



REQUEST FOR PROPOSAL

TENDER NO: DTCB 025-2023

**PROVISION OF CONSULTANCY SERVICES TO DEVELOP THE
CITIZEN ECONOMIC EMPOWERMENT FRAMEWORK FOR
DIAMOND TRADING COMPANY BOTSWANA**

TENDER CLOSING DATE: 14TH JUNE 2023

CLOSING 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. Background

DTC Botswana has launched a new company strategy for the next five years (2022 to 2026). One of Strategic pillars is Sustainability by enhancing eco-friendliness of our operations and safety at the workplace as well as supporting local communities. This is to create shared value with the aim of elevating sustainability and communities. To deliver on this strategic pillar DTCTB wants to develop a Citizen Economic Empowerment (CEE) framework which will facilitate empowerment of citizens.

The CEE framework must align to the Economic Inclusion Act, 2021 and any other relevant legislature.

3. Invitation to Tender

The purpose of this request for proposal is to invite suitable, qualified, and experienced consultants to develop a CEE framework for DTC Botswana to achieve its sustainability objectives. The consultant should have a good understanding and knowledge of the Botswana laws that aim at promoting CEE.

4. Scope

To develop Citizen Economic Empowerment (CEE) framework which aims to:

- I. Empower citizens owned entities
- II. Promote women, youth and people with disabilities
- III. Promote responsible procurement

4.1 Deliverables

The final deliverable will be a CEE framework with a structured implementation roadmap and a procurement policy that will support the implementation of the CEE.

5 Submission of Proposal

Proposals should be emailed to tenders@dtcb.co.bw on or before the tender closing date. Subject of the email should read “**RFP No. DTCB 025-2023 PROVISION OF CONSULTANCY SERVICES TO DEVELOP THE CITIZEN ECONOMIC EMPOWERMENT FRAMEWORK FOR DIAMOND TRADING COMPANY BOTSWANA**”

Facsimile, telephonic submissions, late and incomplete submissions will not be accepted.

6 Enquiries prior to tender closing date

Prospective tenderers 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 **09th June 2023 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.

7 Tender Validity Period

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

8 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.
- 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
- V. The proposals should be in English.

9 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.

10 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**.

11 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.

12 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.

13 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.

14 Authority of tender

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

15 Errors in the tender document

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

16 Tender Price

- I. Tenderers are required to submit a detailed price breakdown in accordance with scope of work. The total price should match the one in the form of tender.
- II. Tax should be clearly indicated where applicable.
- III. 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.
- IV. Price charged by the service provider to undertake the scope of work shall not vary from the price quoted in the tender document.
- V. 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 nominated 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 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.

18 Form of Tender

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

19 Work Permits

Successful bidder will be required to arrange work permits for their non-citizen personnel for the duration of the project.

20 Medical Emergency and Care

In the event of an injury to the service provider's employees or subcontractors while performing work at DTC Botswana, DTCT Botswana shall within a reasonable time evacuate the injured person to the nearest private hospital for temporary medical care. The service provider shall make its own arrangements should extended medical care be required. The cost for emergency evacuation and temporary medical care shall be borne by the service provider.

21 Security Vetting

Bidders who have satisfied all the tender evaluation stages shall be subjected to the DTC Botswana internal security vetting process before award decision is made. Bidders are required to **complete the security vetting form in Annexure C, attach copies of Directors' IDs, copy of CIPA certificate of incorporation including extract and submit with the proposal.**

22 Tender Evaluation

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

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- TENDER EVALUATION CRITERIA

The tender shall be evaluated in four (4) stages:

Stage 1: Compliance

Stage 2: Technical Evaluation

Stage 3: Financial Evaluation

Stage 4: Security Vetting

STAGE 1: COMPLIANCE

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

- a) Submission of a Copy of a Certificate of Incorporation (CIPA Certificate of Incorporation for Botswana registered companies)
- b) Submission of a Copy of Company Directors' and Shareholders Details (CIPA extract for Botswana registered companies)
- c) Submission of a Copy of a Valid Tax Clearance Certificate

STAGE 2: TECHNICAL EVALUATION

The following shall be evaluated at this stage:

- a) Experience of the bidder in delivery of similar consultancy services.
- b) Experience of key personnel and their academic qualifications.
- c) Client references (letters from clients) where similar services have been rendered.
- d) Proposed methodology inclusive of deliverables and assigned resources.
- e) Project plan with clear deliverables and timelines.

STAGE 3: FINANCIAL EVALUATION

Technically compliant bids shall be subject to financial evaluation. 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. Competitiveness of the quoted price.

STAGE 4: SECURITY VETTING

Bidders who have satisfied all the three (3) tender evaluation stages shall be subjected to security vetting before award decision is made.

The tender shall be awarded to the most compliant bidder 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 DTCCB adhere to the following DTCC Botswana SHE requirements:

1. SHE induction

Members shall attend SHE induction prior to commencing work provided by the DTCC 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. SHE Requirements

- ❖ All members shall comply with the DTCC 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. DTCC Botswana SHE Policy

- ❖ The DTCC 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 part of the proposal 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 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

5. DTCB-adopted International Standards & Principles that promote upholding and respect of Human Rights as listed below

5.1 ISO 18788:2015 (Management system for private security operations)

5.2 Voluntary Principles on Security and Human Rights (VPSHR)

ANNEXURE E: 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 will commence the project within..... days 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: