



EXPRESSION OF INTEREST (EOI) FOR PROVISION OF EXTERNAL LEGAL SERVICES FOR OKAVANGO DIAMOND COMPANY (PTY) LTD (ODC)

TENDER NO: EOI/04/2025

DATE OF ISSUE: 24 October 2025

1. ODC BACKGROUND

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.

2. SCOPE OF WORK

ODC invites submissions from established and reputable law firms practicing in Botswana for inclusion on ODC's panel of legal services providers ("the Legal Panel").

The Legal Panel will consist of selected law firms, who will be engaged from time to time to provide legal services to ODC on the following areas of law ("the Areas of Law"):

- Litigation, and Alternative Dispute Resolution
- Corporate and Commercial transactions including but not limited to Debt and funding
- Employment and labour relations law
- Conveyancing and Notarial Practice
- Contract law
- Intellectual property law
- Tax law
- General Legal Advisory
- Value added services
- any form of legal intervention as instructed by ODC

The shortlisted law firms shall be included in the ODC Legal Panel database for a period of 3 years.

3. ELIGIBILITY & QUALIFICATION CRITERIA

Interested firms must meet the following minimum requirements:

- Be registered and licensed to practice law in Botswana under the Legal Practitioners Act
- Be in good standing with the Law Society of Botswana (Provide certificate of good standing)
- Hold valid practicing certificates for all proposed attorneys.
- Maintain professional indemnity insurance cover of at least P2,000,000.00.
- Demonstrate relevant legal experience and capacity with verifiable references.

4. EVALUATION CRITERIA

The law firm and its legal practitioners must meet both the compliance and technical assessments

a. Compliance Requirements

All responses must meet the compliance requirements below.

- a) A covering letter detailing the area(s) of specialization in respect of which their expression of interest applies, and how the qualifications of the partners and staff meet the criterion required by this EOI;
- b) Certificate of Incorporation or Certificate of Business Name Registration issued by the Companies and Intellectual Authority (CIPA);
- c) Proof of registration with the Law Society of Botswana.
- d) Valid Tax Clearance Certificate from Botswana Unified Revenue Services.
- e) Proof of professional indemnity cover of at least BWP 2,000,000.00; and
- f) PPRA registration code 318 Legal services,
subcode 01 Legal services **AND**
Subcode 02 Conveyancing **OR** Subcode 03 Notary public

b. Technical Requirements

- The prospective law firms shall provide ODC with EOIs setting out the firms' capability, experience, and methodology to be used in undertaking/ providing services in the abovementioned Areas of Law.
- EOI submissions will be checked for completeness and compliance with the requirements of this invitation based on the evaluation criteria and weightings provided below.
- The following criteria and weightings will be used to assess the technical capabilities of the law firm:

No	TECHNICAL EVALUATION CRITERIA	SCORING	Weight
1.	Firm Experience: Experience of the firm in providing similar services. Submit a detailed profile.	<ul style="list-style-type: none"> • 10 years or more – 15 points • 6 to 9 years – 10 points • 2 to 5 years – 5 points • 1 year or less– 0 points 	15
2.	Past Performance The service provider should submit written reference letters as proven track record of successfully providing relevant services within the past 5 years.	<ul style="list-style-type: none"> • 3 or more references– 15 points • 2 references - 10 points • 1 reference – 5 points • Zero references – 0 points 	15

3.	Proposal Presentation	<ul style="list-style-type: none"> • Business continuity plan. (5 points) • Structure of the firm (Organogram) (5 points) • Description of quality control procedure used for monitoring work done within the firm (3 points) • Value-added services (2 points) 	15
4.	Experience and Qualifications of the proposed team: (points to be prorated) List of all key personnel, including copies of educational qualifications, CVs. a. Partner/s Basic Qualifications -LLB (10 marks) Work Experience Minimum 10 years as practicing Attorney (10 marks) b. Associates Basic Qualifications - LLB (10 marks) Work Experience At least 1 associate should have 5 years' experience as a practicing	-Minimum Qualification LLB (5 Points) 5 -Valid proof of practicing certificate (5 points) 5 Experience <ul style="list-style-type: none"> • 10 years or more (15 points) • 7-9 years (10 points) • 4-6 years (5 point) • Less than 4 years (0 points) 15 -Minimum Qualification LLB (5 Points) 5 -Valid proof of practicing certificate (5 points) 5 Experience <ul style="list-style-type: none"> • 5 years or more (10 points) • 3-4 years (6 points) • 1-2 years (3 point) • Less than 1 year (0 points) 10	
5.	Citizen participation in the firm	Maximum points will be awarded for a submission indicating 100% citizen ownership of the firm. Points to be prorated based on percentage citizen ownership of the firm	10
TOTAL			100

Only Firms that have scored at least 75% will be shortlisted to be included on the ODC's panel of legal services providers ("the Legal Panel").

5. PROFESSIONAL FEES

- Submit an itemised schedule of fees for legal services expressed in hourly rates, rates for disbursements (i.e., photocopies, couriers, etc.), any discounts. Distinction should be made between fees for candidates, junior and senior counsel/partner.
- Law firms may be required to submit a fee quote prior to commencing any work.

The firm may provide the information in the table below

Attorney's experience	Rate per hour (VAT exclusive)
Lead Partner(s): 10+ years post admission experience	P.....
Other Partner / Senior Attorney: minimum 5 years post admission experience	P.....
Junior Associate: 1-5 years post pupillage experience	P.....
Pupil Attorney: 0-1 year post admission experience	P.....
Other costs, i.e., disbursements:	P.....

ODC will consider the hourly rates proposed to make a shortlist.

6. SUBMISSION OF EXPRESSIONS OF INTEREST

- Interested firms are required to submit their submissions in PDF format 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 November 2025 at 1630 Hours**.
- All submissions must be made in accordance with the guidelines provided in this document.
- Late submissions will not be accepted and considered.

7. ENQUIRIES

All questions, request for clarifications or enquiries pertaining to this Expression of Interest may be obtained during working hours at **tender@odc.co.bw Tel: 3992300**.

8. TERMS AND CONDITIONS OF THE EOI

- 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.
- ODC reserves the right to postpone, withdraw, amend, modify, or cancel the EOI process without prior notice and without liability to compensate or reimburse any person pursuant to such postponement, withdrawal, amendment, modification, or cancellation
- The appointment to the panel does not guarantee that legal work will be available and/or will be awarded to any or all of the firms selected, nor shall it be construed as creating any binding obligations on the part of the bank.
- The existence of the Panel does not preclude the ODC from engaging the services of other law firms outside the Panel.