

TENDER DOCUMENT

TENDER NO: DTCB 021– 2021

UPGRADE OF THE FIRE PROTECTION SYSTEMS

TENDER CLOSING DATE : 29TH MARCH 2021

CLOSING TIME : 1200HOURS

TABLE OF CONTENTS

1. OVERVIEW	3
2. INVITATION TO TENDER	3
3. SITE VISIT	3
4. SCOPE OF WORK.....	3
5. SUBMISSION OF PROPOSAL.....	3
6. ENQUIRIES PRIOR TO TENDER CLOSING DATE.....	4
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.....	5
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	7
19. WARRANTY	7
20. PROJECT PLAN	7
21. FORM OF TENDER	7
22. MEDICAL EXAMINATIONS.....	8
23. WORK PERMITS	8
25. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES	8
25.1 ANNEXURE H: TENDERER'S INFORMATION.....	8
25.2 ANNEXURE I: QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL.....	8
25.3 ANNEXURE J: CUSTOMER REFERENCES.....	8
25.4 ANNEXURE K: SUB CONTRACTOR INFORMATION	8
25.5 ANNEXURE L: DETAILED IMPLEMENTATION PLAN.....	8
25.6 ANNEXURE M: BILL OF QUANTITIES.....	8
26. TENDER EVALUATION	8

27. CONFIDENTIALITY	9
ANNEXURE A – SCOPE OF WORKS	10
ANNEXURE B – GENERAL REQUIREMENTS FOR INSTALLATION OF FIRE PROTECTION SYSTEMS	12
ANNEXURE C – GENERAL REQUIREMENTS FOR TESTING AND COMMISSIONING OF FIRE PROTECTION SYSTEMS.....	15
ANNEXURE N- TENDER EVALUATION CRITERIA	17
ANNEXURE D: SAFETY HEALTH AND ENVIRONMENT OBLIGATIONS	19
ANNEXURE F : BUSINESS INTEGRITY PRINCIPLES	21
ANNEXURE G: SECURITY OBLIGATIONS.....	22
ANNEXURE H: FORM OF TENDER	23

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

Eligible contractors are invited to tender for the upgrade of the fire protection systems at DTC Botswana premises, Plot 63016, Airport Road, Block 8, Gaborone.

3. Site Visit

Prospective bidders are required to attend a compulsory site visit on the **17th March 2021 at 0900hours**. DTC Botswana is situated at Plot 63016, Block 8, Airport Road, Gaborone. Those who will be attending site visits should provide name of the company, attendees' full names, gender, ID(Omang) number or passport number (non citizens) no later than **12 noon** on the **11th March 2021**. Details should be emailed to tmaakwe@dtcb.co.bw. DTC Botswana is situated at Plot 63016, Airport Road, Block8, Gaborone. Prospective bidders are advised to arrive at **0800hours** to allow for completion of safety, health and security inductions. Attendees will be required to produce negative COVID-19 test results which are no more than 72 hours upon arrival. Proper personal protective equipment including hard hat, long sleeve overall and protective shoes should be worn, attendees should bring their IDs.

4. Scope of Work

Scope of works covers upgrade of the fire protection systems. Detailed scope of work is in **Annexure A**.

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 **23rd March 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 E**. Bidders are required to complete and submit the contractor appraisal questionnaire.
- ii. Business Integrity principles as detailed in **Annexure G**.
- iii. Security Requirements as detailed in **Annexure H**.

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 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.

12. 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 DTCCB 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/documented 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. A final inspection and testing of all systems installed shall be accomplished by representatives of the contractor and DTCCB. The inspection and testing will serve as a final determination of the completion and workability of the contract work.
- V. Bidders should submit abridged curriculum vitae of their technical personnel and Project Manager. This should include relevant academic qualifications and experience.
- VI. 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
- VII. 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.
- VIII. The tenderer shall provide all tools and equipment necessary for the purpose of carrying out the specified work in an organized and expeditious manner.
- IX. DTCCB (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
- X. 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.
- XI. 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
- XII. No variation, alteration or addition to the scope of work shall be made unless the written instruction of DTCCB has been obtained. DTCCB 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 bill of quantities contained in **Annexure N**. The total price should match the one in the form of tender.
- II. 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.
- III. Price 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. Withholding tax

DTC Botswana shall withhold tax on services provided in Botswana by non-resident companies. Withheld tax shall be in accordance with the prescribed rates in the statutory and double taxation agreement.

19. Warranty

The supplier shall warrant that the equipment supplied is new, unused, of the most recent or current models. The supplier shall further warrant that all goods supplied shall have no defects arising from design, materials or workmanship. Warranty period and what it covers should be stated.

20. Project Plan

Tenderers are required to submit a project implementation plan (**Annexure M**) detailing all the necessary activities to be undertaken to ensure successful delivery of the scope of work including timelines for each activity.

21. Form of Tender

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

22. 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 undertake the project at Diamond Trading Company Botswana. The cost of medical examinations should therefore be included in the financial proposal.

23. Work Permits

Contractors are required to arrange work permits for their non-citizen personnel to be allowed access into the DTCCB building to undertake the project. Contractors' personnel will be required to produce negative COVID-19 test results which are no more than 72 hours before starting work and fully participate in the DTCCB COVID-19 preventative initiatives during the contract period. This cost should be included in the financial proposal.

24. Security Vetting

Respondents to the tender shall be subjected to the DTC Botswana internal security vetting process. This is the DTCCB internal process and bidders are only required to **complete the security vetting form in Annexure F, 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.**

25. Returnable Documents required for tender evaluation purposes

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

- 25.1** Annexure I: Tenderer's Information
- 25.2** Annexure J: Qualifications and Experience of Key Personnel
- 25.3** Annexure K: Customer references
- 25.4** Annexure L: Sub Contractor Information
- 25.5** Annexure M: High Level Implementation Plan
- 25.6** Annexure N: Bill Of Quantities

Excel softcopies of **Annexures I to N** is attached.

26. Tender Evaluation

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

27. 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.

ANNEXURE A – SCOPE OF WORKS

Scope of work covers:

- Replacement of obsolete fire detection panels
- Installation of a Central Fire Alarm Monitoring System
- Replacement of obsolete fire suppression panels

WORK BREAKDOWN(WBD) STRUCTURE:

WBD	Description	Scope of works	Remarks
1	Replacement of Fire Detection Panels	Supply, installation, configuration and commissioning of new Fire Detection Panels	<p>Make/Model: <i>Ziton ZP2-F2-XX Addressable 2 Loop Fire Panel or Equivalent</i></p> <p>Minimum Features:</p> <ul style="list-style-type: none"> • <i>2 loops expandable to 4 with up to 512 zones</i> • <i>Ethernet port with TCP/IP</i> • <i>All pluggable connectors</i> • <i>Email notification for events directly from the panel</i> <p>Installations shall be done in accordance with, but not limited to the following standards: -</p> <ul style="list-style-type: none"> • <i>NFPA 72: National Fire Alarm and Signalling Code</i>
2	Central Monitoring Station	Supply, installation, configuration and commissioning of a computer-based Fire Alarm Central Monitoring Station	<p>Minimum Features:</p> <ul style="list-style-type: none"> • <i>Easy to configure Windows-based Event Management</i> • <i>Display of event history</i> • <i>Dashboards including summary of events</i> • <i>Quick navigation of floors and zones</i> • <i>Monitoring all of devices, that is, detectors, call points and general fire equipment status, including the auto/manual status of Extinguishing Control Units (for fire suppression systems)</i> • <i>Graphical layout of zones to aid tracing of fire alarm sources. The zone layout shall resemble the building floor layout as closely as is practically possible to enable timeous identification of active alarm devices.</i>
3	Replacement of Fire Suppression Panels (Extinguishing Control	Supply, installation, configuration and commissioning of new	Make/Model:

	Units)	Fire Suppression Panels (Extinguishing Control Units)	<p><i>ExGo EX-3001, three zone automatic extinguishing panel or equivalent</i></p> <p>Minimum Features:</p> <ul style="list-style-type: none"> • <i>LCD display providing clearer status indication and</i> • <i>programming routines</i> • <i>Multiple languages</i> • <i>Software for downloading configuration and event logs</i> • <i>Passcode or optional key switch for Level 2 access</i> • <i>Time and date-stamped event log and improved diagnostics</i> • <i>RS485 for remote status indicators</i> • <i>PC download via USB</i> <p>Installations shall be done in accordance with, but not limited to the following standards:</p> <ul style="list-style-type: none"> • <i>NFPA 2001: Standard on Clean Agent Fire Extinguishing Systems</i>
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ANNEXURE B – General Requirements for Installation of Fire Protection Systems

B1. Automatic Fire Sprinkler Systems – Installation Requirements

(Adopted from the Anglo American Fire Protection Manual 2010)

- 1) The system must be fed from the existing fire main. The designer shall ensure that the system is supplied at adequate pressure and flow to ensure effective suppression of fire in the protected area, having due cognisance of the fire load, and the foreseeable type of fire.
- 2) Colour-code all sprinkler pipe work and above-ground supply lines red.
- 3) All above-ground pipe work to be steel.
- 4) Automatic sprinkler systems must cover the entire area at risk.
- 5) The control equipment for the sprinkler system should include butterfly stop valve(s), non-return valve(s), control valve(s), and a hydraulic alarm, as described in detail in NFPA 13.
- 6) At the control location, the system must be fitted with glycerin-filled pressure gauges, to ensure that the available pressure in the system can be easily monitored.
- 7) At the position in which the control valves for the automatic fire sprinkler system are located, a flow operated hydraulic alarm bell must be fitted, which will sound in response to the flow induced by the activation of one or more sprinkler heads.
- 8) At the end of each sprinkler spur line, provide a flush valve which shall be tested periodically to prevent the buildup of sludge in the system.
- 9) The water supply to the fire sprinkler system shall be fitted with a flow switch and / or a pressure switch interlinked with the electronic control panel of the existing fire detection system. This will ensure that discharge of the automatic sprinkler system will simultaneously trigger the electronic fire detection system which in turn will raise a local alarm, and a remote alarm at the Security Control Room.
- 10) Relevant Standards and Codes of Practice
 - NFPA 13 - *Standard for the Installation of Sprinkler Systems*
 - ASIB (*where life-safety is a consideration*)

B2. Fixed Gaseous Fire Suppression Systems (Room Flooding) – Installation Requirements

(Adopted from the Anglo American Fire Protection Manual 2010)

- 1) All doors belonging to the protected room must be fitted with automatic closing mechanisms, to ensure that they are kept closed at all times, so that the suppressant gas will not escape to atmosphere, diluting the concentration in the room, and rendering the system ineffective.
- 2) It is important in calculating the required gas volume of the cylinder bank, to include the volume of the ceiling void, if any. From a fire risk perspective, a reinforced concrete roof is always preferable.
- 3) Signage should be erected at every door leading to an area protected by a fixed suppression system, warning of the presence of such system. Such signage should also warn that no door should ever be locked whilst persons are inside. All signage should comply with SABS 0400 TT29, FPA Bulletin 19, NFPA 170 & SABS 1186.
- 4) This signage should also inform persons that upon entering, the system must be switched to manual discharge mode by means of a key or switch provided outside, in close proximity to each door. It is usual to have such key or switch integrated with the manual call point at such door.
- 5) Primarily to ensure the safety of people, no system may be installed which cannot be completely isolated (turned off). It is most important to ensure compliance with this requirement in the case of systems which have more than one actuation mechanism, like sealed aerosol (FEAG / FEAS) units.
- 6) Any electrically operated fan or air-conditioner installed for the purpose of ventilating or cooling a room protected by a room flooding fire suppression system must be interlocked with the control panel of the passive fire detection system, so that such fan or air-conditioner will be caused to trip out, and to cease operating, in response to any manually or automatically actuated alarm signal received by such panel in relation to that particular fire zone. Failure to provide such interlock will result in the suppressant gas being diluted, and not operating as per design. Also, such fan or air conditioner would continue to ventilate the fire, assisting fire growth and propagation.
- 7) Ensure that the room is effectively sealed, i.e. that doors are tight fitting, that no doors have louvres or other openings, and that any other apertures in the roof or walls are effectively sealed.
- 8) On the bank of cylinders serving the gaseous suppression system, ensure that at least two actuators per bank are operated by electric solenoid. All other actuators on the bank may be pressure activated by the gas released from the electrically activated

cylinders. The reason is to ensure that if one of the two fails, the system will still discharge by the actuation of the other.

- 9) The cylinders in the bank must be secured to a supporting wall by means of properly designed brackets, as described in the relevant section of NFPA 12. Looped chains are not acceptable!
- 10) Primarily to ensure the safety of people, whether working in the protected area, or responding to a fire (i.e. fire teams), no cylinder, canister or container for a suppressant gas or agent may be positioned within a fire zone or in any area where it could foreseeably be subjected to heat in a fire situation. For this reason, it would be unsuitable to position such cylinders anywhere within a substation complex or similar. The cylinder bank should be located externally, where it must be suitably positioned to protect it from the elements and from possible impact damage by vehicles.
- 11) The primary means whereby the fixed gaseous total flooding fire suppression systems will discharge, will be automatically in response to a “double knock” alarm received from the appropriate zone of the automatic fire detection monitoring panel.
- 12) The secondary means whereby a fixed gaseous total flooding fire suppression system will discharge, will be in response to a manual alarm received from a dedicated call point (usually a break-glass panel) positioned outside one of the doors leading to the affected zone.
- 13) Manual call points (break-glass panels) intended for the manual discharge of a fixed gaseous fire suppression system, or a zone of such system, shall be colour-coded red.
- 14) Where there is any room for doubt as to which zone a discharge break-glass panel pertains to, such panel must be clearly demarcated to indicate the zone to which it relates. This might be the case where a multi-zone system has entrances to two or more of its zones located close to each other, for example leading off a common central room or foyer.
- 15) After installation and prior to commissioning, the system must be tested by activation and full gas discharge, to ensure its operability, efficacy and the integrity of the sealing arrangements. The degradation rate of the extinguishing gas must be determined and indicated on the test certificate.
- 16) Relevant Standards and Codes of Practice
 - NFPA 12 - *Standard on Carbon Dioxide Extinguishing Systems*
 - NFPA 2001 – *Standard on Clean Agent Fire Extinguishing Systems*
 - NFPA 170 - *Standard for Fire Safety Symbols*

ANNEXURE C – General Requirements for Testing and Commissioning of Fire Protection Systems

- 1) All new installations shall be tested and commissioned to ensure operability, efficacy and, in case of gaseous systems, to ensure the integrity of the sealing arrangements.

- 2) The testing and commissioning of new systems shall be documented by means of the following commissioning certificates:
 - **C1 Certificate:** - is the first level of commissioning, which is to be completed before any further commissioning can commence. Generally, the C1 level certifies that installation has been completed in accordance with the drawings / installation instructions and is ready for start-up.
 - **C2 Certificate:** - certifies that equipment has been run under controlled conditions (no water, chemical or product) and is ready for full performance tests. This certificate is used for a complete unit of equipment and, if required, with its associated controls. The relevant inspections and measurements performed shall be attached to the C2 certificates.
 - **C3 Certificate:** - At this stage the commissioning activities take over from the construction phase. It is essential that all construction activities be completed before acceptance for C3 commissioning. The stage also focuses on the commissioning of modules or systems, rather than of individual units as in C1 and C2 commissioning. Tests shall be performed to ensure that the functional specification and design criteria have been met (at sub-system or system level). The results of these activities shall be documented and attached to the C3 certificate. All equipment is to be operated for the number of hours required under no-load conditions to confirm operational readiness.
 - **C4 Certificate:** - The purpose of C4 commissioning is to prove system performance meets the stated system requirements specifications. Deficiency list items remaining will be detailed on the C4 certificate, and sections that have passed a C4 commissioning have not yet been handed over to the client.
 - **C5 Certificate:** - This is the final hand-over certificate which shall be accepted by the operational and maintenance personnel against the Required Operational Capability (ROC). It may still have a minor snag list attached. C5 commissioning includes an evaluation of the systems' endurance, durability and engineering availability through a period of refinement of the systems' operation so as to achieve 100% of design throughput on a continuous basis.

- **C6 Certificate:** - is the final hand-over certificate. This issued when all certificates from C1 to C5 have been completed and all deficiency items have been addressed successfully.

ANNEXURE D- TENDER EVALUATION CRITERIA

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

Stage 1: Compliance

Stage 2: Safety Health and Environment

Stage 3: Technical Evaluation

Stage 4: Financial Evaluation

STAGE 1: COMPLIANCE

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)
- d) Security Vetting Outcome(DTCB Internal Process)

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.

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)

- b) Academic/professional qualifications of all proposed key personnel (those who would be deployed to the project). Certified academic certificates should be submitted.
- c) Experience of proposed key personnel (in (b) above)
- d) References where the company has delivered similar projects
- e) Methodology for delivery of the project
- f) Proposed project plan

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

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

ANNEXURE E: 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 F - 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 G : 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 H: 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 H: 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 project in accordance with the tender documents at a price of(amount in figures)
.....(amount in words) Vat exclusive.

If our tender is accepted, we undertake to complete the project within..... weeks from receipt of official purchase order.

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: