

TENDER DOCUMENT

TENDER NO: DTCB 027– 2021

**DESIGN, SUPPLY, INSTALLATION & COMMISSIONING OF A 600kW
PHOTOVOLTAIC SOLAR PLANT AT DIAMOND TRADING COMPANY
BOTSWANA.**

TENDER CLOSING DATE: 19TH APRIL 2021

CLOSING TIME: 1200HOURS

TABLE OF CONTENTS

1. OVERVIEW	3
3. INVITATION TO TENDER	3
4. SITE VISIT	3
5. SCOPE OF WORK.....	4
6. SUBMISSION OF PROPOSAL	4
7. ENQUIRIES PRIOR TO TENDER CLOSING DATE	5
8. TENDER VALIDITY PERIOD	5
9. TENDER SUBMISSION AND AWARD.....	5
10. LEGAL REQUIREMENTS	5
11. COMPLIANCE REQUIREMENTS	5
12. MODIFICATION AND WITHDRAWAL OF TENDER	6
13. AMENDMENT OF DOCUMENTS.....	6
14. CLARIFICATION OF TENDERS	6
15. AUTHORITY OF TENDER.....	6
16. ERRORS IN THE TENDER DOCUMENT	6
17. INSTRUCTIONS TO TENDERERS.....	7
18. TENDER PRICE	8
20. WARRANTY	8
21. PROJECT PLAN	8
22. FORM OF TENDER.....	9
23. MEDICAL EXAMINATIONS.....	9
24. WORK PERMITS.....	9
26. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES	9
26.1 ANNEXURE G: TENDERER'S INFORMATION.....	9
26.2 ANNEXURE H: QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL.....	9
26.3 ANNEXURE I: CUSTOMER REFERENCES	9
26.4 ANNEXURE J: SUB CONTRACTOR INFORMATION	9
26.5 ANNEXURE K: HIGH LEVEL IMPLEMENTATION PLAN	9
27. TENDER EVALUATION.....	10
28. CONFIDENTIALITY.....	10

ANNEXURE A- TENDER EVALUATION CRITERIA.....	11
ANNEXURE B: SAFETY HEALTH AND ENVIRONMENT OBLIGATIONS.....	14
ANNEXURE D : BUSINESS INTEGRITY PRINCIPLES.....	16
ANNEXURE E: SECURITY OBLIGATIONS	17
ANNEXURE F: PROPOSED CONTRACT (ATTACHED)	18
ANNEXURE L: FORM OF TENDER.....	19

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

Diamond Trading Company Botswana (DTCB) would like to embark on the design, supply, installation and commissioning of an estimated 600 kW photovoltaic (PV) Solar Power Plant at its site at Plot 63016, Block 8, Gaborone, Botswana. This is in line with the company's zero emissions strategy. The current maximum design capacity for power at DTCB is 3.5 MW, whereas the actual maximum demand is just under 1.0MW. Botswana Power Corporation is the current supplier of power at 11 kV that is stepped down to 400 V, 50 Hz, 3-phase. The 600kW plant will be an upgrade of a 350kW plant that is under construction is expected to be commissioned by the end of April 2021. Once upgraded, the Solar PV Plant will have a total capacity of 950kW. This document outlines the major activities in the acquisition of the 600kW PV Solar Plant for DTC Botswana.

3. Invitation to Tender

Suitably qualified bidders are invited to tender for the Design, Supply, Installation & Commissioning of a 600kW Photovoltaic Solar Plant at DTC Botswana premises, Plot 63016, Airport Road, Block 8.

4. Site Visit

Prospective bidders are required to attend a compulsory site visit on the **01st April 2021 at 0900hours** at DTCB Botswana office to appreciate the scope of work and verify existing conditions. Those who will be attending site visit should provide name of the company, attendees' full names, gender, ID(Omang) number or passport number (non citizens) no later than **12noon** on the **30th March 2021**. Details should be emailed to **tmaakwe@dtcb.co.bw**. Prospective bidders are advised to arrive at **0830hours** 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.

5. Scope of Work

Scope of work covers the following:

- I. Design the PV Solar Plant in detail and submit for Botswana Energy Regulatory Authority (BERA) and the Client for approval. Design drawings shall reflect the overall upgraded 950kW system, with clear demonstration of how the new installations will tie-in to existing installations.
- II. Procure all materials required after approval of the design by BERA and equipment specifications by the client or the client's representative. Only tier-1 solar equipment (solar panels and inverters) shall be selected for the proposed 600kW system.
- III. Undertake required preparatory works to ensure proper installation of the system e.g removal of existing structures, survey of underground services e.t.c
- IV. Install and test all equipment. The relevant test certificates shall be completed and signed off to ensure installations have been carried out as per specifications.
- V. Tie-in the newly installed 600kW system to the 350kW system to create a fully functional 950kW Solar PV Power Plant.
- VI. Commission the upgraded system in collaboration with the Client's representatives
- VII. Train the Client's maintenance personnel
- VIII. Hand over the plant, as well as all documentation such as manuals, test certificates and commissioning certificates

6. Submission of Proposal

Bidders are required to submit technical and financial proposals as separate attachments labelled accordingly. 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 DTCCB in writing or by email to tmaakwe@dtcb.co.bw. DTCCB will respond in writing to any request for clarification of the tender document which it receives no later than **12th April 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.

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. 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.

10. 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

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**.
- ii. Business Integrity principles as detailed in **Annexure D**.
- iii. Security Requirements as detailed in **Annexure E**.

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 for any mistake which is corrected in the tender document

17. 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 installed PV solar system of a similar or larger size 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 carry out the work at the quoted rate.

18. Tender Price

- I. Tenderers are required to submit a detailed price breakdown which covers the entire scope of work. 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.

19. Withholding tax

DTCC 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.

20. 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 in the proposal.

21. Project Plan

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

22. Form of Tender

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

23. 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.

24. Work Permits

Contractors are required to arrange work permits for their non-citizen personnel to be allowed access into the DTCB 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 DTCB COVID-19 preventative initiatives during the contract period.

25. Security Vetting

Respondents to the tender shall be subjected to the DTC Botswana internal security vetting process. This is a DTCB 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 it as a separate attachment before the tender closing date.**

26. Returnable Documents required for tender evaluation purposes

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

- 26.1** Annexure G: Tenderer's Information
- 26.2** Annexure H: Qualifications and Experience of Key Personnel
- 26.3** Annexure I: Customer References
- 26.4** Annexure J: Sub Contractor Information
- 26.5** Annexure K: High Level Implementation Plan

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

27. Tender Evaluation

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

28. 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- TENDER EVALUATION CRITERIA

Bidders are advised that the tender shall be evaluated in four 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 Certificate of Incorporation (CIPA certificate for Botswana registered companies)
- b) Submission of Company Directors' Details (CIPA company extract for Botswana registered companies)
- c) Submission of a Copy of a valid Tax Clearance Certificate (validation will be done on the BURS portal for Botswana registered companies)
- d) Submission of a Copy of Share Certificate(s) (CIPA company extract for Botswana registered companies)
- e) Proposal of tier-1 solar equipment (solar panels and inverters)
- f) 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. Certified copies of academic qualifications should be submitted.

STAGE 3: TECHNICAL EVALUATION

Compliant bids shall be considered for technical evaluation. The following shall be considered at this stage:

- a) Experience of the company(bidder) in delivery of similar projects
- b) Academic/professional qualifications of all proposed key personnel (those who would be deployed to the project). Abridged CVs and 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 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 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 C - 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 D : 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 E: 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 F: PROPOSED CONTRACT (ATTACHED)

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 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: