

TENDER DOCUMENT

TENDER NO: DTCB 045– 2021

**PROVISION OF BUILDING MAINTENANCE SERVICES AT
MARULAMANTSI COURT**

TENDER CLOSING DATE : 16TH JULY 2021

CLOSING TIME : 1200HOURS

TABLE OF CONTENTS

1. OVERVIEW	3
2. INTRODUCTION	3
3. INVITATION TO TENDER	3
4. SCOPE OF WORK.....	3
5. SUBMISSION OF PROPOSAL	3
6. ENQUIRIES PRIOR TO TENDER CLOSING DATE	3
7. TENDER VALIDITY PERIOD	4
8. TENDER SUBMISSION AND AWARD.....	4
9. LEGAL REQUIREMENTS	4
10. COMPLIANCE REQUIREMENTS.....	4
11. MODIFICATION AND WITHDRAWAL OF TENDER	4
12. AMENDMENT OF DOCUMENTS.....	5
13. CLARIFICATION OF TENDERS	5
14. AUTHORITY OF TENDER.....	5
15. ERRORS IN THE TENDER DOCUMENT	5
16. INSTRUCTIONS TO TENDERERS.....	5
17. TENDER PRICE	6
18. FORM OF TENDER.....	7
19. MEDICAL EXAMINATIONS.....	7
20. WORK PERMITS.....	7
22. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES.....	7
22.1 ANNEXURE G: TENDERER'S INFORMATION.....	7
22.2 ANNEXURE H: QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL.....	7
22.3 ANNEXURE I: CUSTOMER REFERENCES	7
22.4 ANNEXURE J: SUB CONTRACTOR INFORMATION	7
23. TENDER EVALUATION.....	7
24. CONFIDENTIALITY.....	8
ANNEXURE A – PRICING SCHEDULE.....	9
1.1 LABOUR.....	9
1.2 MATERIALS	9

1.3 RATES FOR MAINTENANCE WORKS	9
ANNEXURE B- TENDER EVALUATION CRITERIA.....	11
ANNEXURE C: SAFETY HEALTH AND ENVIRONMENT OBLIGATIONS.....	14
ANNEXURE E : BUSINESS INTEGRITY PRINCIPLES.....	16
ANNEXURE F: SECURITY OBLIGATIONS	17
ANNEXURE K: FORM OF TENDER	18

1. Overview

Diamond Trading Company Botswana (DTC Botswana) is a 50/50 Joint Venture partnership between the Government of the Republic of Botswana and De Beers. It is the world's largest and most sophisticated rough diamond sorting and valuing operation.

DTC Botswana sorts and values Debswana Diamond Company's rough diamond production. Debswana Diamond Company (Pty) Ltd is a 50/50 Joint Venture partnership between the Government of the Republic of Botswana and De Beers. The main purpose of DeBeers Company is to mine and recover diamonds optimally and responsibly.

2. Introduction

Marulamantsi Court is a DTC Botswana owned staff housing complex located at Plot 28575, Gaborone West Phase 4 consisting of 73 staff housing units. The Company would like to engage a service provider to undertake building maintenance services to minimize operational risks and for upkeep of the facility.

3. Invitation to Tender

Eligible contractors are invited to tender for the provision of building maintenance services at Marulamantsi Court for a period of 36 months.

4. Scope of Work

Scope of work covers general building maintenance services.

5. Submission of Proposal

Proposals should be emailed to tmaakwe@dtcb.co.bw before the tender closing date. Facsimile, telephonic submissions, late and incomplete submissions will not be accepted.

6. Enquiries prior to tender closing date

Prospective tenderer requiring any clarification of the tender document may notify DTCB in writing or by email to tmaakwe@dtcb.co.bw. DTCB will respond in writing to any request for clarification of the tender document which it receives no later than **12th July 2021 at 1500hours**. Written responses including an explanation of the query but without identifying the source of inquiry will be sent to all prospective tenderers that have been invited to tender.

7. Tender Validity Period

The tender shall be valid for 3 months (90 calendar days) from the tender closing date.

8. Tender Submission and Award

- I. DTCB reserves the right to amend or cancel this tender.
- II. DTCB is not bound to appoint the lowest or any other tenderer.
- III. The decision on the award of the tender solely remains with DTCB.
- IV. DTCB shall not be liable for the expenses incurred during preparation
- V. The proposals should be in English.

9. Legal requirements

- I. DTCB will enter into a formal contract with the awarded bidder prior to starting the work. It is a pre-requisite to ensure that the parties are both committed to the assignment.
- II. The contract shall be managed in accordance with the Botswana laws. Tenderers are responsible to familiarize themselves with the laws of Botswana

10. Compliance Requirements

Successful tenderer shall be expected to comply with the following:

- i. DTCB Safety, Health and Environment requirements as detailed in **Annexure C**. Bidders are required to complete and submit the contractor appraisal questionnaire.
- ii. Business Integrity principles as detailed in **Annexure E**.
- iii. Security Requirements as detailed in **Annexure F**

11. Modification and Withdrawal of tender

- I. The tenderer may modify or withdraw its tender after submission of the tender provided that a written notice of the modification, including substitution or withdrawal of the tender is received by DTCB prior to the deadline prescribed for submission of tender.
- II. No tender may be modified after the deadline for submission of tenders.

- III. No tender may be withdrawn on the interval between the deadline for submission of tenders and the expiration of the period of tender validity.

12. Amendment of Documents

- I. At any time prior to the deadline for submission of tenders, DTCB, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender document and send written amendments or addendum to all tenderers who have been invited to tender.
- II. In order to allow prospective tenderers reasonable time in which to take the amendments into account in preparing their tender, DTCB, at its own discretion, may extend the deadline for the submission of tenders.

13. Clarification of tenders

To assist in the examination, evaluation and comparison of tenders, DTCB may at its discretion, ask the tenderer for clarification of its tenders. The request for clarification and the response shall be in writing and no change in the prices or substance of the tender shall be sought, offered or permitted. Any effort by the tenderer to influence DTCB in its tender evaluation, comparison or contract award decision will result in the rejection of the tenderer's tender.

14. Authority of tender

The Tender must be signed by a person duly authorised to do so.

15. Errors in the tender document

There shall be no erasing or overwriting for any mistake which is corrected in the tender document

16. Instructions to Tenderers

- I. Bidders are responsible for verifying existing conditions, measurements, tools, scaffold services and any other materials necessary to perform this scope of work.
- II. Bidders shall provide a site safety plan/documentated safety program that meets ISO 14001:2015 and ISO 45001:2018 standards and includes means of providing a safe work environment for their employees, a competent safety officer should also be provided by the contractor to oversee this.
- III. The contractor to provide onsite supervision of the contract work including Safety Health and Environment requirements.

- IV. Bidders should submit abridged curriculum vitae of their technical personnel and supervisors. This should include relevant academic qualifications and experience.
- V. Bidders are requested to submit details of at three (3) reference sites where they have performed similar work and the contact details of a person who can be contacted to get more information on the tenderer's performance on the engagement
- VI. All works should be carried out in a safe manner and relevant safety precautions incorporated in all activities. The tenderer will be responsible for the safety of its employees or subcontractors or any member of the public. Proof of insurance cover for the employees (workmen's compensation) should be submitted.
- VII. The tenderer shall provide all tools and equipment necessary for the purpose of carrying out the specified work in an organized and expeditious manner.
- VIII. DTCB (client) may from time to time during the course of the contract inspect any completed or part-completed work of the contractor and if its not satisfied with the work, the contract shall rectify accordingly
- IX. The tenderer shall remove all the debris caused by their work from time to time as it accumulates and shall leave the site clean on completion of the work.
- X. Warranty period shall be stated during which time the contractor bears the full responsibility of the execution of maintenance of the works and any repair or corrections which might become necessary due to the failure and incorrect performance of the contractor
- XI. No variation, alteration or addition to the scope of work shall be made unless the written instruction of DTCB has been obtained. DTCB may increase the scope of the work and the contractor shall carryout the work at the quoted rate.

17. Tender Price

- I. Tenderers are required to complete and submit the pricing schedule in **Annexure A**.
- II. The contract price/rates shall be fixed for the entire duration of the contract and the tenderer should allow within the scope of this tender for any variation subject to inflationary adjustments, which may affect the cost of the work during the contract period.
- III. Rates charged by the contractor to undertake the scope of work shall not vary from the price quoted in the tender document.
- IV. Payment shall be made within 30 days from the date of receipt of an invoice. Payment shall be made through electronic funds transfer into the supplier's account.

- I. All prices should be stated in the currency of the country where the bidder is domiciled e.g Pula (BWP) for all Botswana based companies.

18. Form of Tender

Tenderers are required to complete and submit form of tender contained in **Annexure K**.

19. Medical Examinations

Successful contractor will be required to submit valid (less than 1 year) medical examination certificates for all its key personnel and sub-contractors who would be deployed to provide the services.

20. Work Permits

Contractors are required to arrange work permits for their non-citizen personnel.

21. Security Vetting

Respondents to the tender shall be subjected to the DTC Botswana internal security vetting process. This is the DTCTB internal process and bidders are only required to **complete the security vetting form in Annexure D, attach copies of Directors' IDs, copy of CIPA certificate of incorporation including extract and submit it as a separate attachment before the tender closing date.**

22. Returnable Documents required for tender evaluation purposes

The tenderer **must complete and submit** the following documents with the tender documents:

- 22.1** Annexure G: Tenderer's Information
- 22.2** Annexure H: Qualifications and Experience of Key Personnel
- 22.3** Annexure I: Customer references
- 22.4** Annexure J: Sub Contractor Information

Excel softcopies of **Annexures G to J** is attached.

23. Tender Evaluation

Tender evaluation criteria are contained in **Annexure B**.

24. Confidentiality

All documentation and any other information produced will be the intellectual property of DTCB exclusively and should be treated as confidential. No information obtained by the Service Provider as a result of the consultancy shall be given or applied to a third party without written consent from DTCB.

ANNEXURE A – PRICING SCHEDULE

Bidders are required to complete and submit this pricing schedule with the tender document.

1.1 Labour

Hourly
Rates
(BWP)

	Normal	Evening	Saturday	Sunday
Supervisor				
Artisan				
Labourer				

Job Cards

Note: Timesheets signed off by the supervisor /manager must be submitted with the invoice

Emergency call out charge will not apply to quotation jobs or when the contractor is already onsite

Emergency call out charge

Call Out Rate	BWP
---------------	-----

1.2 Materials

Markup on purchase of material is _____%

Note: Copies of materials purchased must be attached to the invoice for work done

Mark-up on sub-contractors is _____%

A copy of the sub-contractor's invoice must be submitted

The appointment of a sub-contractor may only be with the client's approval

1.3 Rates for maintenance works

	Building maintenance Works:	Rate/m2	Rate /m3
	Wall , Concrete, Ceilings		
1	Painting		
2	Vanishing		

3	Steel Surfaces		
	Brickwork & Plinths		
4	Construct and plaster half brick wall (115mm)		
5	Construct and plaster half brick wall (230mm)		
6	Concrete		
	Floor and wall tiling		
7	Ceramic tiling		
8	Vinyl tiling		
9	Carpet		
10	Porcelain		
11	Mosaic		
	Carpentry & Joinery		
12	Rhino board ceiling		

Rates for work not identified above are to be agreed on quotation basis or at hourly rates

General Notes :

Rates and mark-ups are to be inclusive of all transport, handling, profit , tax overheads and other miscellaneous charges

Rates and markups are to be remain fixed for a period of 3 years. Labour rates may only be adjusted pro rata with government statutory increases and with a notification to DTC Botswana.

ANNEXURE B- TENDER EVALUATION CRITERIA

Bidders are advised that the tender shall be evaluated in five stages:

Stage 1: Compliance Test

Stage 2: Safety Health and Environment

Stage 3: Technical Evaluation

Stage 4: Financial Evaluation

Stage 5: Security Vetting

STAGE 1: COMPLIANCE TEST

Proposals should satisfy the following compliance requirements to be considered for further evaluation:

- a) Submission of a Copy of CIPA Certificate of Incorporation and Company Extract
- b) Submission of a Copy of a valid Tax Clearance Certificate or Exemption thereof (validation will be done on the BURS portal for Botswana registered companies)
- c) Submission of a Copy of Share Certificate(s)

STAGE 2: SAFETY HEALTH AND ENVIRONMENT ASSESSMENT CRITERIA

Proposals should satisfy the following SHE requirements to be considered for further evaluation:

- a) Submission of a SHE Policy
- b) Submission of a Risk Management Plan **specific to the scope of work**
- c) Submission of SHE appointees' credentials; abridged curriculum vitae containing their academic and/or professional qualifications and relevant experience. Academic certificates should be submitted.

STAGE 3: TECHNICAL EVALUATION

Compliant bids shall be evaluated to determine compliance to the set criteria. The following Shall be considered at this stage:

- a) Experience of the company(bidder) in the provision of building maintenance services
- b) Academic qualifications of technical personnel and supervisors. Certified academic certificates should be submitted.
- c) Experience of proposed key personnel (in (b) above)
- d) References where the company has delivered similar services
- e) List Of Tools and Equipment
- f) Methodology

STAGE 4: FINANCIAL EVALUATION

Technically compliant bids shall be subject to financial evaluation. In the financial evaluation of the tender, the following will be considered:

I. Arithmetic Check:

- The tender will be checked for arithmetic errors. Tenderers will be notified in writing for any errors.
- Where there is discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
- Where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price quoted will be the price taken into account.
- Amounts corrected as above will be binding on the tenderer. If the tenderer does not accept them, their tender will be rejected
- Amount should include VAT if the tenderer is VAT registered

II. Reasonableness of the quoted price

STAGE 4: SECURITY VETTING

Security vetting shall be undertaken before recommendation for award, bidder must satisfy the requirements to be eligible for award.

Tender award will be made to the most compliant bid based on the outcome of the five evaluation stages.

ANNEXURE C: SAFETY HEALTH AND ENVIRONMENT OBLIGATIONS

Every member of the Contractor's Team shall, whilst at DTCB adhere to the following DTC Botswana SHE requirements:

1. SHE induction
 - Members shall attend SHE induction prior to commencing work provided by the DTC Botswana SHE section. The induction will be in 2 parts, namely:
 - ❖ General induction
 - ❖ Site specific induction done in conjunction with the area line manager
2. Hazard identification and Risk Assessment (HIRA)
 - ❖ Individuals and groups shall conduct risk assessments in their areas of work and manage the identified risks.
3. SHE Training
 - ❖ Where required, individuals shall attend identified SHE training as per the training matrix and schedule.
4. Personal Protective Clothing (PPE)
 - ❖ Where required, every member shall wear protective clothing and keep same in the condition as stipulated in the PPE policy
5. OHSAS Requirements
 - ❖ All members shall comply with the DTC Botswana requirements regarding ISO 14001:2015 and ISO 45001:2018. These may include being asked to partake in the audits/inspections, incident investigations and being available for interviewing during inspections, audits or investigations
 - ❖ SHE procedures as amended and or reviewed from time to time shall be complied with
6. Incident Reporting and Investigation
 - ❖ All members of the Contractor shall familiarise themselves with and report incidents and accidents as and when they happen to them or in their area(s) of work as described in the incident reporting and investigation procedure
7. DTC Botswana SHE Policy
 - ❖ The DTC Botswana SHE policy shall be the overriding SHE Policy on site

ANNEXURE D - SECURITY VETTING FORM

Please complete the form below, attach copies of CIPA certificate of incorporation, company extract, copies of Directors' IDs and submit as a separate attachment before the tender closing date



DTC Botswana

SUPPLIER/VENDOR VETTING FORM

1	Name of Supplier/Vendor/Contractor	
2	Business registration number or identity number of sole proprietor/partnerships	
3	Vat number	
4	Trade Name/s of business	
5	Nature of business i.e. Core Industry of business	
6	Type of business e.g. Sole Proprietor / Pty Ltd / CC / Partnership / Limited / Parastatal / Other (specify)	
7	Full name and surname of authorized signatory	
8	Designation of authorized signatory	
9	Domicilium address (i.e. this is your address at which you will accept service of legal notices/ documents)	
10	Physical address and Postal address	
11	Tele/cellphones and Fax numbers	
12	Email addresses of directors and signatories	
13	Holding company name and registration number	
14	Affiliations (Company name(s) and registration)	

I authorize and give consent to DTCB in obtaining information regarding me and my company

Name..... Surname

Date: Signature

ANNEXURE E : BUSINESS INTEGRITY PRINCIPLES

The Contractor and, where applicable, each member of the Contractor's team shall adhere to the following requirements, during the time this agreement is in place:

1. Comply with all applicable laws dealing with corruption.
2. Ensure that no offer, promise or gift of money or anything of value, is made to any employee of DTCB or anyone else, to influence action or inaction or to obtain an improper advantage from DTB, or for DTCB or a third party.
3. In the event that the Contractor or any member of its team becomes aware of any act or omission, that is or seems to be fraudulent, corrupt or improper, involving DTCB in any way, a report should be made to DTCB by the next working day.
4. Have an anti-corruption, ethics or business integrity policy.
5. Conduct business in an ethical manner.

ANNEXURE F: SECURITY OBLIGATIONS

The Contractor and each member of the team shall adhere to the following security requirements, whilst at DTCB:

1. Security Induction

The members of the team must all undergo a detailed security induction carried out by DTCB.

2. Precious and Semi-Precious Stones Act Cap 66:03

Comply with the Act, which regulates the rough diamond business in Botswana; in terms of which Debswana and DTCB premises have been declared Precious Stones Security Area.

3. DTCB Diamond Risk Management Policies as listed below

3.1 Access Control

The policy details the requirements for entry and exit of employees, visitors and contractors within the security area.

3.2 Goods Movement

The policy details the requirements for entry and exit of all goods and assets carried by employees, visitors and contractors within the security area.

3.3 Product Protection

The policy details the requirements for control of some specific activities within DTCB carried out by employees, visitors and Agreementors within the security area.

4. DTCB Diamond Risk Management Procedures as listed below

4.1 Access Control

4.2 Goods Movement

4.3 Product Protection

4.4 Diamond Audit

ANNEXURE K: FORM OF TENDER

Diamond Trading Company Botswana
Plot 63016, Airport Road
Block 8
Gaborone

Having examined the invitation to tender (ITT) document the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver the services in accordance with the tender documents.

We agree to abide by this for a period of ninety (90) days from the date fixed for tender opening and it shall remain bidding upon us and may be accepted at any time before expiration of that period.

We understand that you are not bound to accept the lowest or highest or any tender you may receive.

On behalf of the tenderer

Name of the Company:.....

Name Of Representative:

Title:

Tel No.....

Email Address.....

Date: