

TENDER DOCUMENT

TENDER NO: DTCB 032 – 2024

**TENDER FOR THE PROVISION OF INTERIOR DESIGN SERVICES-DESIGN
& BUILD (MAIN RECEPTION) TO DIAMOND TRADING COMPANY
BOTSWANA**

TENDER CLOSING DATE: 19TH JULY 2024

CLOSING TIME: 12 NOON

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.

2. Invitation to Tender

Suitably qualified **100% citizen owned** companies are invited to tender for the provision of interior design services (design & build) to Diamond Trading Company Botswana.

There shall be a compulsory site visit of those interested in the tender on the **5th July 2024 at DTC Botswana Office, Plot 63016, Block 8, Gaborone**. Attendees are requested to furnish us with details of company attendees (full names and surnames, gender, identity document (Omang) or passport numbers for foreign nationals), description, model and serial number of any equipment they would be carrying except cell phones no later than **4th July 2024 before 12 noon. Details should be emailed to tenders@dtcb.co.bw**

3. Scope of Work

Scope of work includes the designs(drawings) and provision of interior design services of the DTC Botswana main reception.

4. Submission of Proposal

Submissions are to be emailed to tenders@dtcb.co.bw before the closing date 19th July 2024@12 noon.

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

5. 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 **12th July 2024 at 12 noon**. 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.

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. 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 shall be written in English.

8. 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 and run in accordance with the Botswana laws. Tenderers are responsible to familiarize themselves with the laws of Botswana

Successful tenderer will be expected to comply with the following:

- i. DTCCB Safety, Health and Environment requirements as detailed in Annexure C.
- ii. Business Integrity principles as detailed in Annexure D.
- iii. Security Requirements as detailed in Annexure E

9. 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 DTCCB 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.

10. 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 vetting form attached and submit it with the tender documents.

11. Medical Examinations

Successful bidder may 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 services at DTC Botswana. The cost of medical examinations should therefore be included in the financial proposal.

12. Amendment of Documents

- I. At any time prior to the deadline for submission of tenders, DTCCB, 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, DTCCB, 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, DTCCB 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 DTCCB 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, failing which the proposal will be deemed non-complaint

15. Errors in the tender document

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

16. Instructions to Tenderers

- I. Tenderers are requested to provide details of at least three (3) reference sites where they have previously provided the same services and the contact details of a person who can be contacted to get more information on the tenderer's performance on the engagement.
- II. DTCCB is not bound to accepting the lowest tender and has the right to accept and reject any tender offers, award tender to a single supplier or split award between suppliers.

17. Tender Price

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.

18. Workplan

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

19. Form of Tender

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

20. Tender Evaluation

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

21. Returnable Documents required for tender evaluation purposes

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

- a. **Annexure G**: Tenderer's Information

- b. **Annexure H:** Qualifications and Experience of Key Personnel
- c. **Annexure I:** Customer references
- d. **Annexure J:** Work Breakdown Structure
- e. **Annexure K:** Subcontractors' Information
- f. **Annexure L:** Total Cost of Estimation

Returnable documents are attached in excel file. **Failure to submit the returnable documents will lead to disqualification.**

22. 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

EVALUATION CRITERIA

Bidders are advised that the following will be taken into account during tender evaluation. The evaluation shall be carried out in three stages:

- **Stage 1:** Compliance
- **Stage 2:** Technical Evaluation
- **Stage 3:** SHE Compliance
- **Stage 4:** Financial Evaluation

STAGE 1: COMPLIANCE STAGE

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

- a) Submission of a Copy of a Certificate of Incorporation
- b) Submission of a Copy of a Valid Tax Clearance Certificate or Exemption thereof,
- c) Submission of a Copy of Share Certificate(s)
- d) Submission of form with details of company directors

STAGE 2: TECHNICAL EVALUATION

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

This stage shall account for **70%** of the total score.

The following shall be considered at this stage:

1. Experience of the tenderer in the design, build services (Company Experience) **(15%)**
 - 1.1 Demonstrable experience of the company for at least 5 years
 - 1.2 Number of projects completed and cost
2. Capacity to provide service -Manpower, machinery, and number of staff **(20%)**
 - 2.1 Machinery & Equipment
 - 2.2 Manpower/staff-Credentials and abridged Curriculum vitae of the key personnel and project team to be deployed
3. Written references from clients (at least 3 references) **(15%)**
 - 3.1 Validation of client references through site visit or contacting referees
4. Methodology and 3D drawings (Project Execution) **(35%)**
5. Detailed workplan (milestone chart with delivery times) **(15%)**

The total technical score above is 100%.

Bidders who get 70% and above will proceed to the next stage of evaluation.

STAGE 3: SAFETY HEALTH AND ENVIRONMENT ASSESSMENT (10%)

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 inclusive of a baseline risk assessment specific to the scope of work.

- c) Submission of SHE appointees' credentials including abridged curriculum vitae containing academic qualifications and relevant experience. Copy of certified academic certificate(s) should be submitted.

STAGE 4: FINANCIAL EVALUATION

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

Technically compliant bids shall be subject to financial evaluation. In the financial evaluation of the tender, the following will be considered:

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 Compliance = 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 (T_{Technical}), the Financial Evaluation (F_{Financial}) in the following formula:

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

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

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
- ❖ SHE procedures as amended and or reviewed from time to time shall be complied with

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 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 – 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 and deliver corporate staff uniform in accordance with the tender documents for the sum of BWP.....(amount in figures). In words.....Vat exclusive

If our tender is accepted, we undertake to commence the work within..... weeks from receipt of official purchase order and supply uniform in.....weeks.

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:

Signature.....

Title:

Tel No.....

Email Address.....

Date:

ANNEXURE G – 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.....