

# REQUEST FOR PROPOSAL

## BOTSWANA OIL LIMITED

### REQUEST FOR PROPOSALS (RFP): PROVISION OF CONSULTANCY SERVICES FOR THE ONBOARDING OF ASSETS TRANSFERRED FROM BOTSWANA GOVERNMENT TO BOTSWANA OIL LIMITED RFP\_BOL\_2023-24\_07

Botswana Oil Limited (BOL) serves as the Botswana Government's transformation agent in the oil and gas industry and is mandated to ensure the security and efficiency of supply of petroleum products for Botswana, manage state owned strategic fuel reserve facilities, strategic stocks as well as bulk storage and distribution. Wholly owned by the Botswana Government, the entity is also responsible for facilitating the participation of citizen companies in the petroleum sector. BOL is registered under the Companies Act and started operating in July 2013.

#### Requirements

1. BOL wishes to invite tender offers from well-established and experienced 100% citizen owned service providers registered with PPRA in the following category:
  - Code 314, Finance Related Services, Sub-code 07 Accounting Services.

To provide financial consultancy services to facilitate the on-boarding of assets that have been transferred to BOL by the Botswana Government through the Ministry of Minerals and Energy.

2. Request for Proposal documents will be sent electronically from **0800hrs to 1700hrs** on weekdays with effect from **20th until 30th of July 2023** upon receipt of proof of payment of a non-refundable fee of **BWP 500.00**.
3. Please note that Youth Owned Companies are required to advance a non-refundable fee of **BWP 250.00** to receive the bid documents. Please provide a certified copy(ies) of Identity Documents for the company shareholder(s) as proof.
4. Bidders are required to make payment to the account below and email proof of payment to the email stated below (5).

#### ABSA

**Account Number:** 1017833

**Branch Number:** 290267

**Branch Name:** Barclays House

**REF:** (Your Company Name)

5. Enquiries relating to the issuance of these documents should be addressed to [procurement@botswanaoil.co.bw](mailto:procurement@botswanaoil.co.bw) clearly marked with a reference of this tender as the subject of the email.
6. Detailed Bids/Tenders must be submitted to **BOTSWANA OIL LIMITED, Procurement, Bag BO 173 Bontleng, Plot 54373, Petroleum House, Matante Mews, CBD Gaborone, Botswana.**

The submission must follow a two-envelope system clearly labelled **Technical Proposal** and **Financial Proposal** comprising **one printed original, two hard copies and a digital copy on USB** in each, shall be sealed in an envelope marked: **PROVISION OF CONSULTANCY SERVICES FOR THE ONBOARDING OF ASSETS TRANSFERRED FROM BOTSWANA GOVERNMENT RFP\_BOL\_2023-24\_07**

7. The closing time for receipt of tender offers is **1000hrs (CAT) on 7th August 2023**. Late tender offers will not be accepted.

*Notwithstanding anything in the foregoing, Botswana Oil Limited is not bound to accept the lowest or any offer nor incur expenses in the preparation thereof.*



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[procurement@botswanaoil.co.bw](mailto:procurement@botswanaoil.co.bw)

[www.botswanaoil.co.bw](http://www.botswanaoil.co.bw)

Botswana Oil Limited



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Your Fuel. Your Future