



**TENDER DOCUMENT**

**TENDER NO: DTCB 010– 2025**

**PROVISION OF MAINTENANCE SUPPORT SERVICES FOR  
FIRE PROTECTION SYSTEMS**

**TENDER CLOSING DATE: 9<sup>TH</sup> 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. Introduction

The purpose of this invitation to tender is to outline the scope of works for inspection, testing and maintenance of fire protection systems at Diamond Trading Company Botswana (DTCB). The main objective of the proposed services is to maintain firefighting and protection systems in a good working condition, thereby ensuring business continuity and providing safety assurance to personnel.

## 3. Invitation to Tender

Eligible contractors are invited to tender for the provision of maintenance support services for fire protection systems at DTC Botswana sites for a period of 36 months.

## 4. Site Visit

Prospective bidders are required to attend a compulsory site visit on the **28<sup>th</sup> March 2025 at 1100 hours 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 12 noon on the **27<sup>th</sup> March 2025**. Details should be emailed to [oramopedi@dtcb.co.bw](mailto:oramopedi@dtcb.co.bw) bidders are advised to arrive by 1000hours to allow for completion of mandatory safety, health and security inductions.

## 5. Scope of Work

Scope of works covers inspection, testing and maintenance of fire protection systems at the following DTCB sites:

- I. DTCB main building, Plot 63016, Airport Road, Block 8, Gaborone.
- II. The Secure Transfer Facility at Sir Seretse Khama Airport.

- **Portable Fire Extinguishers**

Inspection, testing and maintenance of portable fire extinguishers Dry Chemical Powder and Carbon dioxide (CO2)

- **Gaseous Suppression Systems**

Fire detection and suppression systems, and associated equipment, shall be inspected, tested and maintained as detailed below.

Fire Dampers

Gaseous Fire Suppression Systems (Argonite, Pyroshield and Clean-Agent)

Kitchen Hood suppression systems

- **Water-Based Firefighting Systems**

The following water-based systems and equipment shall be inspected, tested and maintained as recommended in the attached:

Sprinkler Systems

Installation Control Valves (ICV) systems

Fire Hydrants and Hoses

Fire Water Tanks

Fire Booster Pumps – Electric and Diesel Driven

- **Management Of Critical Spares**

Identify and where required, supply the minimum critical spares required to be maintained for the duration of the contract

- **MAINTENANCE FREQUENCY**

Weekly Inspections (51 Weeks)

Monthly Inspection Maintenance (12 Months)

Quarterly Maintenance

Biannual Maintenance (6 Monthly)

Annual Maintenance

- **ADDITIONAL REQUIREMENTS**

The following will form part of the contract requirements:

- Inspection and maintenance reports / service reports

- Mandatory SHE File
- Provision for call out works / standby
- Personnel Protective Equipment replaced Bi - Annually

## 6. Submission of Proposal

Kindly note that DTCCB has introduced the DTCCB 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 DTCCB Vendor Portal. Bidders are therefore required to register and create accounts as DTCCB vendors on the portal by the **4<sup>th</sup> 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 9<sup>th</sup> April 2025 at 1400 hours**

## 7. Enquiries prior to tender closing date

Prospective tenderer requiring any clarification of the tender document may notify DTCCB in writing or by email to [tenders@dtcb.co.bw](mailto:tenders@dtcb.co.bw). DTCCB will respond in writing to any request for clarification of the tender document which it receives no later than **4<sup>th</sup> April 2025 at 1500hours**.

## 8. Tender Validity Period

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

## 9. 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 should be in English.

## 10. 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

## 11. 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**.

## 12. 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.

## 13. 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.

## 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.

**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. 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/documented 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. Bidders should submit abridged curriculum vitae of their technical personnel will be deployed at the DTC sites. This should include relevant academic qualifications and experience. Academic certificates should be submitted.
- IV. 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
- V. 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.
- VI. The tenderer shall provide all tools and equipment necessary for the purpose of carrying out the specified work in an organized and expeditious manner.
- VII. 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
- VIII. 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

- IX. 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.

## **18. 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. Price 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.

## **19. 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.

## **20. Warranty**

The supplier shall warrant that the equipment supplied is new, unused, of the most recent or current models. The supplier shall further warrant that all goods supplied shall have no defects arising from design, materials or workmanship. Warranty period and what it covers should be stated.

## **21. Form of Tender**

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

## **22. Medical Examinations**

Successful contractor will be required to submit valid (less than 1 year) medical examination certificates for all its key personnel and sub-contractors who would be deployed at Diamond Trading Company Botswana.

**23. Security Vetting**

Respondents to the tender shall be subjected to the DTC Botswana internal security vetting process. This is the DTCCB internal process and bidders are only 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 it as a separate attachment before the tender closing date.**

**24. Returnable Documents required for tender evaluation purposes**

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

- 24.1** Annexure F: Tenderer's Information
- 24.2** Annexure G: Qualifications and Experience of Key Personnel
- 24.3** Annexure H: Customer references
- 24.4** Annexure I: Sub Contractor Information

Excel softcopies of **Annexures F to I** is attached.

**25. Tender Evaluation**

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

**26. 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

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 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 fire services industry – **(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 DTCCB 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:

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

## **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 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. 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 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 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 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 J: 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 at a price of .....(amount in figures)  
.....(amount in words) Vat exclusive.

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: .....