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| TENDER DOCUMENT  TENDER NO: DTCB 025 -2025  PROVISION OF TRANSPORT SERVICES TO diamond trading company botswana shift staff |
| Tender CLOSING date: 04th JUNE 2025 at 1400HRS  CLOSING time: 1400HOURS |
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**table of contents**

[1. Overview 3](#_Toc62820209)

[2. Invitation to Tender 3](#_Toc62820210)

[3. Scope of Work 3](#_Toc62820211)

[4. Submission of Proposal 3](#_Toc62820212)

[5. Enquiries prior to tender closing date Error! Bookmark not defined.](#_Toc62820213)

[6. Tender Validity Period 3](#_Toc62820214)

[7. Tender Submission and Award 4](#_Toc62820215)

[8. Legal requirements 4](#_Toc62820216)

[9. Compliance Requirements 4](#_Toc62820217)

[10. Modification and Withdrawal of Tender 4](#_Toc62820218)

[11. Amendment of Documents 5](#_Toc62820219)

[12. Clarification of tenders 5](#_Toc62820220)

[13. Authority of tender 5](#_Toc62820221)

[14. Errors in the tender document 5](#_Toc62820222)

[15. Instructions to Tenderers 5](#_Toc62820223)

[16. Tender Price 6](#_Toc62820224)

[17. Withholding tax 6](#_Toc62820225)

[18. Form of Tender 7](#_Toc62820226)

[19. Work Permits 7](#_Toc62820227)

[20. Security Vetting 7](#_Toc62820228)

[21. Returnable Documents required for tender evaluation purposes 7](#_Toc62820229)

[21.1 Annexure H: Tenderer’s Information 7](#_Toc62820230)

[21.2 Annexure I: Qualifications/Training and Experience of Key Personnel 7](#_Toc62820231)

[22. Tender Evaluation 7](#_Toc62820235)

[23. Confidentiality 7](#_Toc62820236)

[ANNEXURE A – SCOPE OF WORKS 8](#_Toc62820237)

[ANNEXURE B- TENDER EVALUATION CRITERIA 12](#_Toc62820238)

[ANNEXURE C: SAFETY HEALTH AND ENVIRONMENT OBLIGATIONS 15](#_Toc62820239)

[ANNEXURE D: BUSINESS INTEGRITY PRINCIPLES 16](#_Toc62820240)

[ANNEXURE E: SECURITY OBLIGATIONS 17](#_Toc62820241)

[ANNEXURE F: SECURITY VETTING FORM 18](#_Toc62820242)

[ANNEXURE g: FORM OF TENDER 19](#_Toc62820244)

# 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.

Diamond Trading Company Botswana (DTCB) adopted ISO 3100:2009 Risk Management and ISO 18788:2015 Security Operations Management System. The Security Services Department (SSD) has a mandate to provide the foundation for DTCB to effectively manage security operations risks thus contributing towards the delivery of DTCB Strategy

# Invitation to Tender

Wholly Citizen Owned Companies, with the required transport Licenses are invited to tender for the provision of transportation service (cab/taxi) of Diamond Trading Company Botswana Shift employees for a period of 24 months.

# Scope of Work

Detailed scope of work is in **Annexure A**.

# Submission of Proposal

Kindly note that DTCB has introduced the DTCB 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 DTCB Vendor Portal. Bidders are therefore required to register and create accounts as DTCB vendors on the portal by the **28th May 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/>

# The deadline for submission of this tender is 04th June 2025 at 1400 hours.

# Enquiries prior to tender closing date

Prospective tenderer requiring any clarification of the tender document may notify

DTCB in writing or by email to tenders@dtcb.co.bw. DTCB will respond in writing to any

request for clarification of the tender document which it receives no later than **26th May 2025 at 1500hours.**

# Tender Validity Period

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

# Legal requirements

# Tender Submission and Award

1. DTC Botswana 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.
2. The contract shall be managed in accordance with the Botswana laws. Tenderers are responsible to familiarize themselves with the laws of Botswana.

# Compliance Requirements

Successful tenderer shall be expected to comply with the following:

1. DTC Botswana Safety, Health and Environment requirements as detailed in **Annexure C**.

Bidders are required to complete and submit the contractor appraisal questionnaire.

1. Business Integrity principles as detailed in **Annexure D**.
2. Security Requirements as detailed in **Annexure E**

# Modification and Withdrawal of Tender

1. 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.
2. No tender may be modified after the deadline for submission of tenders.
3. No tender may be withdrawn on the interval between the deadline for submission of tenders and the expiration of the period of tender validity.

# Amendment of Documents

1. 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.
2. 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.

# 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.

# Authority of tender

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

# Errors in the tender document

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

# Instructions to Tenderers

1. Tenderers are requested to submit reference letters from at least three (3) companies where they have provided similar service or are currently contracted to provide the service. Details of a person whom can be contacted to get more information on the tenderer’s performance on the engagement should also be submitted.
2. All work 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.
3. The tenderer shall be responsible for supervision of their employees or subcontractors during the contract period.
4. 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 agreed rates.
5. DTCB is not bound to accepting the lowest tender and has the right to accept and reject any tender offers, award tender to a single contractor or split award between contractors.

# Tender Price

1. Tenderers are required to provide a detailed price breakdown in line with the scope of works.
2. 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 price during the contract period.
3. Price charged by the contractor to undertake the contract shall not vary from the price quoted in the tender document.
4. 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.
5. 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.

# 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. Amount withheld shall be remitted to Botswana Unified Revenue Service and the supplier will be issued with a tax certificate to claim the amount from tax authority in their jurisdiction.

# Form of Tender

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

# Work Permits

Contractors are required to arrange work permits for their non-citizen personnel to be allowed access into the DTCB building to provide the service.

# 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 F** and submit it with the tender documents.

# Returnable Documents required for tender evaluation purposes

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

# Annexure F: Security Vetting

# Annexure G: Form of Tender

**20.3** Pricing Schedule

# Tender Evaluation

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

# 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 – SCOPE OF WORKS

This document aims to clearly define the Security Services requirements for outsourcing transport services for shift workers at DTCB. The contracted transport provider will be responsible for transporting DTCB employees during both morning and night shifts.

* 1. **SPECIFIC REQUIREMENTS**

**Transport services**

* The Service Provider should be required to provide transport services for shift staff and day to day running of the business.
* The Service Provider shall provide transport for shift workers for both the 06:00 hours and 22:00 hours shift. Shift workers to be transported include those starting work and those knocking off at 06:00 hours, as well as those starting work and knocking off at 22:00 hours. Each shift may consist of a maximum of 3 people.
* The Service Provider is expected to respond promptly to the clients (DTCB) calls by providing transport services **(Maximum of 3 cars).**
* The areas for pick up and drop off includes Gaborone and surroundings. **Please find the attached address of employees below.**
* Service providers must ensure that their drivers receive training in both first aid and defensive driving.
* Drivers shall be licensed according to the Botswana Transport and Road Safety Laws and Regulations.
* Drivers shall not be under the influence of intoxication whilst on duty.
* The taxi/cab motor vehicle shall be kept clean always.
* The taxi/cab motor vehicle shall have a valid fire extinguisher.
* DTCB shall have the right to inspect both the drivers and the motor vehicles with or without notice to confirm any of the above requirements during the agreement.

**Vehicle and Operator Requirements**

DTC Botswana subscribes to Anglo American Light Vehicle Standard. The following minimum mandatory requirements shall be met to minimize risk of fatalities, injuries and incidents arising from use of light commercial vehicles on the highway or public roads and onsite.

**Passenger and light commercial vehicle selection:**

NCAP 5 compliant - vehicle must meet the criteria of an overall 5-star rating and be fitted with.

* Driver and passenger airbags
* Head-protecting side airbags for the driver and front seat passenger
* All vehicles must be equipped with an Anti-lock Braking System (ABS) and an electronic stability program (ESP) or electronic stability control (ESC).
* Three-point seatbelts for all occupants.
* Seatbelt anchors of a strength that is equal to, or better than, that of the seatbelt.
* Head rests fitted to all seats.

**Additional Vehicle and Operator safety requirements:**

* A risk-based firstaid kit, suitable for the conditions and location of the operating environment.
* Emergency roadside triangles or beacons
* Survival or emergency equipment suitable for the conditions and operating environment (spare wheels, jack, spanners).
* Drivers must hold the appropriate license and be certified for the vehicle they are operating. Licensing and certification must be applicable to the Botswana Road Traffic Act CAP 69:01 Section 30 and in possession of Valid Botswana Driving license of class PrDP "P
* The motor vehicle shall comply with the standards and requirements of the Road Traffic Act CAP 69:01 Section 18 (3) and with a valid Certificate of Roadworthiness
* **SHIFT WORKERS ADDRESS LIST**

|  |
| --- |
| **RESIDENTIAL ADDRESS** |
| Gaborone North |
| Ledumang |
| Gabane |
| Broadhurst Phiring |
| Oodi |
| Mogoditshane Block 5 |
| Block 3 |
| Phakalane |
| Phase 4 |

1. **PRICING SCHEDULE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **UNIT** | **QUANTITY** | **RATE** | **AMOUNT** |
|  |  |  |  |  |  |
|  | **Provision of transportation services for DTCB shift employees based on a monthly basis.** | Monthly | **1** |  |  |
|  |  |  |  | **Sub-Total** |  |
|  | **Monthly Cost** |  |  | **VAT @ 14** |  |
|  |  |  |  | **Total** |  |

# 

# ANNEXURE B- TENDER EVALUATION CRITERIA

Tender evaluation will be done 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:

1. Submission of a Copy of a Certificate of Incorporation (CIPA certificate for Botswana registered companies)
2. 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)
3. Submission of a Copy of Share Certificate(s) (CIPA company extract for Botswana registered companies)
4. Valid Waste Carrier License
5. Valid License of Waste Carrier Vehicles
6. Valid Vehicle Registration Certificate and Roadworthiness Certificate of Waste Carrier Vehicle
7. Valid Key Personnel’s Drivers License
8. Company CIPA Extract
9. DTC Botswana Internal Security Vetting Outcome

**STAGE 2: SAFETY HEALTH AND ENVIRONMENT (SHE) ASSESSMENT CRITERIA**

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

1. Submission of a comprehensive Risk Management Plan specific to the scope of work.
2. Credentials of key personnel handling waste (training and experience)

**STAGE 3: TECHNICAL EVALUATION**

SHE compliant bids shall be technically evaluated. The evaluation criteria are as follows:

|  |  |
| --- | --- |
| 1. Experience of the company in the provision of transport 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 | 10% |
| c) Methodology and Approach (Proposed methodology, approach to ensure quality delivery of the requirements of this tender | 20% |
| d) Manpower/Capacity – (List of tools and equipment relevant to the tender) | 20% |
| e) Compliance to Safety for vehicle and operators requirements | 10% |
| f ) Business Continuity plans | 10% |
| e) 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% |

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

**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:

o The Financial Proposals will be checked for the following:

o The tenderer must provide all prices and costs in **BWP.**

Arithmetic Check:

Qualifications made to the Tenderer’s Financial Bid:

o 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:

Financial = 20% x (Lowest Financial Bid)

(Financial Bid of Tenderer)

Weighting for Technical and Financial Proposals:

* The overall weight for financial score is 20%. The overall assessment shall be weighted as follows:

-Technical Proposals = 70%

-Financial Proposals = 20%

-SHE Proposals = 10%

Final Weighted Score:

o 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 (FFinancial) in the following formula:

Total weighted score = TTechnical + SHE score + Financial

* Amount should include VAT if the tenderer is VAT registered

1. 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 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

1. Hazard identification and Risk Assessment (HIRA)

* Individuals and groups shall conduct risk assessments in their areas of work and manage the identified risks.

1. SHE Training

* Where required, individuals shall attend identified SHE training as per the training matrix and schedule.

1. Personal Protective Clothing (PPE)

* Where required, every member shall wear protective clothing and keep same in the condition as stipulated in the PPE policy

1. OHSAS Requirements

* All members shall comply with the DTC Botswana requirements regarding ISO 14001:2015 and 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

1. 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

1. DTC Botswana SHE Policy

* The DTC Botswana SHE policy shall be the overriding SHE Policy on site

# 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.

1. **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.

1. **DTCB Diamond Risk Management Policies as listed below**
   1. Access Control

The policy details the requirements for entry and exit of employees, visitors and contractors within the security area.

* 1. 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.

* 1. 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.

1. DTCB Diamond Risk Management Procedures as listed below
   1. Access Control
   2. Goods Movement
   3. Product Protection
   4. Diamond Audit

# ANNEXURE F: 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 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 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 Company Representative: ………………………………...

Title: ………………………………….

Tel No………………………………..

Email Address………………………

Date: ………………………………..