



EXPRESSION OF INTEREST (EOI) FOR DESIGN, DEVELOPMENT AND MAINTENANCE OF OKAVANGO DIAMOND COMPANY (PTY) LTD (ODC) WEBSITE AND INTRANET SITE

TENDER NO: EOI/03/2025

Okavango Diamond Company (Pty) Ltd (ODC) is a rough diamond marketing and selling company that started operating in 2013 and has quickly emerged as one of the leading and successful, global suppliers of responsibly sourced diamonds. As Botswana has developed into a global rough diamond sourcing destination, ODC has played 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 and responsible sales channel to customers around the world.

1. INTRODUCTION

ODC invites well established, reputable and experienced local registered companies to express their interest in designing and developing a new corporate website and intranet site.

2. OBJECTIVES

The objective of this Expression of Interest (EOI) is to identify reputable suppliers that would create a modern, user-friendly, and secure website and intranet that aligns with ODC's corporate identity and strategic objectives.

ODC currently operates the following websites:

- Corporate Site: www.odc.co.bw
- Product-Specific Site: www.okavangoblue.com

Additionally, ODC manages its intranet system via Microsoft SharePoint.

3. SCOPE OF WORK

The selected companies will be responsible for:

a. Design, Development and Maintenance of Website

- Website design and development (UX/UI)
- Graphics, Animation and Video design
- Photography and Videography where applicable
- Content management system (CMS) integration
- Secure client booking portal development
- Secure sponsorships and donation application portal development
- Secure supplier registration/EOI portal development
- Search Engine Optimization (SEO) and analytics
- Website hosting, maintenance and technical support post-launch
- Documentation for content management and system maintenance
- Training sessions for website administrators

b. Design, Development and Maintenance of the Intranet Site

- Design and user experience considerations (Microsoft SharePoint)
- Integration with existing company systems (e.g., Microsoft 365, file sharing tools etc.)
- Creation of a central news and updates section for company-wide communications and events
- Employee directories and departmental pages
- Collaboration tools such as forums, chat, or project management features
- Security protocols and access management
- Ongoing support and maintenance
- Training sessions for intranet administrators

4. ELIGIBILITY CRITERIA

This call for expressions of interest and pre-qualification is intended to identify suppliers with the capacity to design, develop and maintain ODC website and intranet. The short-listed suppliers would then be invited to tender by responding to the detailed invitation to tender (ITT).

In order to prequalify to be invited to tender, all companies responding to this call for expression of interest must submit documentation as requested below, which will be used to derive a short-list of companies to be invited to tender:

- Detailed company profile showing structure of the company, date of establishment, company shareholders and Directors, place of operations, accreditations, resources, experience and other relevant data.
- Must be registered in the following Public Procurement Regulatory Authority (PPRA)
Code 120 - ICT Technical Support Services Sub code(s): 01- Systems Development Services and maintenance services & 02- Server Management and maintenance Services & 03- Data center maintenance & hosting facilities
- The company must be legally registered with CIPA
- Valid tax clearance certificate
- List of equivalent completed and ongoing contracts together with at least three written references. The reference letters should be for projects done within the past 5 years.
- Demonstrate proven track record of developing corporate websites for reputable organizations.
- Demonstrate the team's experience and capabilities in developing websites
- A short statement from your bank or financiers demonstrating the financial capacity of the company.
- A short statement about any litigation the company may be involved in currently or have been involved in during the past five years if any.
- Description of your company's business continuity plan.

5. GENERAL CONDITION

- All submissions must be made in accordance with the guidelines provided in this document. Late submissions will not be considered.
- All costs related to the preparation and submission of the EOI shall be borne by the tenderer.
- Information provided in the submissions will be treated as confidential and will only be used for the purpose of this EOI process.
- ODC reserves the right to seek clarifications from any tenderer to facilitate the evaluation process.
- Submission of an EOI does not guarantee selection or award.
- ODC reserves the right to reject any or all submissions or to cancel the process at its sole discretion without providing reasons.
- The EOI process is not a request for proposal constituting an award. Only prequalified companies will be invited to participate in subsequent stages of the procurement process.
- Applicants must comply with all relevant statutory and regulatory requirements. Any misrepresentation or non-disclosure of facts may result in disqualification.

- Clarifications/ enquiries pertaining to this Expression of Interest may be obtained during working hours at **tender@odc.co.bw Tel: 3992300.**

6. EOI SUBMISSION

Tenderers are required to submit their submissions through email to: tender@odc.co.bw referencing the tender name and number as the email subject.

The closing date and time for receipt of sealed EOIs offers is **20 May 2025 at 1630 Hours.**