



**TENDER DOCUMENT**

**TENDER NO: DTCB 025– 2025**

**PROVISION OF BUILDING MAINTENANCE SERVICES AT  
MARULAMANTSI COURT**

**TENDER CLOSING DATE : 24<sup>TH</sup> JUNE 2025**

**CLOSING TIME : 1400HOURS**

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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

Marulamantsi Court is a DTC Botswana owned staff housing complex located at Plot 28575, Gaborone West Phase 4 consisting of 73 staff housing units. The Company would like to engage a service provider to undertake building maintenance services to minimize operational risks and for upkeep of the facility.

## 3. Invitation to Tender

100% Citizen Owned Eligible contractors are invited to tender for the provision of building maintenance services at Marulamantsi Court for a period of 36 months.

### Compulsory Site Visit

Prospective bidders are required to attend a compulsory site visit on **Thursday, 5<sup>th</sup> June 2025 at 1000hours at Marulamantsi Court**. Those who will be attending site visit should provide name of the company, attendees' full names, gender and ID (Oman) numbers or passport numbers (non-citizens) no later than 12 noon on Wednesday 4<sup>th</sup> June 2025. Details should be emailed to [tenders@dtcb.co.bw](mailto:tenders@dtcb.co.bw) bidders are advised to arrive by 0900hours to allow for completion of mandatory safety, health and security inductions.

## 4. Scope of Work

Scope of work covers general building maintenance services. Refer to **ANNEXURE A**

## 5. Submission of Proposal

Kindly note that DTCTB has introduced the DTCTB Vendor Portal, a new platform that will provide an enhanced and more effective experience for our vendors. As a result, bid submissions will no longer be accepted through the email. The method of submission for the above captioned tender shall be through the DTCTB Vendor Portal. Bidders are therefore required to register and create accounts as DTCTB vendors on the portal by the **19th June 2025**, to facilitate successful bid submission. Bidders are encouraged to

register before the submission deadline to allow the technical team to offer any assistance that may be required . Kindly do take the time to register on the link below;

**<https://procurement.dtcbotswana.com/>**

Proposals must be sent through the portal on or before the tender closing : **The deadline for submission of this tender is 24<sup>th</sup> June 2025 at 1400 hours**

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 **19<sup>th</sup> June 2025 at 1500hours**.

## **6. Tender Validity Period**

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

## **7. Tender Submission and Award**

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

## **8. Legal requirements**

- I. DTCTB 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

## **9. Compliance Requirements**

Successful tenderer shall be expected to comply with the following:

- i. DTCB 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**

#### **10. 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.

#### **11. 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.

#### **12. 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.

#### **13. Authority of tender**

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

#### **14. Errors in the tender document**

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

## 15. 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. Bidders should submit abridged curriculum vitae of their technical personnel and supervisors. This should include relevant academic qualifications and experience.
- V. 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
- 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. DTCB (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. 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.
- X. 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
- XI. No variation, alteration or addition to the scope of work shall be made unless the written instruction of DTCB has been obtained. DTCB may increase the scope of the work and the contractor shall carryout the work at the quoted rate.

## 16. Tender Price

- I. Tenderers are required to complete and submit the pricing schedule in **Annexure A**.
- II. The contract price/rates 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. Rates 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.

## 17. Form of Tender

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

## 18. Medical Examinations

Successful contractor will be required to submit valid (less than 1 year) medical examination certificates for all its key personnel and sub-contractors who would be deployed to provide the services.

## 19. Work Permits

Contractors are required to arrange work permits for their non-citizen personnel.

## 20. Security Vetting

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

## 21. Returnable Documents required for tender evaluation purposes

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



- 21.1** Annexure G: Tenderer's Information
- 21.2** Annexure H: Qualifications and Experience of Key Personnel
- 21.3** Annexure I: Customer references
- 21.4** Annexure J: Sub Contractor Information

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

## **22. Tender Evaluation**

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

## **23. Confidentiality**

All documentation and any other information produced will be the intellectual property of DTCB 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 DTCB.

## ANNEXURE A – PRICING SCHEDULE (SCOPE OF WORK)

Bidders are required to complete and submit this pricing schedule with the tender document.

### 1.1 Labour

Hourly  
Rates  
(BWP)

	Normal	Evening	Saturday	Sunday
Supervisor				
Artisan				
Labourer				

#### ***Job Cards***

Note: Timesheets signed off by the supervisor /manager must be submitted with the invoice

Emergency call out charge will not apply to quotation jobs or when the contractor is already onsite

#### ***Emergency call out charge***

Call Out Rate	BWP
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### 1.2 Materials

Markup on purchase of material is \_\_\_\_\_%

Note: Copies of materials purchased must be attached to the invoice for work done

Mark-up on sub-contractors is \_\_\_\_\_%

A copy of the sub-contractor's invoice must be submitted

The appointment of a sub-contractor may only be with the client's approval

### 1.3 Rates for maintenance works

	Building maintenance Works	Rate/m2	Rate /m3	Sum
	<b>Wall, Concrete, Ceilings</b>			
1	Painting			
2	Vanishing			
3	Steel Surfaces			
	<b>Brickwork &amp; Plinths</b>			
4	Construct and plaster half brick wall (115mm)			
5	Construct and plaster half brick wall (230mm)			
6	Concrete			
	<b>Floor and wall tiling</b>			
7	Ceramic tiling			
8	Vinyl tiling			
9	Carpet			
10	Porcelain			
11	Mosaic			
	<b>Carpentry &amp; Joinery</b>			
12	Rhino board ceiling			
	<b>Annual Maintenance</b>			
13	Annual Service of the fire Detection System and firefighting equipment			
14	Solar Geysers Maintenance (73No)			
15	Airconditioning Units Annual Maintenance (73No)			
16	Fumigation for roaches in housing units and drains (73 Units)			
17	Cleaning of the elevated water tank			

Rates for work not identified above are to be agreed on quotation basis or at hourly rates

#### General Notes :

Rates and mark-ups are to be inclusive of all transport, handling, profit, tax overheads and other miscellaneous charges

Rates and markups are to remain fixed for a period of 3 years. Labour rates may only be adjusted pro rata with government statutory increases and with a notification to DTC Botswana.

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

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

Stage 1: Compliance Test

Stage 2: Technical Evaluation

Stage 3: Safety Health and Environment

Stage 4: Financial Evaluation

Stage 5: Security Vetting

### **STAGE 1: COMPLIANCE TEST**

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)

### **STAGE 2: TECHNICAL EVALUATION**

Compliant bids shall be evaluated to determine compliance to the set criteria. The following

Shall be considered at this stage

Technical evaluation shall account for 70% of the marks.

Compliant bids shall be evaluated to determine compliance to the set criteria. The following criterion and weights shall be considered at this stage:

- a) Experience of the company(bidder) -Bidders experience in the provision of building maintenance services – **(20%)**
- b) Key personnel for the assignment and supervisors –Abridged curriculum vitae of proposed key personnel and supervisors detailing their experience and academic qualification – **(30%)**

- c) Client reference letters where the company has previously been engaged or currently contracted to deliver similar services. Submission of at least 3 relevant client references. References may be validated. **(10%)**
- d) Methodology and Approach (Proposed methodology, approach to ensure quality delivery of the requirements of this tender - **(30%)**  
Submission of comprehensive methodology in line with the scope of work
- e) Manpower/Capacity – List of tools and equipment relevant to the tender **(10%)**

The total technical score above is **100%**. The bidder has to score **70%** and above to proceed to the next stage

### **STAGE 3: SAFETY HEALTH AND ENVIRONMENT ASSESSMENT CRITERIA**

This stage shall account for **10%** of the total score.

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. Academic certificates should be submitted.

### **STAGE 4: FINANCIAL EVALUATION**

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

This stage shall account for **20%** of the total score.

Evaluation Criteria:

- The Financial Proposals will be checked for the following:
- The tenderer must provide all prices and costs in their own currency

Arithmetic Check:

- The tender will be checked for arithmetic errors. Tenderers will be notified in writing of any errors and asked to provide clarifications or if they wish to stand by their original bid.

Qualifications made to the Tenderer's Financial Bid:

- Any qualifications made in a tenderer's financial bid will be evaluated. Should such a qualification have a material effect on the tender or on the performance of the contract, then it will be considered in the final recommendations made for the appointment of the bidder and may result in the rejection of the bid.

The criteria for evaluating financial proposals will be as follows:

$$FF_{\text{Financial}} = \frac{20\% \times (\text{Lowest Financial Bid})}{(\text{Financial Bid of Tenderer})}$$

Weighting for Technical and Financial Proposals:

- The overall weight for financial score is 30%. The overall assessment shall be weighted as follows:
  - Technical Proposals = 70%
  - She Evaluation = 10%
  - Financial Proposals = 20%

Final Weighted Score:

- The assessed final weighted score will be calculated for each bid found to be admissible by using the tenderer's scores attained from the Technical Evaluation (Technical), SHE Evaluations, the Financial Evaluation (FF<sub>Financial</sub>) in the following formula:

$$\text{Total weighted score} = T_{\text{Technical}} + \text{SHE score} + F_{\text{Financial}}$$

## STAGE 5: SECURITY VETTING

Bidders who have satisfied compliance, technical and financial requirements shall be subjected to the DTC Botswana internal security vetting process before award decision is made

## **ANNEXURE C: SAFETY HEALTH AND ENVIRONMENT OBLIGATIONS**

Every member of the Contractor's Team shall, whilst at DTCTB adhere to the following DTCT Botswana SHE requirements:

1. SHE induction
  - Members shall attend SHE induction prior to commencing work provided by the DTCT 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 DTCT 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. DTCT Botswana SHE Policy
  - ❖ The DTCT 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 a separate attachment before the tender closing date

**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 K: 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 services in accordance with the tender documents.

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: ..... Signature.....

Title: .....

Tel No.....

Email Address..... .

Date: .....