

**TENDER DOCUMENT**

**TENDER NO: DTCB 028– 2021**

**DIAMOND CLEANING PLANT REPAIRS, REFURBISHMENTS AND  
IMPROVEMENTS**

**TENDER CLOSING DATE:16<sup>TH</sup> APRIL 2021@1600HRS**

## 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. Invitation to Tender

The company wants to acquire the services of a reputable company that would repair, refurbish and improve Diamond Cleaning Plant as per the specification provided. ). The primary objectives are; (1) to replace fittings and fixtures that are not rated for operation in a corrosive environment; (2) to improve maintainability of the plant by creating adequate working spaces for maintenance and operations personnel and; (3) to enhance the safety of the working environment within the Diamond Cleaning Plant. The scope of works, as detailed in Section 2 below, is organised according to the following sections of the plant:

- Acid Plant
- Salt Baths
- Ultrasonic Cleaning Machine
- Support Plant

## 3. Scope of Work

### **SCOPE OF WORK: DIAMOND CLEANING PLANT REPAIRS, REFURBISHMENTS AND IMPROVEMENTS**

#### 1.1 ACID PLANT

Item No.	Description	Scope of works	Functional/Design Specifications
1	Floor drainage	Correct the slope and construct channels on the floor to improve drainage towards the sumps	The slope of the floor should not be too steep (to minimize slipping hazards) and the channels should be deep enough to facilitate drainage without increasing the risk of tripping hazards.

2	Nuts and Bolts	Replace all nuts and bolts with 316 Stainless Steel ones	
3	Gaskets	Replace all gaskets with PTFE gaskets	
4	Cable Racks	Replace all cable racks entering the Acid Plant with the ones made of 316 Stainless Steel	
5	Cable Protectors	Supply and install cable protectors with additional steps to minimize the risks of trips and falls	
6	Dryer Air-Suction Pipes	Replace air suction pipes for dryers with the ones made of 316 Stainless Steel	
7	Instrument Air Line	Paint with acid resistant material	
8	Ceiling	Replace with acid resistant material	
9	Sprinklers	Replace with acid resistant type	
10	Light Fittings	Replace with acid resistant type	

## 1.2 SALT BATHS

Item No.	Description	Scope of works	Functional/Design Specifications
1	Working platform	Supply and install a working platform to enable safe removal of molten salt from the Salt Bath	The platform shall be: <ul style="list-style-type: none"> <li>- Movable</li> <li>- Have a safe working load of at least 120kg.</li> <li>- Have a mechanism for locking in place.</li> </ul>

## 1.3 ULTRASONIC CLEANING MACHINE

Item No.	Description	Scope of works	Functional/Design Specifications
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1	Drainage system	Redesign and modify the existing drainage system to ensure effective drainage of the Ultrasonic Machine	
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#### 1.4 SUPPORT PLANT

Item No.	Description	Scope of works	Functional/Design Specifications
1	Floor slopes	Correct Support Plant floor profile to enable effective drainage.	The slope should slope just enough to enable effective drainage without elevating the risk of slipping.
2	Gaskets	Replace all gaskets with PTFE gaskets	
3	Sump pumps	Replace all pneumatic sump pumps with electric ones	The performance specifications of the electric pumps should match those of the installed pneumatic pumps or be better where necessary.
4	Nitric Acid Storage Area Sump	Relocate the sump away from the Nitric Acid Heater	

#### 4. Submission of Proposal

Proposals must be emailed to [oramopedi@dtcb.co.bw](mailto:oramopedi@dtcb.co.bw) before closing date on the 16<sup>th</sup> April 2021, **1600hours**.

#### 5. Enquiries prior to tender closing date

Prospective tenderer requiring any clarification of the tender document may notify DTCB in writing or by email to [oramopedi@dtcb.co.bw](mailto:oramopedi@dtcb.co.bw). DTCB will respond in writing to any request for clarification of the tender document which it receives no later than the closing date. 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.

## **6. Tender Validity Period**

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

## **7. 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.

## **8. 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

## **9. Compliance Requirements**

Successful tenderer shall be expected to comply with the following:

- i. DTCB Safety, Health and Environment requirements as detailed in Annexure D. 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

## **10. Security Vetting**

Respondents to the tender shall be subjected to the DTC Botswana internal security vetting process. Prospective bidders are required to complete the security form in **Annexure E** and submit it with the tender documents.

## **11. 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 cleaning services at DTC Botswana. The cost of medical examinations should therefore be included in the financial proposal.

## **12. Work Permits**

Contractors are required to arrange work permits for their non-citizen personnel to be allowed access into the DTCCB building to provide the service. This cost should be included in the financial proposal.

## **13. Health and Safety**

To reduce the spread of COVID-19 in the workplace, the contractors' employees, agents and subcontractors shall be required to produce COVID-19 negative test results not older than 72 hours to be permitted to access DTCCB facility. They shall further be required to adhere to all COVID-19 preventative measures adopted by DTCCB along with the National health protocols from the Ministry of Health and Wellness. In the event that DTCCB conducts COVID-19 testing, the contractors are expected to participate and adhere to the COVID 19 protocols if a positive case is identified.

## **14. 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 DTCCB 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.

## **15. Amendment of Documents**

- I. At any time prior to the deadline for submission of tenders, DTCCB, 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, DTCCB, 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, DTCCB 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 that is corrected in the tender document

#### **16. Instructions to Tenderers**

- I. The contractor to provide onsite supervision of the contract work including Safety Health and Environment requirements.
- II. A final inspection shall be conducted by representatives of the contractor and DTCB. The inspection and testing will serve as a final determination of the completion and workability of the contract work.
- III. Bidders should submit abridged curriculum vitae of their technical personnel and Project Manager. This should include academic qualifications and experience.
- IV. 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
- V. 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.
- VI. The tenderer shall provide all tools and equipment necessary for the purpose of carrying out the specified work in an organized and expeditious manner.
- VII. DTCB (client) may from time to time during the contract inspect any completed or part-completed work of the contractor and if it's not satisfied with the work, the contract shall rectify accordingly
- VIII. 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. The contract price 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.

- II. Price charged by the contractor to undertake the scope of work shall not vary from the price quoted in the tender document.
- III. 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.
- IV. Price should be in Botswana Pula (BWP).

**18. Project Plan**

Tenderers are required to submit project plan detailing all the necessary activities to be undertaken to ensure successful delivery of the scope of work including timelines for each activity

**19. Form of Tender**

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

**20. Tender Evaluation**

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

**21. Confidentiality**

All documentation and any other information produced will be the intellectual property of DTCCB 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 DTCCB.



