



REQUEST FOR INFORMATION - FOR THE PROVISION OF CONSULTING SERVICES TO REVIEW AND IMPROVE THE OPERATIONAL RISK MANAGEMENT AND EMERGING RISKS FRAMEWORKS, DEVELOP THE RISK APPETITE STATEMENT AND RISK STRATEGY OF THE BANK

CONTRACT NUMBER – BOB/2021/03/13

1. The Bank of Botswana seeks submissions of Information & Expressions of Interest (EOI) for the provision of consulting services to review and recommend for improvement the Operational Risk Management (with Key Risk Indicators) and Emerging Risks Frameworks, Risk Appetite Statement and Risk Strategy for the Bank.
2. This call for Expressions of Interest is intended to gather more insight on service information and subsequently identify service providers with the capacity to carry out the processes as outlined and make sure the Bank remains with coherent Operational Risk Framework, Risk Appetite and Risk Strategy that have the ability to quickly and decisively respond to challenges and opportunities and have in place the most effective way of controlling risks in a coordinated manner. In order to prequalify to be invited to tender, all companies responding to this call for provision of information & expression of interest must submit the following:
 - Provide a proven track record in the provision of consultancy services to set up risk management frameworks, draft risk appetite and risk strategies of financial institutions. Provide one Case Study of a major risk management framework, risk appetite statement and risk strategy drafted.
 - An overview of proposed implementation methodology of the service
 - An outline of management expertise and resources available within the firm.
 - A brief company profile confirming in concise form, the structure of the company and holding companies (where applicable), shareholders certificate, specialisations, accreditations, honours and awards, infrastructural resources in Botswana and/or elsewhere, experience and other relevant data.
 - Vendors are required to provide the price estimate for the project. The price breakdown will be preferred.
 - Bidders must commit to compliance with the Botswana Citizen Economic Empowerment Policy current at the time of tender.
 - It is a requirement that the taxes of the participating bidders **must** be in good standing or that suitable payment agreement will have been agreed with the tax authorities. Tenderers are therefore, requested to obtain and submit a copy of a tax clearance certificate or letter from the tax authorities.
 - Contractors are urged to keep submissions concise and submissions should not exceed 25 A4 size pages in length per company.

3. The Bank of Botswana supports “Domestic Preference” procurement policy.
4. 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.
5. The Bank will evaluate the submissions, decide on the method of evaluation as well as service providers to be invited.
6. Tender Submission Instructions
 - 6.1 In line with observing Covid-19 protocols, the RFI offers must be submitted through an email and addressed to Bob20210313@bob.bw
 - 6.2 Documents should be marked “**Bank of Botswana Provision of Consulting Services to Review the Operational Risk Framework with Key Risk Indicators, draft Emerging Risks Framework, Develop the Risk Appetite Statement and Risk Strategy of the Bank of Botswana – Company Name**” and submitted no later than 1000 hours on April 30, 2021.
7. Tenders 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 tenders who have submitted tenders.
8. Bidders 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 will be free to 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
9. The information provided in this request for submissions is the full extent of information provided at this stage.
10. Disclaimer notice – The Bank reserves the right to use the provided information to develop the final Request for Information document. The content of the document shall not favour or prejudice any service provider and shall be consistent with the principle of transparency, fairness and the best ethical conduct. This RFI does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the Bank to contract any supply or service whatsoever. Further, the Bank at this stage is not seeking for proposals and will not accept unsolicited proposals. Respondee are advised that the Bank will not pay for any information or administrative costs incurred in response to this RFI; all costs associated

with responding to this provision of service RFI will be solely at the interested party's expense.

11. Enquiries may be addressed by email to: Ms Lynette Mokokwane at **Mokokwanel@bob.bw**