

REQUEST FOR PROPOSALS

PROVISION OF CONSULTANCY SERVICES

BACKGROUND

Okavango Diamond Company (ODC) is a rough diamond marketing company. ODC started business 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 responsive sales channels to our customers around the world.

1. IMPLEMENTATION OF A BUSINESS CONTINUITY MANAGEMENT PROGRAMME (RFP-ODC/2022/013)

The main objective of the consultancy is to evaluate and further develop the existing framework to include cybersecurity threats in the context of Business Continuity Management whilst aligning the same to meet the requirements of ISO 22301, ISO 27301 and the BCI Good Practice Guidelines. The consultancy must build on and enhance existing practices, assist with improving the effectiveness, efficiency of the methodologies and the relevant supporting documentations of different processes.

2. PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF AN INVESTMENT POLICY (RFP-ODC/2022/014)

ODC requires the services of a consultant that can provide consultancy services for the development of an Investment Policy.

Preference will be given to companies owned by citizens, women, youth and/or people living with disabilities

SUBMISSION OF INFORMATION

Interested firms are requested to submit the following:

- Company Information (brief company profile)
- Organisational Strength
- Relevant Experience
- Fees and related expenses
- Certificate of Incorporation
- Register of Shareholders
- Certified Copy of Identity Document(s) of Directors and Shareholders
- Valid tax clearance certificate or exemption thereof
- Copy of EDD Certificate, where applicable

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

DETAILED REQUEST FOR PROPOSAL

The detailed Request for Proposal (RFP) document can be obtained electronically on the following links:

1. Business Continuity Management Programme: <https://bit.ly/3QzCFCW>
2. Investment Policy: <https://bit.ly/3vYOA5B>

Bidders should contact tender@odc.co.bw for any clarification. Deadline for submission is **Wednesday 31st August 2022 at 1630 hours**.

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