

REQUEST FOR PROPOSALS

RECRUITMENT SERVICES

BACKGROUND

Okavango Diamond Company (ODC) is a rough diamond marketing company. ODC, which was launched in 2013, and has quickly emerged as one of the leading, global suppliers of responsibly sourced natural diamonds. The company offers its customers the largest supply of natural rough diamonds exclusively of Botswana origin. As Botswana develops as a global diamond sourcing destination, ODC will play a key role by providing the industry with open access to Botswana's diamonds, attracting diamond buyers from around the world. At ODC, our goal is to be a progressive, forward thinking organization that embraces the principles of innovation, efficiency, and integrity to deliver a responsive sales channel to customers around the world.

1. OVERVIEW

ODC requires the services of a 100% citizen owned consulting firm that can provide a robust recruitment process for three Executive Management (EXCO) positions. Preference will be given to previously disadvantaged groups being women, youth and people living with disabilities.

2. SUBMISSION OF INFORMATION

Interested recruitment consulting firms are requested to submit the following:

- Company Information (brief company profile)
- Organisational Strength
- Relevant Experience
- Fees and related expenses
- Certificate of Incorporation
- Details of company ownership & list of all directors (latest form 13 for Botswana registered)
- Valid tax clearance certificate

Note: ODC reserves the right to reject any proposal found to be inadequate or non-compliant to our requirements.

3. DETAILED REQUEST FOR PROPOSAL

The detailed Request for Proposal document can be obtained electronically on the following link: <https://bit.ly/3dkPX5v>
Consultants should contact Tsholofelo Mmopi (tsholofelo@odc.co.bw) or Faith Seboko (faith@odc.co.bw) or call +267 3992316/342 for any clarification. Deadline for submission is the **21st May 2021** at **16:30 hours**.

For more information about Okavango Diamond Company, log onto our website www.odc.co.bw