

**REQUEST FOR PROPOSAL -ONBOARDING EXECUTIVES
(DIAMOND TRADING COMPANY BOTSWANA)**

TENDER NO: DTCB 060-2021

**TENDER SUBMISSION DATE:30TH OF NOVEMBER 2021 @12
NOON**

1. Overview

DTCB is a 50/50 Joint Venture partnership between the Government of the Republic of Botswana and De Beers. It is a rough diamond sorting and valuing operation and a supplier of rough diamonds to De Beers and Okavango Diamond Company.

DTCB has embarked on the development of Strategy 2025. At the heart of Strategy 2025 is to turn DTCB into a High Performing Organisation by instilling a High-Performance Culture among the employees. The Executive team plays a key role in leading and uniting their departments to form one "Team DTCB" to achieving its strategy.

The executive team is made up of 4 Senior Managers and 1 Managing Director. The team as has recently been assembled with two senior managers being recently promoted to this level though they have been in the organisation for some time. One executive has operated at the executive level before in DTCB but is new to the current team. The other two members come from the previous executive team. It is therefore necessary to onboard the team to transition to a performing team.

2. Invitation to Tender

The purpose of this tender is to invite suitably qualified and experienced consultants/service providers to facilitate an onboarding exercise to our executives

3. Scope of Work

DTCB will hold an onboarding session for the Executive team during the month of January 2022 . The objective of the session will be among others to build team effectiveness and to operate at executive level. The session should help them transition to be a collaborative team that work collectively to set and achieve high performance standards.

DTCB is therefore soliciting services of a reputable and experienced Consultant to facilitate the team onboarding session for the executive team.

The Facilitator will be required to among others;

- Lead the design and development of the agenda of the onboarding session in consultation with the Senior Manager HR Services
- Facilitate the session including developing activities, simulations, role plays and exercises aimed at strengthening and encouraging effective teamwork, communication, team building, knowledge and information sharing.

- Write a final report that includes identified strengths and weaknesses in team effectiveness, collaboration and recommendations on how to build on strengths and address weaknesses going into the future

Deliverables of the *three-day* onboarding workshop starting on Friday until Sunday

- **Competencies to be addressed**
 - **Communication**
 - How to articulate thoughts and express ideas effectively using oral, written, visual and non-verbal communication skills, as well as listening skills to gain understanding.
 - The ability to deliver information in person, in writing, and in a digital work environment. Recognising and being aware of the impact of emotions on the effectiveness of communication to relay information and relate better with peers and teams.
 - **Collaboration**
 - How to collaborate with other functions to promote a culture of working inclusively together to get things done for the benefit of the whole organisation
 - How to enable an environment that promotes knowledge sharing and best practice across the organisation
 - Breaking down silos to promote decision making and culture that is good for the whole company rather than individual departments
 - **Leading teams / managers**
 - Leading at the right level
 - How to encourage and drive change in order to improve functional performance and ultimately organisational performance
 - To encourage, inspire and motivate employees to innovate and create change that will help grow and shape the future success of the company.
 - **Execution / Performance**
 - How to promote and create a culture of accountability across the organisation
 - How to create an enabling environment that promotes trust, engagement, sense of urgency, energy and drive
 - How to develop a company culture that emphasizes delivery excellence
 - **Coaching for Performance**
 - How to coach employees to unlock their potential and maximise their performance
 - How to create a conducive environment that would allow employees to continuously improve and promote shifts in thinking and behaviour
 - How to improve relationships and employee engagement
 - **Values**
 - Live the values to model a high-performance culture
 - Understand how to create awareness of own impact on others and manage relationship in a professional and effective manner

- Leading by example and displaying behaviour consistent to values
- How to project authority, credibility and persuade others to give full commitment to work
- The generic behaviours expected at executive level

The bidder is at liberty to include optional leadership competencies that are not highlighted in the scope of work and that are important and necessary at this level.

Lastly, we desire the outcome/impact of this intervention to be **leadership effectiveness**.

Requirements

Prospective bidders are required to submit a comprehensive proposal outlining how they will deliver the scope of work including but not limited to:

Reference Sites

Prospective bidder is expected to provide the following:

- a) Company names and Contact details where similar work has been carried out
- b) Nature and scope of the project
- c) Project Cost
- d) Personnel involved
- e) Project time frame

Please note that shortlisted bidders shall expect their client references to be contacted during the tender evaluation process

4. Methodology and Approach

The bidder must provide a detailed description of their proposed methodology and approach including full description of deliverables and timelines.

5. Cost and Payment Schedule

The prospective bidder is required to provide a breakdown of the fees for the assignment.

- a) Proposed payment schedule should be linked to deliverables. Please note that payment will only be made after completing the required deliverable at each stage.
- b) Taxes should be clearly indicated for compliance purposes
- c) The fees schedule should include estimates of all costs e.g. reimbursable expenses

6. Company information

The following are required in the proposal:

- a) The company/firm/consultant's profile – (when it was established, how long it has been operating, main line of business, the size of its operations in terms of manpower etc.).
- b) Directors' / Partner's profiles
- c) Contact details: Physical and postal addresses, telephone numbers and other related information.

d) List of clients previously or currently assisted with the same service

7. Tender Validity Period

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

8. Tender Evaluation

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

9. Form of Tender

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

10. Tender Submission and Award

- a) DTCB reserves the right to amend or cancel this tender.
- b) DTCB is not bound to appoint the lowest or any other tenderer.
- c) The decision on the award of the tender solely remains with DTCB.
- d) DTCB shall not be liable for the expenses incurred during preparation and submission of bid
- e) The proposals shall be written in English.

11. Submission of Proposal

Proposals should be emailed to tenders@dtcb.co.bw on/before the closing date 30th Of November 2021 @12 noon and must be clearly labelled:

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12. Enquiries prior to tender closing date

Prospective tenderer requiring any clarification of the tender document may notify DTCTB in writing or by email to tenders@dtcb.co.bw.

13. Late Delivery of Tenders

No Tender will be considered unless it is delivered by the closing date.

14. Errors in the tender document

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

15. Incomplete tenders

DTCTB will not consider tenders which it considers incomplete in any respect.

16. Tender Validity

Tenders shall be valid for a period of ninety (90) days from the closing date.

17. 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.

NB: 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 services at DTCC Botswana. The cost of medical examinations should therefore be included in the financial proposal.

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.

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.

ANNEXURE A- EVALUATION CRITERIA

EVALUATION CRITERIA

Bidders are advised that the following will be taken into account during tender evaluation. The evaluation shall be carried out in three stages:

- **Stage 1:** Compliance
- **Stage 2:** Technical Evaluation
- **Stage 3:** Financial Evaluation

STAGE 1: COMPLIANCE STAGE

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

- a) Submission of a Certified Copy of a Certificate of Incorporation
- b) Submission of a Copy of a Valid Tax Clearance Certificate or Exemption thereof,
- c) Submission of a Certified Copy of Share Certificate(s)
- d) Submission of form 13/2 with details of the Company's Director(s)

STAGE 2: TECHNICAL EVALUATION

Compliant bids shall be evaluated to determine compliance to the set criteria. Technical Evaluation shall account for 80% of the marks.

The following shall be considered at this stage:

Criteria	Weight (%)
1. Consultancy Firm years' of experience in carrying out similar work	10
2. Key Personnel's curriculum vitae inclusive of their academic qualifications, relevant experience	25
3. Submission of references written by clients where similar service has been provided in the recent past	10
4. Methodology for undertaking the assignment	25
5. Project Plan	10
TOTAL	80

STAGE 3: FINANCIAL EVALUATION

Technically compliant bids shall be subject to financial evaluation. This stage shall account for 20% of the marks. Bidders should be certain that price quoted is accurate before submitting their bids. Under no circumstances will DTCB accept any request for price adjustment on grounds that an error/mistake has been committed.

PROPOSED TENDER PRICE

- Quoted prices shall be fixed for the entire period of the contract; on no condition shall DTCB accept the increased rate or any hidden costs following submission of tender.
- The bidder shall provide a breakdown of the fees for the assignment
- Bidder shall provide a payment schedule and deliverables per stage
- Taxes should be clearly indicated for compliance purposes

ANNEXURE B

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 DTCB, 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 C – 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 undertake the assignment in accordance with the tender documents for the sum of BWP.....(amount in figures).In words.....Vat exclusive

If our tender is accepted, we undertake to commence the work within..... days from receipt of official purchase order.

We agree to abide by this for a period of ninety (30) 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:

Title:

Tel No.....

Email Address.....

Date: