



TENDER DOCUMENT

TENDER NO. DTCB 016-2025

SUPPLY & DELIVERY OF OFFICE FURNITURE

TENDER SUBMISSION DATE: 18TH APRIL 2025

CLOSING TIME: 1400HOURS

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

This invitation to tender is restricted to 100% citizen owned companies only.

3. Scope of Work

DTCB is seeking qualified sources to furnish all necessary labour, material, equipment to supply and deliver office furniture as described below;

3.1 DTCB Main Building Furniture

ITEM NO.	DESCRIPTION	QUANTITY
1	<p><u>ERGONOMIC CHAIRS - BLACK</u></p> <p>Height adjustable ergonomic chair with head rest, arm rest and lumbar support</p> <ul style="list-style-type: none"> - Black fabric colour with non-chrome foot base - Mesh on back foam on base 	85
2	<p><u>TABLES</u></p> <ul style="list-style-type: none"> - 1600mm x 800mm rectangular table with steel frames - 1600mm x 800mm L Shaped managerial table with steel frame <p>N.B:</p> <ul style="list-style-type: none"> - 25mm thick Folkstone grey top - Grey powder coated steel frame - Tops to have cable openings - L shaped table delivered with matching 3 tier lockable pedestal 	7 5
3	<p><u>HINGED DOOR FILING CABINET WITH FOUR SHELVES</u></p> <ul style="list-style-type: none"> - 1950MM X 985MM LOCKABLE, FOLKSTONE GREY IN COLOR - 1200MM X 1120MM LOCKABLE, FOLKSTONE GREY IN COLOR 	2 2

4	<u>FLOOR BASED SCREENS</u> - GREY FABRIC FLOOR-BASED SCREEN 1200MM X 1800MM	10
5	<u>PEDESTAL</u> - FREE STANDING, LOCKABLE 3 TIER PEDESTAL WITH CASTORS (COLOR FOLKSTONE GREY)	10

4. Submission of Proposal

Bids must be submitted through the DTCB Vendor Portal. Bidders are therefore required to register and create accounts as DTCB vendors on the portal in advance, to facilitate successful bid submission. DTCB Supply Chain Section will be available to assist with vendor registration particularly for this tender until the **11th April 2025**. This is to ensure that bidders register well in advance to avoid late submissions. This will allow the technical team to offer any technical assistance that may be required before the set deadline. Kindly do take the time to register on the link below; <https://procurement.dtcbotswana.com/>

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

5. Compulsory Site Visit

There shall be a compulsory site visit on **11th April ,2025 at 10am** at DTC Botswana Office, Plot 63016, Block 8, Gaborone. Bidders are required to submit details of company attendees in the format below;

Name	Surname	ID or Passport Number	Mobile number	Gender	Name of Company	Equipment carried (Include name and serial number if available)

The deadline for site visit registration shall be the 9th April 2025, 12:00 hours local. Registration for attending the site visit shall be submitted to the emails;

yphilip-monkge@dtcb.co.bw and bjarabane@dtcb.co.bw. **Prospective bidders are advised to arrive by 0900hours to allow for completion of mandatory safety, health and security inductions.**

6. Enquiries

Any request for clarification should be emailed to yphilip-monkge@dtcb.co.bw and bjarabane@dtcb.co.bw. The deadline for submitting requests for clarification shall be the **11th April 2025. The deadline for responses to requests for clarification shall be the 14th April 2025.** Bidders' requests for clarification and responses shall be shared with all bidders, without identifying the source of the request for clarification.

7. Tender Validity Period

Tenders shall be valid for 90 calendar days from the tender closing date.

8. Authority of tender

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

9. Errors in the tender document

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

10. Customs duty and taxes

Tenderers are advised to familiarise themselves with any laws and regulations governing the payment of Customs Duty and any other taxes on goods and services supplied in Botswana.

11. Expenses of tender

DTCB will not be responsible for, or pay for, expenses or losses which may be incurred by any Tenderer in the preparation of the Tender or in visiting DTCB's premises in connection therewith.

12. Tenderer Presentations

Shortlisted Tenderers may be invited to present their proposal to the tender evaluation team. Dates will be confirmed with tenderers during evaluation. The purposes of this exercise will be to enable DTCB to:

- a) Gain a thorough understanding of the services on offer
- b) Explore with the tenderer the potential of their proposal and approach as a means of enabling DTCCB to achieve its objective.

13. Cost of Bidding

DTCCB shall not be liable for any expense incurred in preparation and submission of a bid.

14. Form of Tender

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

15. Tender submission and award

- I. DTCCB reserves the right to amend or cancel this request for quotation.
- II. DTCCB is not bound to appoint the lowest or any other bidder.
- III. The decision on the award solely remains with DTCCB.
- IV. The proposals shall be written in English.

16. Compliance Requirements

Successful bidder will be expected to comply with the following:

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

17. Clarification of Proposals

To assist in the examination, evaluation and comparison of bids, DTCCB may at its discretion, ask the bidder for clarification of its proposal. The request for clarification and the response shall be in writing and no change in the prices or substance of the proposal shall be sought, offered or permitted. Any effort by the bidder to influence DTCCB in its evaluation, comparison or award decision will result in the rejection of the bidder's proposal.

18. Proposed Price and Payments

- i. Bidders are required to provide a detailed price breakdown in accordance with the scope of work.

- ii. Price charged by the supplier for the service shall not vary from the price quoted by the supplier in their bid.
- 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.
- iv. Quoted price shall be in BWP for Botswana Pula.

19. 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 form in **Annexure E** and submit it with the tender documents.

20. 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 shall be given or applied to a third party without written consent from DTCCB.

ANNEXURE A: TENDER EVALUATION CRITERIA

The tender evaluation shall be carried out in four stages:

- **Stage 1:** Compliance
- **Stage 2:** Technical Evaluation
- **Stage 3:** Financial Evaluation
- **Stage 4:** DTC Botswana Security Vetting

STAGE 1: COMPLIANCE STAGE

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

- a) Copy of a Certificate Of Incorporation
- b) List of Directors and Shareholders - submit CIPA extract
- c) Copy of a Valid Tax Clearance Certificate
- d) Proof of citizenship for all shareholders – submit certified copies of omang.
- e) Attendance of site visit meeting

STAGE 2: TECHNICAL EVALUATION – 70% WEIGHTING

The following shall be considered at this stage:

- a) Compliance to specification - 50%**
 - Bidders must demonstrate full compliance to the technical specifications
- b) Submission of at least 3 written client references - 30%**
 - Bidders to submit 3 reference letters from serviced clients for similar supply.
- c) Minimum experience of two years by the bidder in delivery of service. 10%**
 - Provide list of similar previous work done including names of clients
- d) Submission of Project Plan with Milestones and timelines/delivery times. 10%**

Assessment Matrix

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Bidders must demonstrate full compliance to the requirements to be considered for further evaluation.

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

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

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

- a) Submission of a comprehensive SHE Policy.
- b) Submission of a comprehensive Risk Management Plan specific to the scope of work.

STAGE 4: FINANCIAL EVALUATION – 20% WEIGHTING

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

- a. Arithmetic Check:
 - The tender will be checked for arithmetic errors. Tenderers will be notified in writing for any errors.
 - Where there is discrepancy between amounts in figures and in words, the amount in words will be considered;
 - Except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price quoted will be the price considered.
 - Amounts corrected as above will be binding on the tenderer. If the tenderer does not accept them, their tender will be rejected.
 - Amount should include VAT if the tenderer is VAT registered.
- b. Reasonableness of price

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

STAGE 4: 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.

Tender award will be made to the most compliant bid based on the outcome of the four evaluation stage.

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. 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 C: BUSINESS INTERGRITY 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 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 – 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
.....

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 the goods in accordance with the tender documents for the sum of(amount in figures) Vat exclusive. Amount in words.....Vat exclusive.

If our tender is accepted, we will deliver the project within..... weeks from receipt of official purchase order

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 Company:

Name of Representative:

Title:

Tel No.....

Email Address.....

Date: