

TENDER DOCUMENT

TENDER NO: DTCB 043 – 2020

**SURVEY AND MAPPING OF UNDERGROUND SERVICES AT
MARULAMANTSI**

**TENDER CLOSING DATE: 27TH NOVEMBER 2020
TIME : 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. Introduction

DTC Botswana owns residential properties called Marulamantsi Court at Plot 28575, Phase 4, Gaborone West consisting of 72 flats and a guard house. The Company would like to engage a service provider to undertake surveying of the underground services and identifying the exact locations and mapping them. This is one of the requirements by Water Utilities Corporation for separation of water meters.

3. Invitation to Tender

Suitably qualified engineering consulting firms are invited to tender for surveying and mapping of underground services at Marulamantsi Court, Plot 28575, Phase 4, Gaborone.

4. Scope of Work

Scope of work covers identifying the exact locations, depth and mapping telephone lines and sections information as required by Water Utilities Corporation Water Works Engineer.

5. Compulsory Site Visit

Prospective bidders are required to attend a compulsory site visit at Marulamantsi on **Thursday 12th November 2020 at 08300hours**. Marulamantsi is situated at Plot 28575, Gaborone West Phase 4. Those who will be attending site visit should provide their full names, ID(Omang) numbers or passport numbers (non citizens) and gender no later than 12 noon on **Monday 09th November 2020**. Details should be emailed to tmaakwe@dtcb.co.bw.

6. 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.

7. 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 November 2020 at 1400hours**. 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.

8. Tender Validity Period

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

9. 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 and has the right to accept and reject any tender offers, award tender to a single contractor or split award between contractors.
- 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 and/or site visit
- v. The proposals shall be in English.

10. 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

11. Compliance Requirements

Successful tenderer shall be expected to comply with the following:

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

12. 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.

13. 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.

14. 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.

15. Authority of tender

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

16. Errors in the tender document

There shall be no erasing or overwriting to correct errors in the tender document.

17. Instructions to Tenderers

- i. Tenderers are required to submit a schedule of works in the form of a detailed implementation plan showing the proposed work schedule for the various aspects of the work or phase of the work.
- ii. Proposed consultant(s) Abridged Curriculum vitae (CVs) including relevant experience, academic qualifications as well as certified copies of academic qualifications and proof of registration with a recognised Engineering Board e.g Engineering Registration Board in Botswana.
- iii. Upon approval of the proposed personnel, the appointed contractor shall not substitute any person without prior consultation with DTCB. Any new person shall be assessed by DTCB before they are allowed to carry out any work.
- iv. Representatives of the contractor and DTCB shall accomplish a final inspection and testing of all systems installed. The inspection and testing will serve as a final determination of the completion and workability of the contract work.
- v. The contractor shall provide all tools and equipment necessary for carrying out the specified work in an organized and expeditious manner.
- vi. Contractor shall provide onsite supervision of the contract work.
- vii. Contractor shall provide a safe working environment for their employees and any subcontractors.

- viii. Tenderers are required to submit details of at three (3) reference sites where they have performed similar work and the contact details of a person who may be contacted to get more information on the tenderer's performance on the engagement.
- 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 quoted rate.

18. Tender Price

- I. Tenderers are required to submit a detailed breakdown of the cost in line with the scope of work.
- 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.
- V. All prices should be stated in the currency of the country where the Contractor is based e.g Pula (BWP) for all Botswana based contractors.

19. Form of Tender

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

20. Tender Evaluation

Tender evaluation criteria is in **Annexure A**.

21. 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.

22. 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 contractor shall be given or applied to a third party without written consent from DTCCB.

23. 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.

ANNEXURE A- TENDER EVALUATION CRITERIA

The following will be considered during tender evaluation. The evaluation shall be carried out in four stages:

Stage 1: Compliance

Stage 2: Technical Evaluation

Stage 3: Financial

STAGE 1: COMPLIANCE STAGE

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 or Exemption thereof (certificate will be validated from the BURS website for local based companies)
- c) Submission of a Copy of Share Certificate(s)
- d) Submission of form 13 or 2 containing Directors' details as well copies of their IDs
- e) DTC Botswana Security Vetting outcome

STAGE 2: 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 bidder in delivery of similar services.
- b. Abridged CV(s) of proposed personnel showing their academic qualifications and relevant experience. Bidders should submit certified copies of academic qualifications and proof of registration with a recognised Engineering Board e.g Engineering Registration Board in Botswana.
- c. Proposed Project plan
- d. References from clients where similar services have been rendered.

STAGE 3: FINANCIAL EVALUATION

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

a. Arithmetic Check:

- The tender shall 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;
- Except for lump-sum contracts, 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

b. Comparison of prices to assess reasonableness

The tender would be awarded to the most responsive bid based on the outcome of the three (3) tender evaluation stages.

ANNEXURE B: 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 C: 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 D: 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 E: SECURITY VETTING FORM

Please complete the form below and submit with the tender proposal. Attach copies of Directors' IDs



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 F: PROPOSED CONTRACT- FIDIC 2017 CLIENT CONSULTANT
AGREEMENT (ATTACHED)**

ANNEXURE G– 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 service 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 start the project within..... days from receipt of official purchase order and complete within.....days.

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:

Title:

Tel No.....

Email Address.....

Date:

Signature:.....