



**TENDER NO. GA 3/1/5-I 0004/ 2017-2018**

**PROPOSAL FOR ASSURANCE SERVICES FOR THE NATIONAL LOTTERY  
REQUEST FOR APPLICATIONS PROCESS**

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## **1. BACKGROUND**

The Gambling Authority is an institution set up as a body corporate through the Gambling Act of 2012, passed by the Parliament of Botswana in September 2012. The Authority is guided by a Board of Directors drawn from both the Private and Public Sector, and headed by the Chief Executive Officer. The main purpose of the Act is to establish the Gambling Authority; regulate gambling in Botswana; and to provide for all matters incidental thereto.

## **2. FORMAT OF RESPONSE AND REQUIREMENTS**

The response and requirements should be in the following format:

Responses must consist of the following mandatory parts (in their order):

- Form of Response.
- Statement of Capability.
- Statement of commitment.
- Certified copy of the Value-Added Tax (VAT) Registration.
- Certified copy of a valid Tax Clearance certificate.
- Valid practicing certificate from the Botswana Institute of Chartered Accountants (BICA).
- Written references from clients (at least three).
- Form 2 (List of directors and shareholders of the company, and their nationality).
- Proof of registration with Public Procurement and Asset Disposal Board (PPADB).

## 2.1. Form of Response

The following information must be provided:

<b>Company Name</b>	
<b>Company Registration Number</b>	
<b>Country of Registration</b>	
<b>Physical Address</b>	
<b>Postal Address</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email &amp; URL</b>	
<b>Contact Address in Botswana</b>	
<b>Project Title</b>	
<b>Tender No.</b>	
<b>Proposed Price<sup>ψ</sup></b>	

<b>Designated/Authorized Representative for this Project</b>	<b>Name:</b> <b>Position:</b> <b>Qualifications:</b> <b>Tel:</b> <b>Fax:</b> <b>Email:</b>
<b>Company Referees</b>	<b>1.</b> <b>2.</b> <b>3.</b>
<b>Signed:</b>  <b>Respondent's Authorized Representative</b>	

## 2.2. Statement of Capability

Applicants shall include a statement of capability, which will detail the level of resources available within the firm to deliver the services requested to the standards defined below.

These include:

- Background, size and profile of the firm.
- Information on the management structure, technical structure and disclose the citizenship of the partners or shareholders.
- A brief introduction to the audit firm including a description of how the firm accesses new research in audit / verification methodologies.
- A detailed description of the firms understanding of the Gambling Authority's intent to undertake a process assurance engagement for the awarding of the National Lottery License and identification of key areas to be validated including the firm's proposed approach to the engagement.

- Any specific measures or techniques the firm proposes to employ to enhance the effectiveness and/or efficiency of the engagement.
- Details of the firm’s professional staff, their qualifications, experience and nationalities.
- Curriculum vitae of the proposed engagement partner, engagement manager, engagement lead and other members of the proposed engagement team.
- Technical resources available, both locally and internationally, to advise on resolution of technical issues that may arise from the engagement.
- Description of the firm’s internal quality assurance processes.
- Summary of similar engagements that the firm has undertaken if any.

### **2.3. Statement of Commitment**

Companies are required to provide a signed statement of commitment undertaking to propose solutions that will address the Terms of Reference in this ITT and any other conditions that may be required by the Authority. This may be in the form of a blanket statement. If the Applicant wishes to vary the response to individual sections, then the Statement of Commitment should be extended. See the example Statement of Commitment below.

### **2.4. Example of Statement of Commitment**

Company XYZ commits to the conditions of tender as specified in **Tender No GA 3/1/5-0004/2017-2018**  
**“PROPOSAL FOR PROVISION OF ASSURANCE SERVICES FOR THE NATIONAL LOTTERY REQUEST FOR APPLICATIONS PROCESS**

Signature:

.....

Position:

.....

Or

Company XYZ commits to the conditions of tender as specified in **Tender No GA 3/ 1 /5 – 0004 / 2017-2018** **“PROPOSAL FOR PROVISION OF ASSURANCE SERVICES FOR THE NATIONAL LOTTERY REQUEST FOR APPLICATIONS PROCESS”** except as indicated below.

### **‘Pricing Conditions**

Pricing in this response is valid for 3 months.

Signature

.....

Position:

.....

### **3. PRICING FORMAT**

The cost proposal shall encompass the lump sum fees for the engagement, supported by a detailed breakdown of cost components.

#### **3.1. Price/Cost Detail Format**

The lump sum costs shall be all inclusive, including all cost relating to the provision of the services (manpower, travel and transport, disbursements etc.). The proposed

engagement budget and fee estimates should give a detailed breakdown of:

- The proposed engagement fees and a detailed description of how the proposed fee has been arrived at, i.e. applicable rates and budgeted hours.
- How the firm proposes to invoice the Authority for the proposed engagement fee (i.e., how much is payable at what stage of the engagement?).
- How the firm proposes to take care of its initial set up costs.

**All costs shall be quoted in Botswana Pula and should be VAT INCLUSIVE.**

#### **4. TERMS OF REFERENCE**

The bidder;

- 4.1 Must be able to provide a thorough understanding of the Authority's business and should demonstrate in-depth understanding of the Gambling Act of 2012 and its requirements regarding the issuance of a licence to operate the National Lottery.
- 4.2 In providing oversight, shall be required to develop a process overview plan for approval by the Authority. The plan should;
  - 4.2.1 Facilitate on-going oversight on the end-to-end RFA process, consistent with the National Lottery Request For Applications document (RFA) and should give comfort that the outcome of the evaluation and adjudication processes was fair and credible.

- 4.2.2 Assess the work carried out by the Evaluation and adjudication committees for compliance to Terms of Reference of the committees.
- 4.2.3 Propose a comprehensive methodology that will enable a seamless approach to deliver the engagement.
- 4.3 Must demonstrate the ability to allocate necessary resources to execute the engagement and deliver on expected outcome(s).
- 4.4 Must ensure a satisfactory outcome is achieved by highlighting corrective measures to material exceptions timely and on an ongoing basis.
- 4.5 Must, subject to the satisfactory verification of the process having been executed fairly and consistent with the approved evaluation criteria, attest, through an opinion or statement to the effect that such processes have been complied to and that the licence was fairly awarded.
- 4.6 Should NOT be currently rendering any services to the prospective applicants for the National Lottery License or their majority shareholders.
- 4.7 Should NOT be currently rendering any services to the Gambling Authority.
- 4.8 Shall be expected to perform any other tasks and render advice as may be requested by Gambling Authority to ensure that the objectives of the Authority in executing this engagement are fully met.

## **5. EVALUATION PROCESS**

The evaluation will be conducted in two stages of Technical Evaluation and Financial Evaluation as outlined below. The evaluation process will involve assessment of the following:

- Tender Eligibility

- Professional and Technical Capability (Weighted at 70%)
- Financial Proposal (Weighted at 30%)

## 5.1. Tender Eligibility

A bidder whose bid does not meet all the mandatory requirements stipulated below will be disqualified and not evaluated further:

- Form of Response.
- Statement of Capability.
- Statement of commitment.
- Certified copy of the Value-Added Tax (VAT) Registration.
- Certified copy of a valid Tax Clearance certificate.
- Valid practicing certificate from the Botswana Institute of Chartered Accountants (BICA).
- Written references from clients (at least three).
- Form 2 (List of directors and shareholders of the company, and their nationality).
- Proof of registration with Public Procurement and Asset Disposal Board (PPADB).
- Declaration that the bidder **does not** provide any services to the applicants wishing to be considered for the National Lottery Licence.
- The bidder **should not** be the current external Auditor of the Gambling Authority.

## 6. TECHNICAL EVALUATION

### STAGE 1:

The criteria and weightings for the technical evaluation will be as follows:

Criteria	Score	Weight	Weighted Score
Firm Profile and Experience	0 -10	1.5	15
Citizen Participation	0 -10	2.5	25
Proposed Approach and Methodology	0 -10	4.5	45
Client References	0 -10	1.5	15
<b>Total</b>			<b>100</b>

Bidders who have achieved a Technical score of 70% will be eligible for shortlisting and progression to the evaluation of the Financial Proposal.

## 7. FINANCIAL EVALUATION

### STAGE 2

The financial evaluation will be carried out as follows:

- The Bidder with lowest complete price (L), will be awarded 100%; and
- Bidders with price P, will be awarded a financial score =  $(L / P) * 100\%$

## **FINAL SCORE**

The final evaluation score will be derived from the weighted technical score and the weighted financial proposal.

## **8. GENERAL CONDITIONS**

### **8.1.1. Tax, Currency and Payment terms**

Bidders are required that all taxes be clearly identified in the response.

All prices must be stated in Botswana Pula, and shall remain valid for at least **three months** after closing date. Prices must be VAT inclusive.

Gambling Authority Payment terms are 30 days after receipt of an invoice.

### **8.1.2. Delivery**

Gambling Authority seeks to appoint an independent external audit firm that shall add value and credibility to the Authority's National Lottery Licensing process. The firm will work in partnership with the Board and Executive Committee throughout the assurance engagement. The service provider will work with and involve the Authority's staff in the following:

- Planning process, this will include agreeing on the methodology to be deployed, time table for implementation of the process oversight plan and making all relevant information available;
- Identifying and documenting the risks over the Authority's Lottery Licensing processes.

## **9. TERMS AND CONDITIONS OF SUBMISSION**

1. Quotations and all supporting documents, manuals, brochures, descriptions, compliance statement, shall be submitted in **(5 copies and 1 Original)**, and in **plain and well-sealed packages bearing only the following inscription:-**

**TENDER NO. GA 3/1/5-I 0004/ 2017-2018**

**“PROPOSAL FOR PROVISION OF ASSURANCE SERVICES FOR THE NATIONAL LOTTERY REQUEST FOR APPLICATIONS PROCESS**

And shall be delivered and deposited in a tender box to the address given below and to arrive not later than **1200hrs noon, 27<sup>th</sup> October 2017**. Tenders shall be opened immediately after closing time on the same day at the Auditorium of the address mentioned below. Tenderers wishing to attend the tender opening are free to do so.

**GAMBLING AUTHORITY  
FAIRSCAPE PRECINT, WEST WING,  
FAIRGROUNDS OFFICE PARK  
PRIVATE BAG BR 161, GABORONE, BOTSWANA**

**TEL: (267) 3957672**

**FAX: (267) 3182585**

Tenders shall remain valid for **90 days (3 months)** from the closing date.

2. Faxed, e-mail and Telex, and telefaxed Tenders submissions will not be accepted. Late and incomplete Tenders will not be accepted.

3. All enquiries shall be in writing addressed to Ms. Kgomotso Hule or Mr. Joe Matome at the following email addresses; [kghule@gamblingauthority.co.bw](mailto:kghule@gamblingauthority.co.bw) or [jmatome@gamblingauthority.co.bw](mailto:jmatome@gamblingauthority.co.bw) and must be received at least four days before the closing date. Enquiries received later than the stipulated date shall not be responded to.
4. Gambling Authority staff is not permitted to discuss tender matters or to give any verbal clarifications to any persons. Written clarifications will be given by an authorized Authority official.
5. All recipients of the tender documents for the proposed contract for the purpose of submitting a proposal (whether they submit it or not) shall treat the details of the documents as “**Private and Confidential**”.
6. Tenderers shall not under any circumstances be reimbursed for any expenses incurred in the preparation of their Tender response.
7. Tenders will be evaluated on the basis of compliance with these instructions, the specifications, experience and price. There is no obligation on the Authority to accept any tender or to assign any reason for its acceptance or rejection.
8. The Authority reserves the right to split the tender and award a partial Tender.
9. The Gambling Authority is also not bound to choose the service provider with the lowest financial bid.
10. The undersigned hereby offers to provide “**PROPOSAL FOR PROVISION OF ASSURANCE SERVICES FOR THE NATIONAL LOTTERY REQUEST FOR APPLICATIONS**”

**PROCESS** at Gaborone, Botswana as described in the tender document for the sum of: \_\_\_\_\_ (12% Vat inclusive)

In (figures)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The undersigned confirms the validity of this proposal, the Price and supporting documents attached for a period of three calendar months from the closing date of the Tender.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017

Name \_\_\_\_\_

Signature \_\_\_\_\_

In \_\_\_\_\_ capacity \_\_\_\_\_ of

\_\_\_\_\_

Duly authorized to sign Tenders for and on behalf of:

\_\_\_\_\_

Whose registered address is at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone numbers \_\_\_\_\_

Fax Numbers \_\_\_\_\_

Telex Numbers \_\_\_\_\_

Company Stamp:

## 10. APPENDIX A, ALTERATION OF TENDER

### Alteration of Tender:

Should the Tenderer desire to make any departure from or modifications to the Conditions of Contract, Specifications, or other terms stated in this Tender, these departures should be clearly stated hereunder, or alternatively stated in the covering letter attached to the Tenderers' tender and referred to hereunder.

If no departures, modifications are desired, the schedule hereunder is to be marked "NIL" and signed by the Tenderer.

Page	Clause or item
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_____	
_____	
_____	
_____	
_____	

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

**END OF DOCUMENT**