

**TENDER DOCUMENT**

**TENDER NO: DTCB 046 – 2023**

**TENDER FOR THE MANUFACTURE, SUPPLY AND DELIVERY OF STAFF  
CORPORATE UNIFORM TO DIAMOND TRADING COMPANY BOTSWANA**

**TENDER CLOSING DATE: 12<sup>TH</sup> SEPTEMBER 2023**

**CLOSING TIME: 1600HOURS**

## 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 manufacture, supply and delivery of corporate uniform for 320 employees: 156 females and 164 males of Diamond Trading Company Botswana.

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

### Categories include;

- Formal Wear (Men and Women)
- Semi Casual (Men and Women)
- Winter wear (Men and Women)
- Accessories

There shall be a compulsory pre-bidding meeting of those interested in the tender on the **25<sup>th</sup> August 2023 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 (Oman) or passport numbers for foreign nationals), description, model and serial number of any equipment they would be carrying except cell phones no later than **23<sup>rd</sup> August before 12 noon. Details should be emailed to [tenders@dtcb.co.bw](mailto:tenders@dtcb.co.bw)**

## 3. Scope of Work

Scope of work includes manufacture, supply and delivery of staff corporate uniform for both males and females in accordance with the specifications in **Annexure B**.

## 4. Submission of Proposal

Submissions are to be emailed to [tenders@dtcb.co.bw](mailto:tenders@dtcb.co.bw) before the closing date **12<sup>th</sup> September 2023 @ 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](mailto:tenders@dtcb.co.bw). DTCB will respond in writing to any request for clarification of the tender document which it receives no later than **31<sup>st</sup> August 2023 at 1200hours**. 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. 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 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. 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 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 DTCT Botswana. The cost of medical examinations should therefore be included in the financial proposal.

## **12. Work Permits**

Contractors are required to arrange work permits for their non-citizen personnel to be allowed access into the DTCTB building to provide the service. This cost should be included in the financial proposal.

## **13. 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 take the amendments into account in preparing their tender, DTCTB, at its own discretion, may extend the deadline for the submission of tenders.

#### **14. 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.

#### **15. 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

#### **16. Errors in the tender document**

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

#### **17. Instructions to Tenderers**

- I. Tenderers are requested to provide details of at least three (3) reference sites where they have previously manufactured, supplied and delivered corporate uniform and the contact details of a person who can be contacted to get more information on the tenderer's performance on the engagement.
- II. The successful bidder shall take measurements of all **320** employees and manufacture, supply and deliver corporate uniform according to the sizes.
- III. Staff Corporate uniform shall conform with the colour palette that will be provided by DTCB
- IV. Prospective bidders should propose a detailed workplan which covers amongst others taking sizes, tailoring and fitting.
- V. Proposed fabric must be crease free, durable, hand-wash and dry cleanable.
- VI. No variation, alteration or addition to the specifications shall be made unless the written instruction of DTCB has been obtained.
- VII. 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 supplier or split award between suppliers

## 18. 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.

## 19. 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.

## 20. Form of Tender

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

## 21. Tender Evaluation

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

## 22. 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**

## 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**

### **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:** 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
- e) 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 manufacture, supply and delivery of corporate wear (Company Experience) **(20%)**
  - 1.1 Demonstrable experience of the company for at least 5 years
  - 1.2 Number of projects completed and cost

2. Capacity to supply -Manpower, machinery and number of staff **(30%)**
  - 2.1 Machinery & Equipment
  - 2.2 Manpower/staff-Credentials and abridged Curriculum vitae of project team
  - 2.3 Warehouse/workshop
3. Written references from clients (at least 3 references) **(15%)**
  - 3.1 Validation of client references through site visit
4. Methodology (Project Execution) **(20%)**
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: 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:



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

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 ( $T_{\text{Technical}}$ ), the Financial Evaluation ( $F_{\text{Financial}}$ ) in the following formula:

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

## **ANNEXURE B – STAFF CORPORATE UNIFORM SPECIFICATIONS**

**See attached-detailed specifications**

## 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: .....