



TENDER DOCUMENT

RFP NO. DTCB 006-2024

**PROVISION OF PHARMACY SERVICES AT DIAMOND TRADING
COMPANY BOTSWANA**

TENDER SUBMISSION DATE: 12TH MARCH 2024

CLOSING TIME: 1200HOURS

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. Background

Diamond Trading Company Botswana (DTCB) is seeking to engage a company that will run a BOMRA licensed pharmacy service and provide a suitably qualified pharmacist. This is to be conducted at its main site located at Plot 63016, Block 8, Gaborone, Botswana.

The pharmacist will become part of the DTCB Clinic Team and will be reporting to the Health and Wellness Manager.

3. Scope of work

The scope of work is as follows:

- a) Provide a pharmacy service that is under the continuous supervision of a pharmacist over a 24-month period.
- b) Provide acute care medication billed through medical aids.
- c) Service approximately 700 employees and business partners.
- d) The pharmacist must be suitably qualified and registered with the Botswana Health Professions Council with a valid Blue Card.
- e) Be certified fit for practice after undergoing medical examinations.

The pharmacist should:

- f) Attain DTCB Clinic Pharmacy BoMRA licensing.
- g) Advise on a layout that is in line with best practice pharmaceutical standards.
- h) Provide standards, policies, and procedures relevant to managing a pharmacy.
- i) Adhere to best practice documentation systems and maintain records as per BoMRA requirements.
- j) Apply an inventory management system.
- k) Practice good pharmaceutical storage housekeeping.
- l) Regularly adhere to safety, health, and environment principles.
- m) Prepare for relevant audits.
- n) Maintain confidentiality.

Submission of Proposal

Proposals should be emailed to tenders@dtcb.co.bw on or before closing date on the **12TH March 2024 at 1200hours.**

Facsimile or telephonic submissions will not be accepted. Late and incomplete submissions will not be accepted.

4. Enquiries

Any request for clarification should be emailed to tenders@dtcb.co.bw before the 6th March 2024@12 noon.

5. Tender Validity Period

Tenders shall be valid for 90 calendar days from the tender closing date.

6. Authority of tender

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

7. Errors in the tender document

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

8. Customs duty and taxes

Tenderers are advised to familiarise themselves with any laws and regulations governing the payment of Customs Duty and any other taxes on goods and services supplied in Botswana

9. Expenses of tender

DTCB will not be responsible for, or pay for, expenses or losses which may be incurred by any Tenderer in the preparation of the Tender or in visiting DTCB's premises in connection therewith.

10. Tenderer Presentations

Shortlisted Tenderers may be invited to present their proposal to the tender evaluation team. Dates will be confirmed with tenderers during evaluation. The purposes of this exercise will be to enable DTCB to:

- a) Gain a thorough understanding of the services on offer
- b) Explore with the tenderer the potential of their proposal and approach as a means of enabling DTCB to achieve its objective.

11. Cost of Bidding

DTCB shall not be liable for any expense incurred in preparation and submission of a bid.

12. Form of Tender

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

13. Tender submission and award

- I. DTCB reserves the right to amend or cancel this request for quotation.
- II. DTCB is not bound to appoint the lowest or any other bidder.
- III. The decision on the award solely remains with DTCB.
- IV. The proposals shall be written in English.

14. Compliance Requirements

Successful bidder will 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 C**.
- iii. Security Requirements as detailed in **Annexure D**.

15. Clarification of Proposals

To assist in the examination, evaluation and comparison of bids, DTCB may at its discretion, ask the bidder for clarification of its proposal. The request for clarification and the response shall be in writing and no change in the prices or substance of the proposal shall be sought, offered or permitted. Any effort by the bidder to influence DTCB in its evaluation, comparison or award decision will result in the rejection of the bidder's proposal.

16. Proposed Price and Payments

- i. Bidders are required to provide a detailed price breakdown in accordance with the scope of work.
- ii. Price charged by the supplier for the service shall not vary from the price quoted by the supplier in his bid.
- iii. 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.
- iv. 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.
- v. Quoted price shall be in the currency of the country where the bidder is domiciled e.g BWP for Botswana based company.

17. 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.

18. Confidentiality

All documentation and any other information produced will be the intellectual property of DTCTB exclusively and should be treated as confidential. No information obtained by the Service Provider shall be given or applied to a third party without written consent from DTCTB.

ANNEXURE A: TENDER EVALUATION CRITERIA

The tender evaluation shall be carried out in four stages:

- **Stage 1:** Compliance
- **Stage 2:** Technical Evaluation
- **Stage 3:** Financial Evaluation
- **Stage 4:** DTCT Botswana Security Vetting

STAGE 1: COMPLIANCE STAGE

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

- a) Certified Copy of a Certificate Of Incorporation
- b) Directors' Details or Company Extract for Botswana registered companies
- c) Certified Copy of a Valid Tax Clearance Certificate
- d) Certified Copy Of Share Certificate(s)

STAGE 2: TECHNICAL EVALUATION

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) -Consultancy firm's experience in the industry (Pharmacy Services) – **20%**
- b) Abridged curriculum vitae of proposed key personnel detailing their experience and academic qualifications - **35%**
- 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. **(15%)**

- d) Methodology and Approach (Proposed methodology, approach to ensure quality delivery of the requirements of this tender, project plan -**30%**
- Submission of comprehensive methodology in line with the scope of work

The total technical score above is 100%

Bidders who meet a minimum of 70% will proceed to financial evaluation stage.

STAGE 3: FINANCIAL EVALUATION

This stage shall account for **30%** 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:

$$FFinancial = \frac{30\% \times (\text{Lowest Financial Bid})}{(\text{Financial Bid of Tenderer})}$$

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 = 30%

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 (FFinancial) in the following formula:

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

STAGE 4: 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 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. 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
6. DTC Botswana SHE Policy
 - ❖ The DTC Botswana SHE policy shall be the overriding SHE Policy on site

ANNEXURE C: BUSINESS INTERGRITY 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.


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 authorise and give consent to DTCB in obtaining information regarding me and my company

Name.....Surname.....
 ..

Date:.....Signature.....
 ..

ANNEXURE F – 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 supply the goods in accordance with the tender documents for the sum of(amount in figures) Vat exclusive. Amount in words.....Vat exclusive.

If our tender is accepted, we will deliver 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 Company:

Name of Representative: Signature:.....

Title:

Tel No.....

Email Address.....

Date: