



INVITATION TO TENDER

Suitably qualified, experienced and fully registered **Citizen owned entities (100% Citizen Ownership)** are hereby invited to tender for the following services to Debswana Diamond Company (Pty) Ltd at Debswana Corporate Centre (DCC) in Gaborone.

RFP Doc789161543 - SWIMMING POOL MAINTENANCE SERVICES AT DEBSWANA CORPORATE CENTRE (DCC), GABORONE

Brief:

The scope of work shall comprise of carrying out preventative and scheduled maintenance service on all swimming pools. The work consists of, but not limited to general cleaning procedures, water treatment and water balancing, water testing and seasonal care. The works are to be carried out at Plot 60859 Marakanelo Way with 15 Units, and Plot 3134 Kgalagadi Way, Extension 11.

Pre-Bid Meeting:

Prospective tenderers are required to attend a Compulsory Pre-Bid Meeting in order to get more clarity on the scope of services and the conditions under which the services are to be executed. Tenderers will also have an opportunity to ask questions on the scope of services.

Owing to the on-going COVID-19, pandemic, the Pre-Bid Meeting will be conducted via Microsoft Teams® platform in lieu of Site Visits. The invitation to participate in the Pre-Bid meeting will be sent to bidders who have registered their interest to participate as per instructions below. The details of the Pre-Bid Meeting are as follows:

Date: 18th November 2021
Time: 14:00 – 1500 hrs
Venue: Online through Microsoft Teams ® Meeting

Tendering on Ariba:

Debswana has adopted SAP Ariba – an online bidding and supplier management solution for all its tendering and supplier registration requirements. There is no requirement to purchase the Tender document. Please Contact Mr. Oteng Chelane at OChelane@debswana.bw, Telephone 3648008 specifically for supplier registration on SAP Ariba Platform and Mrs. Annah Paul at apaul@debswana.bw, Telephone +267 71396943 for support around SAP ARIBA Platform.

Interested tenderers who wish to participate in the tender should follow the Steps in Part 2 and/or Part 1.

Tenderers who are already registered with Debswana on SAP Ariba should just register their interest on the RFP as per instructions on Part 2 below. Those not registered as Debswana Suppliers on SAP Ariba platform will need to complete the following steps in Part 1 & 2.

Part 1: Registering as a vendor on SAP Ariba

To participate in any event on SAP Ariba, a supplier will need to be registered on SAP Ariba and have a valid SAP Ariba Network Supplier account and profile by following the steps below:

1. Go to Debswana SAP Ariba self-registration page:
<https://s1-eu.ariba.com/Sourcing/Main/ad/selfRegistration/?realm=debswana>
2. Initiate Account creation
3. Complete account registration
4. Once you have SAP Ariba Network Supplier Account and access credentials, proceed to Part 2 below:

Part 2: Indicating Interest to Participate in the RFP (for Ariba Registered Suppliers)

1. Register your interest by sending an email to Annah Paul at apaul@debswana.bw before **12noon on Wednesday 17th November 2021** as follows:

Subject of the Email should be **“RFP Doc789161543 - SWIMMING POOL MAINTENANCE SERVICES AT DEBSWANA CORPORATE CENTRE (DCC), GABORONE – Expression of Interest”**

- i. State Name of the Company as registered in Part 1 above.
 - ii. State Name of contact persons
 - iii. State Contact Details of the Contact person (i.e. phone numbers, email address, postal & physical address)
2. Debswana will then invite you to participate in the RFP.
 3. Once invited by Debswana, you will receive an email notification from SAP Ariba that you have been invited to participate in the RFP
 4. Respond to the RFP and submit through SAP Ariba platform

Submission:

Tenderers are required to submit their respective bids on or before **6th December 2021, 08h00** through the Debswana SAP Ariba platform as per the instructions to be provided.

Tenders received via telephone, telex, email or facsimile will not be considered. Debswana reserves the right to accept or reject any tender and does not bind itself to accept the lowest or any portion of any tender.

For any enquiries please contact Annah Paul at – Tel: +267 7139 6943 or e-mail: apaul@debswana.bw

This tender notice can also be viewed at: <http://www.debswana.com/Supply-Chain/Pages/Current-Public-Tenders.aspx>