

**REQUEST FOR PROPOSAL**

**TENDER NO: DTCB 061– 2021**

**MAINTENANCE SUPPORT SERVICES FOR CRITICAL  
ELECTRICAL INFRASTRUCTURE AT DIAMOND TRADING  
COMPANY BOTSWANA**

**TENDER CLOSING DATE: 27<sup>TH</sup> NOVEMBER 2021**

**CLOSING DATE: 1200HOURS**

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## 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

Suitable electrical contractors are invited to tender for the provision of maintenance support services for critical electrical infrastructure for a period of 36 months. The services are to be rendered at DTC Botswana premises, Plot 63016, Airport Road, Block 8, Gaborone.

## 3. Scope of Work

Scope of works covers the provision of periodic maintenance support services for critical electrical infrastructure in accordance with the prescribed standards or equivalent. Detailed scope of work is in **Annexure A**.

## 4. Bill of Quantities

Bill of quantities is in **Annexure K**.

## 5. Submission of Proposal

Proposals should be emailed to [tenders@dtcb.co.bw](mailto:tenders@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 DTCTB in writing or by email to [tenders@dtcb.co.bw](mailto:tenders@dtcb.co.bw). DTCTB will respond in writing to any request for clarification of the tender document which it receives no later than **17<sup>th</sup> November 2021 at 1600hours**.

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

## **9. Legal requirements**

- I. DTCCB 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. DTCCB 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 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/documentated safety program that meets 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 (CV) of their technical personnel which covers academic qualifications and experience. Copies of certified academic qualifications should also be submitted.

- V. Bidders are requested to submit details of at least 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. 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.
- IX. 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 agreed rate.

## **17. Tender Price**

- I. Tenderers are required to complete and submit bill of quantities contained in **Annexure K**. 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. Form of Tender**

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

**20. Medical Examinations and COVID 19**

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 maintenance support services at Diamond Trading Company Botswana before commencement of the work. 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 before commencement of work. 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 from time to time.

**21. 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.

**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
- 22.5** Annexure K: Bill Of Quantities

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

**23. Tender Evaluation**

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



#### **24. Security Vetting**

Respondents to the tender shall be subjected to the DTC Botswana internal security vetting process. This is a DTCCB internal process and bidders are only required to **complete the security vetting form in Annexure F, attach copies of Directors' IDs, copy of certificate of incorporation (CIPA registration and company extract for Botswana registered companies) and submit as part of the proposal.**

#### **25. 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

### Substations and Switchgear Assemblies: RMUs (3) and Main LV Room (1)

<b>Inspection, Testing and Maintenance</b>			
<i>Item No.</i>	<i>Frequency</i>	<i>Tasks</i>	<i>Reference Standards</i>
1	Quarterly Maintenance	<i>Ventilation</i> : Visual inspection	(1) <i>NFPA 70B – 2016 or equivalent</i> (2) <i>ANSI/NETA MTS or equivalent</i>
2	Biannual Maintenance	<i>Enclosures (Indoor)</i> : a) Security/operational check b) Visual inspection	
3	Annual Maintenance	a) <i>Switchgear</i> : Infrared scanning b) <i>Insulation</i> : Visual inspection/clean c) <i>Insulation</i> : Electrical tests	

### Battery Tripping Units (3)

<b>Inspection, Testing and Maintenance</b>			
<i>Item No.</i>	<i>Frequency</i>	<i>Tasks</i>	<i>Reference Standards</i>
1	Quarterly Maintenance	a) Lead-acid cell-specific gravity measurements b) Sample connection resistances c) Torque intercell connectors	(1) <i>NFPA 70B – 2016 or equivalent</i> (2) <i>ANSI/IEEE 450 or equivalent</i>
2	Annual Maintenance	a) Capacity test b) Infrared scanning	

### Transformers - 11kV/400V Dry-Type (3)

<b>Inspection, Testing and Maintenance</b>			
<i>Item No.</i>	<i>Frequency</i>	<i>Tasks</i>	<i>Reference Standards</i>
1	2-Yearly Maintenance	Cleaning, inspection and insulation testing	(1) <i>NFPA 70B – 2016 or equivalent</i> (2) <i>ANSI/IEEE 450 or equivalent</i>
2	3-Yearly Maintenance	Turns-ratio test	

### Motor Control Centres (2) and Motor Control Panels

<b>Inspection, Testing and Maintenance</b>			
<i>Item No.</i>	<i>Frequency</i>	<i>Tasks</i>	<i>Reference Standards</i>
1	Annual Maintenance	a) Infrared scanning b) <i>Enclosures</i> : visual Inspection/clean c) <i>Bus bar, wiring, and terminal connections</i> : i. Visual inspection of insulators ii. Visual inspection of wiring d) <i>Disconnects</i> : i. Visual inspection/clean ii. Operation check e) <i>Contactors</i> : visual inspection/clean f) <i>Electrical interlocks</i> : inspection g) <i>Mechanical interlocks</i> : inspection	(1) <i>NFPA 70B – 2016 or equivalent</i>

2	2-Yearly Maintenance	<p>a) <i>Bus bar, wiring, and terminal connections:</i></p> <ul style="list-style-type: none"> <li>i. Check connections for tightness</li> <li>ii. Electrical tests</li> </ul> <p>b) <i>Motor overload relays, nonthermal type:</i> check connections for tightness</p> <p>c) <i>Molded-Case Circuit Breakers (MCCB):</i> Mechanical test</p>	
3	3-Yearly Maintenance	<p>a) <i>Motor overload relays, nonthermal type:</i></p> <ul style="list-style-type: none"> <li>i. Cleaning</li> <li>ii. Calibration</li> <li>iii. Function tests</li> </ul> <p>b) <i>Molded-Case Circuit Breakers (MCCB):</i></p> <ul style="list-style-type: none"> <li>i. Visual inspection/clean;</li> <li>ii. Electrical test</li> </ul>	

### Main Distribution Boards

<b>Inspection, Testing and Maintenance</b>			
<i>Item No.</i>	<i>Frequency</i>	<i>Tasks</i>	<i>Reference Standards</i>
1	Annual Maintenance	<p>a) <i>Switchgear: Infrared scanning</i></p> <p>b) <i>Insulation: Visual inspection/clean</i></p>	(1) NFPA 70B – 2016 (2) ANSI/NETA MTS or equivalent
2	2-Yearly Maintenance	<i>Insulation: Electrical tests</i>	

### Standby Generators (3) and Changeover Switchgear (3)

<b>Inspection, Testing and Maintenance</b>			
<i>Item No.</i>	<i>Frequency</i>	<i>Tasks</i>	<i>Reference Standards</i>
1	Annual Maintenance	<p><b>Electrical Service:</b></p> <p>a) <i>Contact/Pole Resistance or Millivolt Drop Tests:</i></p> <p>b) <i>Timers and Relays:</i></p> <ul style="list-style-type: none"> <li>i. Normal source voltage-sensing relay</li> <li>ii. Engine start sequence</li> <li>iii. Time delay upon transfer</li> <li>iv. Alternate source voltage-sensing relay</li> <li>v. Interlocks and limit switch functions</li> <li>vi. Time delay and retransfer upon normal power restoration</li> <li>vii. Engine cool down and shutdown feature</li> </ul> <p><b>Mechanical Service:</b> Standby Generator Service</p>	(1) NFPA 70B – 2016 or equivalent (2) ANSI/NETA MTS or equivalent

### Uninterruptible Power Supply (UPS) System

Inspection, Testing and Maintenance			Reference Standards
Item No.	Frequency	Tasks	Reference Standards
1	Quarterly Maintenance	Visual inspection	(1) <i>NFPA 70B – 2016</i>
2	Biannual Maintenance	a) Clean/vacuum cabinets b) Check tightness of all electrical connections c) Check system alarms and indicating lights d) Inspect HVAC and check humidity	
3	Annual Maintenance	Infrared Scanning	
4	2-Yearly Maintenance	System tests	

### Motors

Inspection, Testing and Maintenance			Reference Standards
Item No.	Frequency	Tasks	Reference Standards
1	Biannual Maintenance	Vibration analysis	1) <i>NFPA 70B – 2016 or equivalent</i> 2) <i>ANSI/IEEE 43 or equivalent</i>
2	Annual Maintenance	a) <i>Stator and rotor windings</i> i. Visual and mechanical inspection/cleaning ii. Electrical tests • Windings tests • Insulation resistance tests b) <i>Brushes, collector rings and commutators</i> Visual and mechanical inspection	

### Grounding Systems and Lightning Protection

Inspection, Testing and Maintenance			Reference Standards
Item No.	Frequency	Tasks	Reference Standards
1	Annual Maintenance	a) Visual and physical inspection of grounding and bonding conductors, and associated connections. b) Check integrity of grounding electrode system. c) Ground loop impedance test on the equipment-grounding path d) Testing of Ground-Fault Protection Devices	<i>NFPA 70B – 2016 or equivalent</i>

### Electrical Studies

Inspection, Testing and Maintenance			Reference Standards
Item No.	Frequency	Tasks	Reference Standards
1	Once in 3 Years	Electrical Studies	<i>NFPA 70B – 2016 or equivalent</i>

## **ANNEXURE B- TENDER EVALUATION CRITERIA**

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

Stage 1: Compliance

Stage 2: Safety Health and Environment

Stage 3: Technical Evaluation

Stage 4: Financial Evaluation

Stage 5 : DTCB Security Vetting

### **STAGE 1: COMPLIANCE**

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

- a) Submission of a Copy of a Certificate of Incorporation
- b) Submission of a Copy of a valid Tax Clearance Certificate (validation will be done on the BURS portal for Botswana registered companies)
- c) Submission of a Copy of Share Certificate(s)
- d) Submission of Company Directors' details.

### **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 which includes a baseline risk assessment 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 provide service). Copies of certified academic certificates including valid Engineers Registration Board (ERB) practising certificates should be submitted.
- c) Experience of proposed key personnel in (b) above.
- d) Client reference letters where the company has previously been engaged or currently contracted to deliver similar services.
- e) Methodology for providing maintenance support services in relation to the scope of work

#### **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 5: 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 OHSAS 18001. 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 part of the proposal.



**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 L: 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 provide the services in accordance with the tender documents at a price of .....(amount in figures)  
.....(amount in words) Vat exclusive.

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 Company.....

Name of Representative: .....

Title: .....

Tel No.....

Email Address.....

Date: .....