



Ref: CDOE 10/1/3 III (31)

29 November 2017

Attention: Service Station Managers

Dear Sir/Madam,

**RE: REQUEST TO AVAIL INFORMATION FOR THE STUDY ON
IMPLEMENTATION OF THE RETAIL MARGIN MODEL**

The above subject matter refers.

As you may be aware, the Small Business Advisory Bureau (SBAB) of the University of North West (UNW), Republic of South Africa has been engaged to assist with implementation of the Retail Margin Model for Botswana. The lead Consultants are Messrs. Herman Thom and William Van Der Merwe. As part of this exercise, the Consultants are visiting selected service stations countrywide to undertake local surveys/data collection of the fuel retail business including but not limited to general information regarding the service station, information on stocks and sales as well as operating costs. The data collected will allow for updating of the retail margin model.

Based on this work done so far, the Ministry subsequently awarded an interim adjustment of 4 thebe/litre for the retail margin in March 2017. During August 2017, a recommendation for 3 thebe/litre interim adjustment of the retail margin has been made to take effect before the start of the 2016/2017 survey. However, this is still going through the approval process and a decision will be communicated in due course.

Whilst still awaiting the outcome of the decision above, you are kindly requested to avail all the necessary information required by the Consultant to ensure smooth execution of the 2016/2017 survey.

Thank you

Yours faithfully

K. Molosiwa

ACTING DIRECTOR OF ENERGY

OK/fs