

Global Water Partnership South Africa
Block A, Ground Floor, Hatfield Gardens
333 Grosvenor Street, Pretoria
SOUTH AFRICA

REF: BID NO: ITB NO. T0005/05/2025_WHT_CON

Dear Sir/Madam,

**REQUEST FOR PROPOSAL (RFP): CONSULTANCY: GWPSA BOTSWANA UNIFIED REVENUE SERVICES
(BURS) SYSTEM SUPPORT**

GWPSA, on behalf of the beneficiary, is pleased to invite you to take part in a Request for Proposal (RFP)/BID for the “**Consultancy: GWPSA Botswana Unified Revenue Services (BURS) system support**”.

This opportunity has been advertised as an open tender process on the GWPSA Website and promotes equal opportunities among the sector. A quotation based on a fixed price and proposed activity schedule is requested in the RFP/BID document **Bid No: ITB No. T0005/05/2025_WHT_CON**. The Bidder must submit two proposal documents in either PDF or word in a size that is transferable via email to the GWPSA contact addresses in this Bid letter, i.e., one Full Technical Proposal and one Full Financial Proposal. **The document must be password protected!** A separate document with the passwords must be attached to the submission.

The deadline for submissions is **30 June 2025 at 12:00 midnight CAT** and it is our intention to award the contract shortly thereafter. The start date is estimated to be **15 July 2025** and is set for a duration of 24 months. Any quotation/proposal queries must be raised before **17:00hrs on 13 June 2025** and should be directed to gwpsaprocurement@gwp.org.

Bids will be opened electronically and reviewed on the **2 July 2025 at 09:00am by the Technical Evaluation Committee**. Bids received after the final date of receipt of tenders may be disregarded. GWPSA may extend the final date for submission of bids for any reason it deems necessary and will notify all bidders in this event.

Bid submissions should be addressed to:

The Manager GWPSA NPC

Ground Floor, Block A, Hatfield Gardens
333 Grosvenor Street Hatfield, Pretoria

The work will be administered under a standard Consulting Agreement, compliant with the GWPSA NPC Procurement Policy.

We look forward to your response and appreciate your participation in this SADC project.

Yours sincerely,

Mr. Mark Naidoo

Programme Operations Manager

Attachment: Terms of reference for the Consultancy

Global Water Partnership Southern Africa

Non-Profit Company

CONSULTANCY: BURS SYSTEM SUPPORT 2025

Type of Contract: Consultancy Agreement

Department: Finance & Administration

Location of Consultant: Gaborone, Botswana

Expected Duration of Assignment: 24 months

TERMS OF REFERENCE

1. BACKGROUND

1.1. Global Water Partnership

The Global Water Partnership (GWP) is an intergovernmental organisation established in 1996 to support countries in their efforts to implement a more equitable and sustainable management of their water resources. The network spans 13 regions with over 3000 Partners organizations in 179 countries. The network has 68 accredited Country Water Partnerships and 13 Regional Water Partnerships. The global secretariat is in Stockholm, Sweden. More information: <http://www.gwp.org>

GWP Southern Africa (GWPSA) is the regional arm of GWP and was launched in June 2000. Over the years, GWPSA has grown rapidly into a regional network of over 350 Partner organizations concerned with water resources management. GWPSA Partners have formed several Country Water Partnerships (CWP) – 13 out of the 16 SADC countries now have their own CWP.

The GWP Africa Coordination Unit is based at GWP Southern Africa (GWPSA) in Pretoria, South Africa, and coordinates GWP Africa programmes across Africa. In addition, GWPSA hosts the GWP global theme on Climate resilience and is charged with providing global strategic leadership and coordination of implementation of the GWP strategy on climate resilience.

2. OBJECTIVE OF THE CONSULTANCY

The overall objective of this consultancy is to provide support services for the BURS system to the Finance and Administration Department as defined in the scope of work below.

Under the overall guidance and supervision of the Regional Finance & Administration Specialist, the Consultant:

- Ensures effective support with the BURS online system.
- Liaison with BURS officials on an ongoing basis to ensure smooth implementation of online services.
- Work closely with the GWPSA Finance Officer to ensure all required work is carried out in line with monthly requests.

3. SCOPE OF WORK BREAKDOWN

The support will be provided over a 2-year period (July 2024 to June 2027) according to the scope of works schedule below:

No	Duration	Comments
1	July 2025 – June 2027	Submission of Other Withholding taxes 2025-2027 tax year
2	July 2025 – June 2027	CIT Tax year 2025-2027
3	July 2025 – June 2027	PAYE Annual return tax year 2025-2027
4	July 2025 – June 2027	OWHT Annual Return 2025-2027
5	July 2025 – June 2027	Tax Clearance Certificate Tax year 2025-2027
6	If and when required	Waiver on Interests for late submission

4. SUPERVISION, REPORTING AND DELIVERABLES

The Consultant will be supervised according to the assignments requirements and invoices will only be processed once approved by the Regional Finance & Administration Specialist. The GWPSA Finance Officer will work closely with the consultant to request specific support on BURS system.

5. SUBMISSIONS AND DEADLINE

Interested consultants should submit their proposals, presenting the approach to the tasks, along with a work plan to gwpsaprocurement@gwp.org.

The following Criteria will be applied when evaluating Proposals:

1. Expertise of Firm / Organization / Individual
 - Provide Background and history
2. Proposed Methodology, Approach and Implementation Plan
 - Detailed experience in similar projects and at least 3 company references
3. Management Structure and Key Personnel carrying out the assignment
 - Provide CV's and testimonials
 - Latest audited financial statements as well as tax clearance certificate.

A short technical proposal with the proposed methodology based on the proposed TOR with an indication of the proposed approach and an implementation plan should be included. The proposal will outline the value for money proposition to GWPSA in terms of the full BURS system support requirements. The following should also be attached: CVs with Background and reference to previous works, any other supporting material relevant to the proposal and a separate submission with the financial proposal based detailed cost breakdown in terms of daily/hourly rate. All costs for the performance of the activities and compliance with products indicated in these ToRs and, in general, for the full provision of the service, must be included and detailed in the consultant's financial proposal.

Deadline for Submissions is 30 June 2025, 00:00 (midnight).

Queries to be sent to gwpsaprocurement@gwp.org by 13th June 2025 and all responses will be published on the GWPSA Website on the 20th June 2025. Only firms or individuals based in Botswana can apply for this consultancy.

6. SCORING CRITERIA

Summary of Technical Evaluation Forms		Score Weight (%)	Points Obtainable (%)
1	Expertise of Firm / Organization / Individual (Background and history of firm)	30	30
2	Proposed Methodology, Approach and Implementation Plan (detailed experience of firm in similar projects, at least 3 company references)	40	40
3	Management Structure and Key Personnel carrying out the assignment (Provide CV's and testimonials)	30	30
TOTAL		100%	100