

Gaborone Office

Private Bag 00512, Gaborone, Botswana
Plot 50361, Block D, Carlton House
Fairgrounds, Gaborone, Botswana

Tel: +267 361 4267 | Fax: +267 393 6239

Jwaneng Office

Township Housing Office Block,
Office No.9

Tel: +267 588 4849

Orapa Office

HR Block,
Office No.11

Tel: +267 290 2323



DPF
DEBSWANA · PENSION · FUND

REQUEST FOR PROPOSAL: STRATEGY REVIEW

The Debswana Pension Fund (DPF) is a Botswana based Defined Contribution Pension Fund established in 1984 as a Trust through a joint initiative between DeBeers Botswana Mining Company (now Debswana Diamond Company), Anglo American Corporation Botswana (Pty) Ltd and DeBeers Prospecting Botswana (Pty) Ltd

Currently the Fund provides exclusive pension management services to all employees of the Debswana and DeBeers group of companies, namely: DPF, Debswana Diamond Company, Morupule Coal Mine (MCM), DeBeers Holding Botswana (DBHB), Diamond Trading Company Botswana (DTCB) and DeBeers Global Sightholder Sales (DBGSS). DPF is currently the leading Pension Fund in the private sector by size and value.

THE DPF INVITES ALL SUITABLY QUALIFIED COMPANIES BASED IN BOTSWANA TO SUBMIT A PROPOSAL FOR THE FOLLOWING WORK;

SCOPE OF WORK

- Facilitate the review of the current Debswana Pension Fund Strategy 2012 – 2017 including performance against set objectives, successes and challenges thus far
- Facilitate the development of a new strategic course that addresses prevailing environmental issues (internally and externally) and dictates of the amended legislation (Retirement Funds Act (Act No 27 of 2014);
- Facilitate the development of a clear strategic plan stating the DPF strategic choice or intent, themes, objectives, measures, initiatives/project, responsibility matrix and framework for effective strategy monitoring/reporting.
- Consolidate the strategy review outcomes and produce the relevant reports as per best practice

PROPOSAL SUBMISSION:

- All the documentation submitted in response to this RFP must be in English.
- Responses to this RFP received from Bidders will be valid for a period of 90 days, counted from the closing date of the bid.
- Proposals must be sealed and clearly marked "Proposal to Facilitate DPF 2018 Strategy Review Consultation". The bidder shall submit one (1) original proposal and two (2) copies thereof, all in printed form.
- The bidder's company name and return address must be endorsed on the envelope
- All proposals shall be delivered to **DPF at Plot 50361, Block D, Carlton House, Fairgrounds, Gaborone** and placed in the tender box no later

than **10:00am 23rd March 2018**. Proposals sent by any other medium will not be accepted.

- If a courier service company is being used for delivery of the quotation, the proposal description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the tender box.
- The Fund is entitled to amend any RFP conditions, validity period, specifications, or extend the closing date before the stipulated closing date.

The Fund reserves the right:

1. Not to accept the lowest bid or any RFP in part or in whole.
2. To award or not to award without furnishing reasons.
3. To accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.
4. The Fund shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the DPF after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

Sealed written proposals addressed to:

HR Coordinator
Debswana Pension Fund
Private Bag 00512
Gaborone

Opening of bids shall be done on **27th March 2018** at **10:15am** and attendance by bidders is not required.

DPF Values:

Customer focused | Trust and Integrity | Innovation | Agility | Self-Driven and Motivated

  www.dpf.co.bw