



EXPRESSION OF INTEREST AND PREQUALIFICATION FOR PROVISION OF EXTERNAL AUDIT SERVICE

The Bank of Botswana (Bank) seeks submissions of expression of interest from Public Interest Entities audit firms with capacity to carry out the Bank's external audit in Botswana.

In order to prequalify to be invited to tender for the audit service, the firms must fulfil the following criteria:

- (a) Confirmation that the firm is registered with the Botswana Accountancy Oversight Authority (BAOA);
- (b) Details of central banks or major financial institutions or similar sized (or larger) audits carried out by the firm in the last two years;
- (c) List of other financial sector and/or parastatal clients in Botswana;
- (d) List of previous clients who may be contacted as referees;
- (e) A list and curriculum vitae of all personnel who will form part of the audit team(s) carrying out audits or other audit related services for the Bank. In respect of each potential team member, furnish:
 - (i) a brief résumé covering qualifications, specialisation, experience in auditing financial institutions and degree of competency regarding computerised systems; and
 - (ii) citizenship and current residency status;
- (f) Domestic, regional, and international associations and back-up resources or affiliations;
- (g) A list of specialists with whom the firm is associated, who may be engaged by the firm on assignments relating to the firm's work in the Bank. Also furnish a brief letter from such specialists, confirming the nature and extent of the association;
- (h) Confirmation that there are no issues concerning the firm's status as Registered Auditor Public Interest Entity in Botswana or designation of the prospective audit engagement partner(s) and manager(s);
- (i) Furnish information on the firm's auditing capabilities and capacity in the following areas:

- (i) Foreign Exchange Reserves management;
 - (ii) Central and commercial banking;
 - (iii) Global custody;
 - (iv) Control reviews;
 - (v) Familiarisation with computerised systems used by the Bank which, among others, include commercial banking systems (e.g. Globus T24); investment management systems (e.g. HiPortfolio); general ledger packages (e.g. Sage ERP ACCPAC) and payments and settlement system (e.g. Real Time Gross Settlement system);
- (j) Nature of any work previously done for the Bank; and
- (k) Furnish your firm's views on the following, as well as any other related matters not listed here:
- (i) Scope, structure and specific focus of auditing;
 - (ii) Any additional proposals on “value adding”;
 - (iii) Minimum appointment term;
 - (iv) Estimated duration of the audit; and
 - (v) Proposals on absorption of initial familiarisation costs.

Interested firms are urged to keep submissions concise and to the point. Any submissions exceeding 25 A4 size pages in length will be marked down during the evaluation.

The Bank of Botswana supports a “Domestic Preference” procurement policy.

The Bank will evaluate the submissions to produce a shortlist of at most 5 firms who will be invited to tender.

Interested parties are required to pay a non-refundable fee of P350, inclusive of VAT, and submit their expressions of interest in writing. Include a copy of your payment receipt in the submission.

Payments shall be done at **Bank of Botswana's Banking Hall, from Monday to Friday at 0900 hours to 1400hours**, at Plot 764/5 Botswana Road, Gaborone. Include a copy of your payment receipt in the submission.

The following are the banking details:

Bank Name:	Bank of Botswana
Account Name:	ACCPAC Sundry Receipt
Account Number:	0000110900001
Branch Name:	Gaborone
Branch Code:	910167
SWIFT Code:	BBOTBWGX
Reference:	Company name

Tender Submission Instructions

Bidders should submit the documents in a zip file/folder format to reduce the size of the documents. The maximum allowable document size at a time shall be 100MB. Bidders wishing to submit documents with more than the stated file size will be free to split the submission in multiple parts. All the documents should be in PDF format and should be password protected. The password shall be in two parts and sent to two separate emails with one part sent to Buckmasterg@bob.bw and the other part to Mothusik@bob.bw.

Documents should be marked “**Bank of Botswana Provision of External Audit Services BOB/2020/06/25 – COMPANY NAME**” and submitted no later than 1000 hours on **July 10, 2020** to:

Bob20200319@bob.bw

The information provided in this request for submissions is the full extent of information provided at this stage.

Bidders should be aware that an e-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, arrive late or incomplete, or contain viruses. Bank of Botswana therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission

Enquiries may be addressed to:

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