



TENDER DOCUMENT

TENDER NO: DTCB 017– 2025

**SUPPLY AND INSTALLATION OF ROLLER SHUTTER DOORS
AND BOOM GATES**

TENDER CLOSING DATE :22ND APRIL 2025

CLOSING TIME : 1400HOURS

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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. Invitation to Tender

Locally registered contractors are invited to tender for the Supply and installation of roller shutter doors and boom gates.

Compulsory Site Visit

Prospective bidders are required to attend a compulsory site visit on the **11th April 2025 at 1100hours at Diamond Trading Company Botswana Premises**. Those who will be attending site visit should provide name of the company, attendees' full names, gender and ID (Omang) numbers or passport numbers (non-citizens) no later than **10th April 2025 before 12 noon**. Details should be emailed to oramopedi@dtcb.co.bw. Bidders are advised to arrive by 1000hours to allow for completion of mandatory safety, health and security inductions.

3. Scope of Work

See attached- Annexure A

4. Submission of Proposal

Kindly note that DTCB has introduced the DTCB Vendor Portal, a new platform that will provide an enhanced and more effective experience for our vendors. As a result, bid submissions will no longer be accepted through the email. The method of submission for the above captioned tender shall be through the DTCB Vendor Portal. Bidders are therefore required to register and create accounts as DTCB vendors on the portal by the **16th April 2025**, to facilitate successful bid submission. Bidders are encouraged to register before the submission deadline to allow the technical team to offer any assistance that may be required. Kindly do take the time to register on the link below;

<https://procurement.dtcbotswana.com/>

Proposals must be sent through the portal on or before the tender closing: **The deadline for submission of this tender is 22nd April 2025 at 1400 hours**

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 **18th April 2025 at 1500hours.**

5. Tender Validity Period

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

6. 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.

7. 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

8. 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.

9. 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.

10. 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.

11. Authority of tender

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

12. Errors in the tender document

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

13. Instructions to Tenderers

- I. Bidders are responsible for verifying existing conditions, measurements, tools, scaffold services and any other materials necessary to perform this scope of work.
- II. Bidders shall provide a site safety plan/documentated safety program that meets ISO 14001:2015 and ISO 45001:2018 standards and includes means of providing a safe work environment for their employees, a competent safety officer should also be provided by the contractor to oversee this.
- III. The contractor to provide onsite supervision of the contract work including Safety Health and Environment requirements.
- IV. Bidders should submit abridged curriculum vitae of their technical personnel and supervisors. This should include relevant academic qualifications and experience.

- V. Bidders are requested to submit details of at three (3) 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
- VI. All works should be carried out in a safe manner and relevant safety precautions incorporated in all activities. The tenderer will be responsible for the safety of its employees or subcontractors or any member of the public. Proof of insurance cover for the employees (workmen's compensation) should be submitted.
- VII. The tenderer shall provide all tools and equipment necessary for the purpose of carrying out the specified work in an organized and expeditious manner.
- VIII. DTCB (client) may from time to time during the course of the contract inspect any completed or part-completed work of the contractor and if its not satisfied with the work, the contract shall rectify accordingly
- IX. The tenderer shall remove all the debris caused by their work from time to time as it accumulates and shall leave the site clean on completion of the work.
- X. Warranty period shall be stated during which time the contractor bears the full responsibility of the execution of maintenance of the works and any repair or corrections which might become necessary due to the failure and incorrect performance of the contractor
- XI. No variation, alteration or addition to the scope of work shall be made unless the written instruction of DTCB has been obtained. DTCB may increase the scope of the work and the contractor shall carryout the work at the quoted rate.

14. **Tender Price**

- I. The contract price/rates 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. Rates charged by the contractor to undertake the scope of work shall not vary from the price quoted in the tender document.
- 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.
- 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.

15. Form of Tender

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

16. Work Permits

Contractors are required to arrange work permits for their non-citizen personnel.

17. Security Vetting

Respondents to the tender shall be subjected to the DTC Botswana internal security vetting process.

18. Tender Evaluation

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

19. 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

SCOPE OF WORK

1. WORK SPECIFICATION

1. Removal of existing boom gates and roller shutter doors
2. Install new boom gate and roller shutter doors with updated technology.
3. Ensure the newly installed systems are fully operational and integrated with existing security systems.
4. Complete to good finish all civil and paint works required for installation
5. Provide for critical spares
6. Electrical and control system connections
7. Testing and commissioning of the new boom gate.
8. Training for relevant personnel on the operation and maintenance of the new boom gate.

1.1 REQUIREMENTS

1.1.1 Boom Gates

Security Entrance Gate two

Supply and install automatic tyre spike vehicle barrier for both entry and exit gates with the following configuration (**Quantity 2**):

- 4.8m length for exit lane
- 3.1m length for entry lane
- Surface mount spike rack
- 220v AC power rating
- Modern LED Stop & Go Indication

Security Entrance Gate Six

Supply and install automatic tyre spike vehicle barrier for both entry and exit gates with the following configuration (**Quantity 2**):

- 3.1m length for entry and exit lanes
- Surface mount spike rack
- 220v AC power rating
- Modern LED Stop & Go Indication

Basement Management Parking

Supply and Install vehicle barrier for both entry and exit gates with the following configuration (**Quantity 2**):

- 3.5m 90-degree articulated barrier arm for both entry and exit lanes
- Modern LED Stop & Go Indication
- 220v AC power rating

Spares

Supply critical spares required

- Booms
- Motors

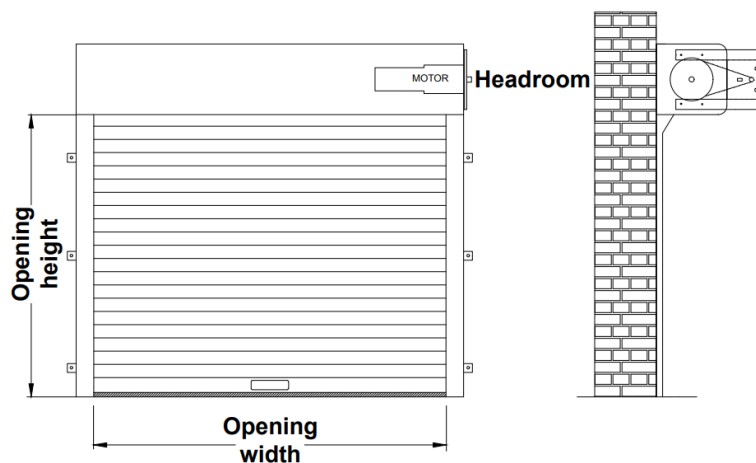
- LED Indication

1.1.2 Roller Shutter Doors

Basement Management Parking

Supply and Install Aluminium style roller shutter door for both entry and exit gates with the following configuration (Quantity 2):

- High duty cycle springs
- Quantity one left and quantity one right motor drive with emergency chain drive
- 50mm aluminum slat with end locks
- T bar weather strip
- Gloss Ivory color suitable for outdoor weather conditions (STC)
- 230v motor
- 3800mm open height x 3030mm open width for entry lane***
- 3960mm open height x 3030mm open width for exit lane***
- Wiring of motor to existing trigger system
- Repaint adjacent interior walls with white PVA paint seven square meters



Spares

- 1 x spare replacement motor
- 1 x drum of recommended greases

1.1.3 Deliverables

- Fully operational new boom gates and roller shutter doors.
- Documentation on the installation and operation of the new boom gate.
- Training materials for relevant personnel.

2. Technical Specifications

Tools

The contractor shall be responsible for supplying all tools including but not limited to inspected access ladders, inspected harnesses, welding equipment, respiratory, masking,

welding curtains, PPE, compressor, scrappers, sandblasters, and labor required to successfully complete the tasks listed above.

Paints

The contractor shall quantify and supply all paints and primers required to maintain good finish with a minimum guarantee of one year. The minimum number of coats applied shall be two of good grade quality paint.

Additional Requirements

- Mandatory site visit to verify measurements and requirements of works
- Appreciation of safety requirements

N.B Drawings and specifications are provided as a guide, and contractors are required to ensure industry standards and safety requirements adhered to when executing the above works

Supply Summary

Location	Product	Quantity
Security Entrance Two Entry Lane	Boom gate and tyre spike 3100mm	1
Security Entrance Two Exit Lane	Boom gate and tyre spike 4800mm	1
Security Entrance six Entry and Exit	Boom gate and tyre spike 3100mm	2
Basement Parking Entry and Exit	Boom Gate articulated arm 3500mm	2
Basement Parking Entry Lane	Roller Shutter (L) 3800mm x 3030mm*	1
Basement Parking Exit Lane	Roller Shutter (R) 3960mm x 3030mm*	1
Spares	Boom motor 220v	2
	Logic Control	2
	LED Stop and Go Indication	2
	Barrier arm (6m)	1
	Roller Shutter motor 220v	1
	Recommended Grease (1 drum)	1

ANNEXURE B- TENDER EVALUATION CRITERIA

Bidders are advised that the tender shall be evaluated in five stages:

Stage 1: Compliance Test

Stage 2: Technical Evaluation

Stage 3: Safety Health and Environment

Stage 4: Financial Evaluation

Stage 5: Security Vetting

STAGE 1: COMPLIANCE TEST

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

- a) Submission of a Copy of CIPA Certificate of Incorporation and Company Extract
- b) Submission of a Copy of a valid Tax Clearance Certificate or Exemption thereof (validation will be done on the BURS portal for Botswana registered companies)
- c) Submission of a Copy of Share Certificate(s)
- d) Signed Form of Tender
- e) Authority to sign Tender Documents

STAGE 2: TECHNICAL EVALUATION

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

Shall be considered at this stage

Technical evaluation shall account for 70% of the marks.

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) -Bidders experience in the boom gates and roller shutter doors – **(20%)**

- b) Key personnel for the assignment and supervisors –Abridged curriculum vitae of proposed key personnel and supervisors detailing their experience and academic qualification – **(30%)**
- 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. **(10%)**
- d) Methodology and Approach (Proposed methodology, approach to ensure quality delivery of the requirements of this tender - **(30%)**
Submission of comprehensive methodology in line with the scope of work
- e) Manpower/Capacity – List of tools and equipment relevant to the tender **(10%)**

The total technical score above is **100%**. The bidder has to score **70%** and above to proceed to the next stage

STAGE 3: SAFETY HEALTH AND ENVIRONMENT ASSESSMENT CRITERIA

This stage shall account for **10%** of the total score.

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 **specific to the scope of work**
- c) Submission of SHE appointees' credentials; abridged curriculum vitae containing their academic and/or professional qualifications and relevant experience. Academic certificates should be submitted.

STAGE 4: FINANCIAL EVALUATION

Technically compliant bids shall be subject to financial evaluation. Bidders should be certain that price quoted is accurate before submitting their bids. Under no circumstances will DTCB accept any request for price adjustment on grounds that an error/mistake has been committed.

This stage shall account for **20%** 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:

$$FFinancial = \frac{20\% \times (\text{Lowest Financial Bid})}{(\text{Financial Bid of Tenderer})}$$

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 Evaluation = 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 (Technical), SHE Evaluations, the Financial Evaluation (FFinancial) in the following formula:

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

STAGE 5: 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 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
5. OHSAS Requirements
 - ❖ All members shall comply with the DTC 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. DTC Botswana SHE Policy
 - ❖ The DTC Botswana SHE policy shall be the overriding SHE Policy on site

ANNEXURE D - SECURITY VETTING FORM

Please complete the form below, attach copies of CIPA certificate of incorporation, company extract, copies of Directors' IDs and submit as a separate attachment 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 E : 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 F: 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 K: 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 services in accordance with the tender documents.

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: Signature.....

Title:

Tel No.....

Email Address..... .

Date: