



BOTSWANA STOCK EXCHANGE EXPRESSION OF INTEREST (EOI)

PRODUCTION OF EDUCATIONAL VIDEOS

1. INTRODUCTION

The Botswana Stock Exchange (BSE) is Botswana's national stock exchange given the responsibility to operate and regulate the securities market in Botswana. The BSE is regulated by the Non-Bank Financial Institutions Regulatory Authority (NBFIRA) and is governed by two (2) pieces of legislation. These are the Companies Act and the Securities Act. The BSE, as a public limited company, is also governed by its Constitution.

In an effort to increase knowledge and information on the stock market, the Exchange will be undertaking a rigorous educational campaign in a bid to sensitize and educate the general public about the BSE's products & services. This Campaign entails the production of educational videos that will be disseminated on BSE platforms periodically and shared with various stakeholders on request.

2. OBJECTIVE OF THE PROJECT

The BSE hereby invites qualified companies to submit comprehensive proposals for the production of these educational videos. The underlying objective is to promote the BSE's offerings in a bid to increase the number of issues and investor in the local market.

3. PROJECT SCOPE

BSE requires interested parties to demonstrate that they have adequate capabilities in the production of videos. The scope of work will include;

- Overall production of animated, educational videos
- Development of ten (10) educational videos. Each produced video will be required to be 3mins at most.
- Creation of content – Development of detailed story board concept (s).
- Script-writing & Voice Over/Narration Services

4. PROJECT CONDITIONS/REQUIREMENTS

The submission(s) will need to include but not limited to:

Compliance Documents:

- a) Valid CIPA registration certificate
- b) Copy of Valid Tax Clearance Certificate

Technical Documents:

- a) Demonstration of understanding of scope of work
- b) Demonstrate a thorough understanding of video production;
- c) A detailed schedule of activities/processes with set objectives, milestones and timelines;
- d) List of Key Personnel capable to undertake this project (Include CVs)
- e) Provide at least one (1) reference that indicate an undertaking of a similar project;

Shortlisted companies will be required to facilitate a comprehensive presentation about their submission to the BSE.

5. TERMS & CONDITIONS

The EOI is not an offer to contract, but represents a definition of the BSE's requirements. Preparation and submission of a response does not commit the BSE to award the contract to any bidder even if all requirements are met. The BSE reserves the right to amend, supplement, withdraw or otherwise modify requirements in whole or in part and seek additional bidders to submit bids. The BSE also reserves the right to accept or reject any or all responses to the EOI.

Responding to this EOI constitutes acceptance by the bidder of all terms and conditions in this EOI, unless otherwise noted. The BSE will not pay any fees upfront, to the successful bidder.

All fees will be paid upon completion of payment milestone, which shall be agreed between the parties prior to signature of the engagement contract. The BSE shall not pay any bidder for any costs incurred during the preparation of a response to this EOI.

6. SUBMISSION AND CLOSING DATE

The closing date for proposal submissions is **21st March, 2022** at **17:00PM**. Only email proposals with the subject “**Expression of Interest (EOI): Production of Educational Videos**” sent to marketdev@bse.co.bw will be accepted. No EOI submissions will be accepted after the closing date and time.

7. FOR ANY ENQUIRIES IN RELATION PLEASE CONTACT:

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