



## INVITATION TO TENDER

Suitably qualified, experienced and fully registered citizen entities are hereby invited to tender for the following services to Debswana Diamond Company (Pty) Ltd:

No.	RFP No.	Description
01.	TBA	Supply of HDPE Pipes and Fittings to Debswana Operations

To participate in either of the RFPs above, prospective bidders are required to pay a non-refundable fee of P1,140.00 (inclusive of VAT) per RFP and send proof of payment by email to [wtobedza@debswana.bw](mailto:wtobedza@debswana.bw) indicating their interest to participate in the RFP. Bidders will then be invited to participate through SAP Ariba platform (see instructions below on how to register on SAP Ariba). The deadline for paying for the RFP and registering interest to participate is **13th May 2022 at 5pm**.

**Note:** Prospective bidders who have not paid for the RFP and registered interest to participate by the above deadline will not be invited to participate in the RFP.

Payment shall be made to:

Bank Name:	Stanbic Bank	Account Name:	Debswana Shared Services
Account Number:	906 000 129 5085	Branch:	Fairgrounds
Reference:	Name of Bidder and RFP No.		

### 1.0 RFP BRIEF

#### 1.1 Debswana Support for Local Manufacturing

As part of the Citizen Economic Empowerment Programme (CEEP), Debswana aims to support and grow local manufacturing and contribute to creation of jobs in Botswana. The manufacture of HDPE pipes has been identified as one of the initiatives to be supported under the program. As part of the evaluation, Suppliers will be required to demonstrate compliance to Debswana CEEP requirements of i) citizen ownership in their companies and their supply value chain; ii) creation of meaningful citizen employment; iii) local procurement of goods and services and products manufactured locally; iv) structured impact on socio-economic development through corporate social investment initiatives. Details of CEEP requirements are detailed in the RFP.

#### 1.2 Specifications and Requirements

The pipes supplied shall conform to the following:

1. Locally manufactured according to acceptable standards and certifications
2. Compliance to ISO 4429 HDPE Pipes standard and other relevant BOBS equivalent
3. Working pressure of PE 100

Other Scope Requirements:

- a. Proposal on waste disposal and/or recycling of used HDPEs
- b. Technical support and skills transfer for fabrication and installation

The detailed scope of services (and products specification) is available for download at (<http://www.debswana.com/Supply-Chain/Pages/Current-Public-Tenders.aspx>). Prospective bidders are urged to familiarize themselves with the extent of the scope before paying to participate in the RFP.

### 2.0 PRE-REQUISITES TO PARTICIPATE IN THE RFP:

Prospective bidders shall have the following as a minimum:

1. Citizen Owned Entity
2. Proof of local manufacture of HDPE pipes or agreement to distribute/supply locally manufactured HDPE pipes

### 3.0 PRE-BID MEETING:

Prospective bidders are required to attend Compulsory Pre-Bid Meeting in order to familiarize themselves with the scope of the RFP and the conditions under which the services are to be executed. Bidders will also have an opportunity to ask questions on the scope of services.

The Pre-Bid Meeting will be conducted via Microsoft Teams® platform and an invitation to participate in the Pre-Bid meeting will be sent to bidders who have registered their interest to participate as stated above. Below are details of the Pre-Bid Meeting:

Date: 17 May 2022 Time: 10:00 – 1100 hrs  
Venue: N/A (Microsoft Teams ® Meeting)

### 4.0 TENDERING ON ARIBA

Debswana has adopted SAP Ariba – an online bidding and supplier management solution for all its tendering and supplier registration requirements. Bidders who wish to participate in this tender will need to log onto SAP Ariba.

Tenderers will have to complete the following steps in the Debswana SAP Ariba platform:

#### 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 Registration
3. Complete account registration
4. Once you have a SAP Ariba Network Supplier Account and access credentials, proceed as per Part 2 below:

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

1. Send proof of payment to [wtobedza@debswana.bw](mailto:wtobedza@debswana.bw)
2. Debswana will invite you to participate in the RFP and you will receive an email from SAP Ariba with a link to the RFP

### 5.0 SUBMISSION

Bidders are required to submit their respective bids on or before the **27th May 2022 at 16:00hrs** through the Debswana SAP Ariba platform as per the instructions to be provided in the RFP.

Offline proposals and proposals 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.

Any enquiries please contact W. Tobedza at [wtobedza@debswana.bw](mailto:wtobedza@debswana.bw)

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

Scope of Supply  
Supply of HDPE Pipes and Fittings to  
Debswana Operations

(Debswana Diamond Company)

May 2022

## INTRODUCTION

Debswana Diamond Company (Pty) LTD owns and operates Jwaneng, Orapa, Letlhakane, and Damtshaa Diamond Mines in Botswana.

The purpose of this Request for Proposal is to identify and contract with suitably skilled, experienced and innovative vendors specialising in the Supply of HDPE Pipes and Fittings.

Debswana intends to form strategic partnerships with such vendor/s with the aim of:

- Ensure availability of HDPE Pipes and Fittings for all Debswana operational requirements
- Establishing a reliable supply of quality HDPE Pipes and Fittings to Debswana operations
- Minimising purchasing administrative work
- Commercial value-add through competitive pricing
- Ensure compliance to Debswana approved standards for HDPE Pipes and Fittings

The successful bidder is expected to fully understand the importance of Safety to Debswana and appreciate the risks associated with non-compliance to safety legislation and organisational safety standards to the welfare of employees and achievement of business objectives.

## SCOPE OF CONTRACT

### In-Scope

a) The contract shall cover the following Debswana operations:

- Jwaneng Mine
- Orapa, Letlhakane and Damtshaa Mines

b) **Scope of Supply:**

- Supply of HDPE Pipes and Fittings to Debswana Operations
- Delivery of HDPE Pipes to Jwaneng, Orapa, Letlhakane and Damtshaa Mines

c) **Specifications and Requirements**

The pipes supplied shall conform to the following:

- Locally manufactured according to acceptable standards and certifications
- Compliance to ISO 4429 HDPE Pipes standard and other relevant BOBS equivalent
- Working pressure of PE 100

d) **General Deliverables and Requirements:**

The successful bidder shall supply HDPE Pipes and Fittings on an ad hoc basis at agreed (contracted) prices and delivery times. The HDPE Pipes and Fittings shall be delivered at the relevant operation in appropriate packaging and properly labelled – including the order number and operation.

Other Scope Requirements:

- Proposal on waste disposal and/or recycling of used HDPEs

**e) Value-Added Service:**

In addition to the requirements listed above, the successful bidders shall be required to provide the following value-add services:

- a. Advice on latest technologies on HDPE Pipes and Fittings that may offer Debswana significant commercial and/or technical advantages
- b. Support with technical issues that may be experienced with products under contract
- c. Technical support and skills transfer for fabrication and installation
- d. Facilitation of warranty claims by Debswana including return and replacement of defective products

## **OBLIGATIONS OF THE PARTIES**

### **Debswana Obligations**

Debswana shall, during the term of this Agreement:

- a) Timeously Provide Purchase Orders to the supplier
- b) Provide a list of Debswana requirements and historical usage to assist the supplier to keep optimal stock
- c) On-time payment of supplier's invoices

### **Supplier's Obligations**

The Supplier warrants that it shall:

- a) Execute with diligence, the scope of supply specified herein
- b) Strictly adhere to Debswana 'approved standards' for applicable products
- c) Ensure that goods are supplied On-time and In Full (OTIF) as per the contracted delivery times and price
- d) Ensure that goods supplied comply to the descriptions and quality standards specified
- e) Comply at all times with all ECOHs requirements, Government regulations, by-laws and all other legal requirements within the republic of Botswana.
- f) Provide all resources required in the execution of contract
- g) Provide a quarterly Management Report detailing spend on HDPE Pipes and Fittings, SLA Performance and Exceptions to keep management abreast on the performance of the contract

### **Mutual obligations**

- a) The parties acknowledge that achieving of the foregoing is dependent on mutual sharing of responsibility relating to all issues relevant to this contract.
- b) The parties undertake to exhibit utmost good faith to the other and co-operate and compromise where necessary to give effect to the import and intent of this contract.

## Resources:

Bidders are requested to present a clear project organogram detailing the resources that are proposed to be utilized on the project. Bidders shall clearly define the roles and responsibilities of the resources on the team and how they will interface with Debswana.

Bidders are required to provide project organogram with shows escalation levels for contract issues.

## Service Level Agreement

A Service Level Agreement (SLA) shall be jointly developed by Debswana and the successful bidder to measure the performance of both parties under the contract. The SLA shall clearly articulate the contract Key Performance Indicators (KPIs) to be measured on a monthly basis and the targets. The SLA shall be the primary indicator of the supplier's performance.

The SLA shall generally cover the following areas:

1. Order Delivery Performance: On-time and in full (OTIF): Target of 80% and stretch of 85%
2. Quality and Conformance to User Specification
  - a. % returns: Target of 5% and Stretch of 0% returns
  - b. Accuracy of Products Specifications and pricing
  - c. Price variance - Correct pricing on invoice as per contract: 100% Invoicing Accuracy
3. Documentation and Reporting
  - a. Timely submission of invoices: 7 days from delivery
  - b. Timely production and submission of Quarterly report on usage, spend, SLA performance and exceptions: Target: 2 weeks after end of quarter; Stretch: 1 week after end of quarter
4. Debswana Requirements
  - a. Accuracy of Products Specifications and pricing on contract
  - b. On Time Payment: Target: 90%; Stretch: 100% of invoices paid within 30 days of invoicing

## Reporting:

The successful bidder shall be required to produce a quarterly report on spend and usage as determined in the SLA. The report shall highlight the account activity for the quarter in terms of volumes ordered, delivery volumes and any other pertinent issues such as order fulfillment, returns and challenges experienced.

The report shall be submitted to the Strategic Sourcing Manager within 14 days after the end of the quarter.

## COMMERCIAL REQUIREMENTS

Bidders are required to note the following guidelines in completing the Pricing Schedule:

1. Schedule of Prices:

- a. Bidders are required to provide 'an all-inclusive' price for the items in the Schedule of Prices (i.e. selling price). The submitted prices shall be deemed to be nett and include overheads, profits, transport, insurance, etc.
- b. Bidders are NOT to change or alter the 'Schedule of Prices' in any way, where a bidder is unable to quote for a product, '0.00' should be inserted

Debswana acknowledges that the requirements for HDPE Pipes and Fittings may change during the currency of the contract such that there is a need for products to either be added or deleted. To assist in pricing additional requirement, bidders are required, over and above pricing the provided 'Schedule of Prices', to take cognizance of the following:

2. Mark up/Margin on additional products:

- a. Indicate the proposed margin to be applied for additional products that may be added to the contract post award.
- b. The margin should be on the manufacturer (or distributor) selling price and should include the cost of transportation, overheads, profits, and any other applicable costs
- c. the purchaser reserves the right to verify the manufacturer's price and may request proof of such (i.e. Quotation, Invoices, manufacturer's price list)
- d. The purchaser may also check the market to ensure that any additional pricing provided by the successful bidder is in line with market prices

3. Price Adjustment Model

- a. The tendered prices shall remain fixed and firm and not subject to escalation or adjustment for fluctuations in exchange rates for the first 12 months of the contract
- b. Thereafter the supplier may apply for an annual price adjustment based on an accepted Price Adjustment Model
- c. Bidders are required to submit a proposed Price Adjustment Model with their tender. The Price Adjustment Model shall be subject to review and acceptance by Debswana; if accepted, this will form the basis for annual Price Adjustment requests.