

TENDER DOCUMENT

TENDER NO: DTCB 004– 2023

**TENDER FOR THE SUPPLY AND DELIVERY OF PPE AT
DIAMOND TRADING COMPANY BOTSWANA**

TENDER CLOSING 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. Invitation to Tender

Suitably qualified **100% citizen owned** companies are invited to tender for the supply and delivery of personal protective equipment for a period of two years to Diamond Trading Company Botswana, Block 8, Plot 63016, Gaborone.

The tender will be awarded in parts and according to Service Providers strength and specialty.

Samples of PPE – only shortlisted suppliers may be required to submit samples on request.

3. Scope of Work

The scope of work shall cover the following:

I. Supply & Delivery of PPE at Diamond Trading Company Botswana. (As per the attached scope of work-**ANNEXURE G**). Bidders should quote for 1 per item.

4. Submission of Proposal

Tender document should be emailed to **tenders@dtcb.co.bw** before closing date on the **12th March 2024, at 1200hours**. Proposals should be clearly labelled **SUPPLY & DELIVERY OF PPE AT DIAMOND TRADING COMPANY BOTSWANA -TENDER NO:004-2024**

5. Enquiries

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. 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 4 months (120 calendar days) from the tender closing date.

7. 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 shall be written in English.

8. 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 consultant should indicate any requirements that are necessary to enter into a contract
- III. 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. DTCB 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 DTCTB 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. Amendment of Documents

- I. At any time prior to the deadline for submission of tenders, DTCTB, 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 consider the amendments in preparing their tender, DTCTB, 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, DTCTB 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 DTCTB 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. Requirements

- I. Tenderers are required to provide details of 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
- II. No variation, alteration or addition to the scope of work shall be made unless the written instruction of DTCTB has been obtained. DTCTB may increase the scope of the work and the contractor shall carry out the work at the quoted rate.
- III. DTCTB 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.

17. Tender Price

- I. 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.
- II. Tenderers are required to provide a detailed price breakdown.

18. Form of Tender

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

19. Tender Evaluation

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

20. 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 as a result of the consultancy shall be given or applied to a third party without written consent from DTCTB.

21. Security Vetting

Respondents to the tender shall be subjected to the DTCT Botswana internal security vetting process. Prospective bidders are required to complete the security form in **Annexure E** and submit it with the tender documents. Also attach a copy of identity/passport for the company directors

ANNEXURE A- TENDER EVALUATION CRITERIA

EVALUATION CRITERIA

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

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

STAGE 1: COMPLIANCE STAGE

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

- a) Submission of a Certified Copy of a Certificate of Incorporation
- b) Submission of a Copy of a Valid Tax Clearance Certificate or Exemption thereof,
- c) Submission of a Certified Copy of Share Certificate(s)
- d) Security Vetting Form

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 supply and delivery of PPE (Company Experience) **(20%)**
 - 1.1 Demonstrable experience of the company for at least 5 years
2. Capacity to supply - **(30%)**
 - 2.1 Number of projects completed and cost (similar or related)
 - 2.2 CV of the key personnel and experience
 - 2.3 Manpower and number of staff
3. Written references from clients (at least 3 references) **(20%)**
 - 3.1 Validation of client references
4. Methodology (Conformance to scope of work/specification and delivery plan **(30%)**)

The total technical score above is 100%.

STAGE 3: FINANCIAL EVALUATION

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

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

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%
 - 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 (T_{Technical}), the Financial Evaluation (F_{Financial}) in the following formula:

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

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. SHE File
The contractor must open a SHE file aligned to the DTCB SHE file system once tender is awarded and get it approved by S&SD.
5. Copy of Insurance cover
 - ❖ Workers compensation
6. Personal Protective Clothing (PPE)
 - ❖ Where required, every member shall wear protective clothing and keep same in the condition as stipulated in the PPE policy
7. OHSAS Requirements
 - ❖ All members shall comply with the DTC Botswana requirements regarding OHSAS 18001. 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
8. 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
9. DTC Botswana SHE Policy
 - ❖ The DTC Botswana SHE policy shall be the overriding SHE Policy on site
10. Emergency Preparedness and Response
 - ❖ Provision of first aid kit for truck.
 - ❖ Provision of basic truck breakdown equipment like jack, wheel spanner
 - ❖ Spillage containment kit on the vehicle or alternative, which must be approved by DTCB.

ANNEXURE C

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.
6. Waste management act, atmospheric pollution act, labour act, Mines Quarries act, Public health act, employment act.

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



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 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 undertake work 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

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: