



## **PUBLIC TENDER NOTICE**

Botswana Communications Regulatory Authority

Tender No: BOCRA/PT/002/2019.2020

### **PROVISION OF CONSULTANCY SERVICES TO DEVELOP METERING AND BILLING VERIFICATION GUIDELINES TO FACILITATE THE AUDIT OF TELECOMMUNICATIONS OPERATORS' BILLING SYSTEMS**

*FOR*

### **BOTSWANA COMMUNICATIONS REGULATORY AUTHORITY**

The Botswana Communications Regulatory Authority (BOCRA/ The Authority) hereby invites experienced and reputable companies to tender for The Provision of Consultancy Services to Develop Metering and Billing Verification Guidelines to Facilitate Audit of Telecommunications Operators' Billing Systems.

The consultancy shall mainly focus on the development of standard audit guidelines/ procedures to be followed by PTOs with regard to Metering and Billing Assurance. The successful bidder shall;

- i. Develop standard audit procedures relating to the accuracy and reliability of metering and billing systems in accordance with international best practice standards;
- ii. Develop standard procedures for testing the effectiveness of PTOs Internal Controls (centered around billing);
- iii. Develop the minimum requirements for audit agencies or firms that will be engaged by operators to carry out the assurance services;
- iv. Develop guidelines/ checklist to be adopted by the Authority when validating audit report submissions from operators;

- v. Develop reporting templates for submission of Audit reports to the Authority;
- vi. The consultant will be required to engage industry operators in developing the guidelines and carry out an assessment of PTOs existing billing systems;
- vii. Develop risk assessment procedures to be used by the operator for the risk identification and mitigation associated with their metering and billing systems, including fraud and revenue leakage, for submission to the Authority, and;
- viii. The consultant should facilitate skill transfer to BOCRA staff during the consultancy period.

The invitation to tender documents will be available for purchase by interested companies at the BOCRA Head Office, for a non-refundable fee of **P280.00** (Two Hundred and Eighty Pula) VAT inclusive, from the 7<sup>th</sup> January 2020. Payment must be made in the form of cash, bank transfer or bank guaranteed cheque.

Bidders who are domiciled outside Botswana, preference shall be given to companies who undertake to enter into joint venture with or sub-contract portions of the work to citizens companies;

Bidders who are domiciled in Botswana must, in order to be considered for the tender, be registered with the Public Procurement and Asset Disposal Board (PPADB) in any of the following categories and sub codes;

**Code: 120 ICT Technical Support Systems**

**Sub-code(s):** 01, 02,03,05, 06, 08 & 09

AND/ OR

**Code: 314 Finance Related Services**

**Sub-code(s):** 06

AND/ OR

**Code: 317 Other Consultancy Services**

**Sub-code(s):** 10 & 11

AND/ OR

**Code: 319 ICT Consultancy Services**

**Sub-code(s):** 01,02,03,04 & 05

***Youth companies in Botswana shall purchase the ITT at 50% of the fee as per Presidential Directive CAB 14 (B)/2015.***

Tenders and all supporting documents should be submitted not later than **12:00hrs** on **14th February 2020** or such other later date as the Authority may advise in writing, to the following address:

**Botswana Communications Regulatory Authority**  
**Plot 50671 Independence Avenue**  
**Private Bag 00495**  
**Gaborone**  
**Tel: +267 368 5500**  
**Fax: +267 395 7976**

Tenders will be opened at **12:05hrs** on the **14th February 2020** at the BOCRA offices. Representatives of the bidders and the general public may attend unless otherwise advised in writing by the Authority.

Notwithstanding anything in the foregoing, the Authority is not bound to accept the lowest or any tender offer.

For any further information regarding the tender, contact:

*Procuring Officer: **Katlego Ramputswa** 368 5500/368 5533*

Contact email: [procurement@bocra.org.bw](mailto:procurement@bocra.org.bw)