tender document. The strength of the bidder, methodology, cost and personnel proposed will be key factors in the selection process. Bidders should not alter the formats given in the annexure when submitting the bid. The forms listed under Returnable Documents are to be supplied as they form part of the evaluation process.

### 6.1 Bid

Bids must include the following items preferably in this order:

Response Form and supporting documents

Company Profile

Proposed Methodology and Solution Proposed

Project Team

Details of References

Quality Assurance

All returnable documents

Any relevant information

#### 6.1.1 Company Profile

Bidders should highlight the capability of the organization to undertake this project and list any similar assignments which have been successfully undertaken in the past. Bidders should note that companies that have successfully implemented similar projects in the past will have an added advantage.

Bidders should also provide an overview of the company structure, including any subsidiary companies, holding companies and financial backers. A description of the history of the company, including growth and number of staff, should be provided. Information relating to turnover and profits should also be provided for the last three financial years, preferably in the following format:

	2023	2022	2021
Annual turn over			
Annual net profit			

If the bid is from a consortium, joint venture, partnership or subcontracting, the information should be included for each of the companies to be involved in the project

### **6.1.2 Proposed Methodology and Solution**

Bidders should provide a detailed description of the proposed methodology and solution. The description should address the following aspects of the proposal:

- (a) Proposed Solution**
  - Scope, approach and methodology
  - Benefits of proposed solution
  - Delivery strategy
- (b) Project Management**
  - Project structure
  - Project reporting
  - Project plan
  - Quality management approach
- (c) Deliverables**
- (d) Bidder's Requirements**
  - Service Provider's requirements for the commencement of work.

### **6.1.3 Proposed Project Team Personnel**

The bidder must provide information on the personnel who will be engaged in this project. A detailed C.V. of each consultant must contain the information as stated in 7 below and also in accordance with the format given in Returnable Documents.

### **6.1.4 Reference Project Details**

The bidder is required to provide at least three references relating to work of a similar nature and comparable in size to this project. Each reference should include the following information as a minimum:

Project Name

Project Value (specify currency)

Length of project and whether contractual completion date was met

Name, address and other relevant particulars of the client

Name, position and contact details of the client principal contact Nature and scope of the assignment

Personnel involved in the project and their roles.

### **6.1.5 Appendices**

Documents which cannot be incorporated in the body of bid should be assembled and

indexed and then included in the appendices of the bid. Bidders are free to provide any further information should they wish to do so.

#### **6.1.6 Key Personnel**

Bidders are required to provide detailed Curriculum Vitae of each member of the proposed project team.

Bidders should provide detailed information according to the guidelines given below using the format given on page 17, and not in a format of their choice. Non-compliance in this respect may have a negative impact on the evaluation of the bid.

Bidders are required to provide the following information about each member of the proposed project teams:

- 1 Name and date of birth;
- 2 Nationality and Identification Number (Omang for Botswana citizens or Passport Number for others);
- 3 Qualifications;
- 4 Formal Educational Qualifications (Type, Institution, Month and Year, Grade/Class/Division);
- 5 Professional Qualification (Type, institution, Month and Year, Grade/Class/Division);
- 6 Details of Experience in reverse chronological order (name of the organization, period of employment, detailed description of experience, post(s) held, roles played in specified projects);
- 7 Previous assignments similar to this project;
- 8 Details of other skills and competencies.

#### **Quality plans and control**

Bidders are required to outline their Quality Management and Quality Assurance methodologies and how they would be implemented in relation to the project. The following areas should be covered in this section:

How the work is going to be completed to the required standard, within the project cost and on time.

How quality management is to be ensured during the project. How

contract performance guarantees are to be monitored.

What problems may occur in conducting the work, and how such problems can best be avoided.



# **ADDITIONAL INFORMATION TO THE TERMS OF REFERENCE (TOR) FOR PENSION FUND ADMINISTRATOR**

## **Botswana Trade Commission (BOTC) – Staff Pension Scheme**

### **1. Introduction**

This Terms of Reference sets out the responsibilities, scope, and expected conduct of the Pension Fund Administrator (PFA) appointed to manage the staff pension scheme of Botswana Trade Commission, in accordance with the Retirement Funds Act, NBFIRA regulations, and other applicable laws in the Republic of Botswana. BOTC does not have a pension fund yet, and the appointed administrators will be establishing it from scratch.

### **2. Objective**

To ensure the effective, secure, and transparent administration of the pension fund, including accurate record-keeping, timely processing of contributions and benefits, and sound fund management that protects and grows members' retirement savings.

### **3. Regulatory Framework**

The appointed PFA shall be licensed and regulated by the Non-Bank Financial Institutions Regulatory Authority (NBFIRA) and shall ensure compliance with all applicable provisions of the:

- Retirement Funds Act (Cap. 27:03)
- NBFIRA Act (Cap. 46:08)
- Income Tax Act (Cap. 52:01), particularly regarding approved pension funds
- Any other applicable financial and data protection legislation

### **4. Scope of Services**

#### **4.1. Member Administration**

- Maintain accurate, secure, and up-to-date records for all active and former members.
- Process new enrolments, withdrawals, retirements, and death claims in accordance with scheme rules and statutory timelines.
- Issue annual benefit statements to members.

#### **4.2. Contribution Management**

- Receive monthly contributions from the employer and employees.
- Allocate contributions accurately and timely to individual member accounts.
- Reconcile contribution schedules and provide remittance confirmations.

#### **4.3. Fund Investment and Monitoring (in collaboration with the appointed Fund Manager)**

- Ensure investments are made in accordance with approved investment policies and regulatory guidelines.
- Monitor fund performance and provide quarterly investment performance reports.
- Ensure alignment with the fund's risk profile and long-term objectives.

#### **4.4. Statutory Compliance and Reporting**

- Prepare and submit all statutory returns to NBFIRA and other relevant authorities as required.
- Facilitate and cooperate with annual external audits and NBFIRA inspections.
- Ensure tax compliance, including obtaining tax exemption status where applicable.

#### **4.5. Communication and Education**

- Provide regular updates to the employer and trustees on fund performance, regulatory changes, and compliance status.
- Educate members through seminars, newsletters, or digital platforms on their pension rights, benefits, and options.

### **5. Performance Review**

The performance of the Pension Fund Administrator shall be reviewed annually based on the following criteria:

- Regulatory compliance (timely submissions to NBFIRA, adherence to fund rules)
- Quality and timeliness of member services and reporting
- Fund performance and operational efficiency
- Responsiveness to employer and member queries
- Audit outcomes (financial and compliance)

### **6. Duration of Appointment**

The initial appointment shall be for a period of five (5) years, renewable based on satisfactory performance and ongoing compliance.

### **7. Confidentiality and Data Protection**

The Administrator shall ensure full confidentiality of member and employer data in accordance with **Botswana's data protection legislation** and shall not disclose or share any information without written consent from the Fund or as required by law.

## 8. Termination Clause

Either party may terminate the agreement by giving **three (3) months' notice** in writing, or immediately for cause, including material breach of contract, fraud, non-compliance with NBFIRA regulations, or reputational risk to the employer or fund.

## 9. Reporting Obligations

The PFA shall report to the Board of Trustees (if applicable) or designated authority within BOTC, and submit the following regularly:

- Quarterly fund performance reports
- Annual member statements
- Annual audited financial statements
- NBFIRA compliance reports
- Ad-hoc reports as requested

**-----End of Document -----**