



Expression of Interest for inclusion on the Bank of Botswana's Panel of Legal Practitioners

Contract number BOB/2021/11/35

The Bank of Botswana seeks submissions of Expression of Interest (EoI) from well-established and reputable 100 percent citizen owned law firms, registered with the Public Procurement and Assets Disposal Board (PPADB), and qualified to practise law in Botswana as required by the Legal Practitioners Act (Cap. 61:01), for inclusion on the Bank's Panel of Legal Practitioners (Legal Panel).

The Legal Panel will consist of selected law firms, who will be engaged from time to time to provide legal services to the Bank. Interested firms must have vast knowledge in the following areas of law:

- Company law/Commercial law;
- Employment and labour Relations;
- Litigation;
- Contract law;
- Mergers and Acquisitions;
- Legislative drafting;
- Conveyancing;
- Debt collection; and
- General legal services.

(Please note that this list is not exhaustive.)

In order to pre-qualify for consideration to be selected onto the panel, interested law firms must fulfil the following criteria:

- must possess valid Income Tax and Value Added Tax (where applicable) clearance certificate(s) from the Botswana Unified Revenue Services;
- must provide proof of registration with the Public Procurement and Asset Disposal Board (PPADB) for conducting such type of work;
- must provide proof of a professional indemnity cover of at-least P1 000 000.00;
- must provide a firm profile;
- must provide valid practising certificates for all key personnel in accordance with the Legal practitioners Act;
- must be registered with the Law Society of Botswana;
- must provide proof of availability of skilled personnel and their citizenship in the form of employee profiles and abridged curriculum vitae for all staff that will be directly involved in offering legal services to the Bank,
- must provide at least three written references and/or details of contactable referees for key personnel and the law firm.
- Any other information the firm deems to be relevant to the service required by the Bank.
- Service Providers are urged to keep their submissions concise and should not exceed 25 A4 size pages in length per company. This excludes the attachments such as licenses and related documents.

The Bank will evaluate the submissions and produce a shortlist of law 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. Those who wish to tender must pay a non-refundable fee of P350.00 (Three

Hundred and Fifty Pula VAT inclusive) by **EFT** or cash at the Bank's **Banking Hall, (Botswana Rd - Main Mall in Gaborone) OR** (Plot No 9597 Kenneth Nkhwa interchange in Francistown), **from Monday to Friday** at **0900 hours** to **1400 hours** before the "November 26, 2021" .

Documents Submission Instructions

In line with observing Covid-19 protocols, the EoIs must be submitted through email, addressed to Bob20211135@bob.bw

Documents should be marked "**Bank of Botswana – Panel of Legal Practitioners – Firm Name**" and submitted no later than 1000 hours on December 3, 2021.

EoI will be opened at 1025 hours the same day or at a later date. A formal report of the opening will be kept, noting names of firms who have submitted EoI.

Interested parties should submit the documents in a zip file/folder format to reduce the size of the documents. The maximum allowable email size at a time shall be 100MB. Bidders wishing to submit documents with more than the stated email size may split the submission in multiple parts but not exceeding the reasonable length required. All documents must be in PDF format and must be password protected. The passwords should be sent to both Buckmasterg@bob.bw and Mothusik@bob.bw

The information provided in this request for submission of Expressions of Interest is complete at this stage. There will be no tender briefing prior to the EoI date. However, enquiries may be addressed to:

Ms Tshepiso R Mpusetsang
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Bank of Botswana
Gaborone
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Email: mpusetsangt@bob.bw