



## INVITATION TO TENDER

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

No.	RFP No.	Description	Ownership
01.	Doc808501390	Supply of LVG and HVG tyres and accessories to Debswana Operations	Botswana based

To participate in the RFP, prospective bidders are required to pay a non-refundable fee of P1,120.00 (inclusive of VAT) and send proof of payment by email to [Nmaruping@debswana.bw](mailto:Nmaruping@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 **29 November 2021**.

Note: Prospective bidders who have not paid for the RFP and registered interest to participate before the 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

### 1.0 BRIEF

Suitably qualified and experienced citizen service providers are invited to submit proposal for the supply of LVG and HVG tyres and accessories to Debswana Operations for a contract period of 3 years.

#### Summary of Scope of Services:

##### Lot 01: Supply of Tyres and Accessories

- Supply of LVG and HVG tyres and accessories (both OLD and Jwaneng mines)
- Set-up a vendor-managed store for onsite storage of tyres and consumables required for (both OLD and Jwaneng mines)

##### Lot 02: On-Site Tyre Services:

- Tyre fitment Services (OLD Mines and Jwaneng Green Area/township)
- Tyre Repairs and Preventative Maintenance Services (OLD Mines and Jwaneng Green Area/township)
- Tyre performance monitoring and reporting (OLD Mines and Jwaneng Green Area/township)
- Provide and install the necessary structures to manage the LVG and HVG tyre workshop on behalf of Debswana.



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

## 2.0 PRE-BID MEETING:

Prospective bidders are required to attend a **Compulsory** virtual pre-bid meeting to familiarize themselves with the scope of services and the conditions under which the services are to be executed. Details of the virtual pre-bid meeting will be shared with bidders who have registered to participate in the RFP prior to the dates of the meeting.

## 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 [NMaruping@debswana.bw](mailto:NMaruping@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

## Submission

Bidders are required to submit their respective bids on or before the **17<sup>th</sup> of December 2021 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 D. Moseki at [Nmaruping@debswana.bw](mailto:Nmaruping@debswana.bw)

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

## A. **SCOPE OF SUPPLY AND SERVICES**

### **1. Introduction**

Prospective tenderers are invited to submit tenders for the Provision of Tyres and Accessories, Tyre Repair and Maintenance Services to Orapa, Letlhakane, Damtshaa (OLD) and Jwaneng Mines for a contract period of 3 years. The successful tenderer shall be expected to provide the following services at the minimum:

1. Supply of LVG and HVG tyres and accessories (both OLD and Jwaneng mines)
2. Implement a vendor-managed store for onsite storage of consumables required for Tyre repairs as detailed in appendix B (both OLD and Jwaneng mines)
3. Tyre fitment Services (OLD Mines and Jwaneng Green Area/township)
2. Tyre Repairs and Preventative Maintenance Services (OLD Mines and Jwaneng Green Area/township)
3. Tyre performance monitoring and reporting (OLD Mines and Jwaneng Green Area/township)
5. Provide and install the necessary structures to manage the LVG and HVG tyre workshop on behalf of Debswana. The minimum qualifications for the envisaged staff to be deployed are as per Schedule C of the scope document

The scope of supply and service cover the mine's entire LVG and HVG fleet both in the township, white, green and blue area except for services specifically excluded for Jwaneng blue area for maintenance.

## **DETAILED STATEMENT OF REQUIREMENTS, INFRASTRUCTURE CAPABILITIES AND SPECIFICATIONS**

### **1. SUPPLY OF TYRES, TYRE MAINTENANCE, REPAIR AND OPERATIONS MATERIALS (MROs) – VENDOR MANAGED STORE**

- 1.1. The contractor shall be expected to hold stocks required for maintenance and repair of tyres onsite; the minimum required stocks are stipulated in schedule B of the tender document
- 1.2. The contractor shall be expected to submit proposals of stocks (including levels and prices) to be held onsite that will be agreed on and signed off by the Maintenance Engineer / Maintenance Coordinator – Pit HVG/LVG Green Area
- 1.3. The prices for the stock will be firm and fixed for each year.
- 1.4. The stock will be managed by the contractor and Debswana will be billed based on consumption and repairs completed.
- 1.5. The supplier stock system should be capable to interface with SAP for stock monitoring and ordering purposes

## 2. PROVISION OF SERVICES - SERVICES REQUIRED

### 2.1. Labour requirements

- 2.1.1. Tenderers are expected to submit proposals on the manning structure to manage the work as specified in the tender document (Supply only for Jwaneng Blue area, Green area Jwaneng includes complete services)
- 2.1.2. The proposed labour for the work shall be of suitable competencies and qualifications to execute the works and man the workshops, the minimum of which are specified in schedule C
- 2.1.3. The labour required should be sufficient to cover the work on a Continuous Operation basis (Contops) for Orapa, Letlhakane, Damtshaa and Jwaneng Mines (supply only for Blue area, Green area standby basis)

### 2.2. Tyre Maintenance Management Services (OLD Mines and Jwaneng green area)

The contractor shall be expected to administer a best in class maintenance management to enhance equipment uptime that includes the following core activities:

#### 2.2.1. Workshop Housekeeping and Maintenance

- i. The contractor shall provide maintenance and good housekeeping at the tyre workshop in line with the **company's** guidelines and SHE policy and procedures. Compliance shall include;
  - a. Mines and Quarries Act including legal appointments.
  - b. Debswana Standards and Procedures like the Fatal Risk Control Standards (details are available on request).
  - c. Debswana Site Rules and Regulations for Contractors
  - d. Anglo American Surface Mobile Equipment Tyres and Rims Management (AA RD 28\_1) and Light Vehicle Standard (AATS 101 001)

#### 2.2.2. Tyre fitment and preventative maintenance services

- a. Stripping and fitting of tyres to wheel rims
- b. Removal and fitting of wheels to vehicles and trailers
- c. Maintenance of inflation pressures

- d. Matching and rotation of tyres/wheels
- e. Removal of tyres at agreed tread depth
- f. Tyre condition surveys and reporting any apparent mechanical defects
- g. Removal and stripping of tyres recommended for repairs
- h. Presentation of rejected tyres on a monthly basis for examination and approval for final scrapping by DEBSWANA, Service provider and Manufacturer representative.
- i. Branding of vehicle tyres to prevent theft.
- j. Fitting of metal valve caps
- k. Recording and reporting of information as required
- l. To provide wheel change out as may be required by Asset Management personnel for maintenance purposes.
- m. Inspection, numbering and sandblasting of rims
- n. replacement of wheel studs as necessary and provide plan for studs replacement

**2.2.3. Tyre, Rims and Repairs**

- i. Inspection of tyre that need to be repaired.
- ii. Repair tyres according to AA STD 100 (To be availed upon request)
- iii. Assist in management of site severity.
- iv. Quality assurance Provision AA STD shall apply
- v. Track and Monitor Repaired Tyre run hours
- vi. The contractor shall conduct regular rim component sand blasting, crack testing, numbering and painting to ensure rim component integrity.

#### 2.2.4. Monitoring and reporting

- i. The contractor shall be expected to carry out inspections of the equipment and the sites where the equipment operates as follows:
  - a. Severity Analysis - the **contractor** shall carry out daily severity analysis and report his recommendation to Maintenance Engineer – LVG/HVG. A weekly report will be produced with specific action items.
  - b. Daily inspections – the contractor to conduct daily field operating inspections and provide feedback to the Maintenance Engineer – LVG/HVG.
  - c. Weekly inspections – the contractor to conduct weekly inspections of rims and components for wear and fit-up compatibility and give recommendations to the Maintenance Engineer – LVG/HVG. Each rim must be identified by a unique number and all work must be recorded in a rim register. This register will serve as a basis for a rim reconditioning and replacement program which shall be implemented to ensure the safety of these items
- ii. Innovative tyre monitoring systems – the contractor is expected to propose innovative tyre management and monitoring systems that will bring value to the partnership.
- iii. Documentation and Reports
  - i. The contractor must handle and administer documentation in accordance with Debswana Policies and Procedures:
    - a. Documentation: Tyres – the **contractor** shall implement an accurate and auditable documentary system to track the full history of new and repaired tyres and their performance
    - b. Documentation: Rims – the **contractor** shall implement an accurate and auditable documentary system to track the full history of rims, rim components and their performance.
    - c. Information – the **contractor** shall make information on tyre and rim performance available to Orapa, Letlhakane and Damtshaa Mine management on request.
    - d. Report – the **contractor** shall produce a daily, weekly and monthly report. The monthly report should be produced no later than 3 production days after the closing date of the production month. This report must include the following information:-
      1. Tyre matters to attend to by brand e.g. Goodyear, Michelin, and Bridgestone, second hands, Bias ply, Radials and retreads.
      2. Tyre pressure summaries

3. Tyre change history
  4. Financial details
  5. Scrap tyre summary
  6. Scrap tyre details
  7. Running tyre life
  8. Running tyre wear rates
  9. Rim matters to attend to
  10. Rim life summaries
  11. Scrapped rim detail
  12. Inventories of rims and tyres
- e. The KPIs to be reported on and expected standards of performance are as stipulated in **schedule D**.



### **3. ROLES AND RESPONSIBILITIES – TOOLS AND FACILITIES**

- 3.1. The execution of the works shall require availability of the enablers specified in **Schedule E** to be provided by parties per agreement for effective delivery of the service. The accountability of each party is as per Schedule E.
- 3.2. For equipment and facilities specified as contractors responsibility, the contract shall recover the costs from Debswana and the contractor shall as part of the submission specify the mode to be used to recover such costs
- 3.3. Accountability for servicing and maintaining all tools and equipment used in the delivery of the service, including maintaining the necessary calibration certificates and ensuring they are up to date at all times shall rest with the contractor. The schedule of minimum required tools to be made available to execute the works by the contractor is specified in schedule F.

### **4. VALUE ADDED SERVICES – TECHNICAL SUPPORT AND CONTINUOUS IMPROVEMENT**

- 4.1. Technical training – the contractor shall conduct technical training on tyres to Orapa, Letlhakane, Damtshaa and Jwaneng Mines staff as follows:-
  - 4.1.1. Operation awareness course: - 12 sessions a year for Orapa, Letlhakane and Jwaneng Mines, 4 sessions for Damtshaa Mine. The training should include areas on safety, general tyre management and costs. The training or awareness can be provided by the site personnel and should target operators and equipment maintenance personnel.
  - 4.1.2. Tyre management course for management staff: - one session a year per site. The training should cover safety, costs, and tyre management principles. The training should be provided by an expert in tyre management.
- 4.2. Nitrogen Inflation – the contractor must include as part of the fixed costs a proposal to set up a nitrogen inflation strategy.
- 4.3. The contractor should also present evidence of previous experience in delivering business efficiency benefits relating to tyres in the form of two or more previous projects delivered to customer operations

### **5. PRICING – RATES AND ESCALATION MECHANISM**

- 5.1. The contractor shall be as comprehensive as possible in the rates submitted and should cover the following;
- 5.1.1. Labour Rates – The labour rates will be calculated based on the proposed structures. The proposed structures must be shown with clear roles and accountability.
  - 5.1.2. Equipment costs should be amortized for the duration of the contract and upon contract completion Debswana shall take ownership of such equipment.
  - 5.1.3. Vehicles, tyre handler, utility equipment (forklift type) that are compliant to the FCRS requirements must be amortized over the term of the contract.
  - 5.1.4. The contractor should provide a rate for the sandblasting and painting of rims. The rate must be a rate per area or unit of rim component.
  - 5.1.5. The cost of the contract should be at a rate per month.
  - 5.1.6. TKPH has been excluded from the scope however the contractor is requested to provide a separate rate for providing TKPH services.
  - 5.1.7. The contractor shall be expected to provide indicative costing for tyre and rim repairs for tyres specified in **Schedule A**?
- 5.2. The contractor shall show a clear breakdown of cost contributors for each of the rates quoted, supported by a robust escalation mechanism
- 5.3. The labour rates shall be subject to escalation at a rate to be agreed based on agreed cost drivers, once annually
- 5.4. All other rates escalations shall be cost driver driven and such request shall be submitted annually two (2) months prior to expected effective date

## 6. RELATIONSHIP MANAGEMENT FRAMEWORK

- 6.1. The appointed contractor shall be expected to partake in relationship and performance management system that entail:
- 6.1.1. The **contractor** to handle and administer documentation in accordance with mine procedures.
  - 6.1.2. Contractor to conform to Contract Management Framework at OLM and Jwaneng.

- 6.1.3. Monthly minutes – the **contractor** to hold monthly minuted meetings with the Operations Manager, Maintenance Engineer (LVG/HVG) to implement corrective actions and cost saving programs.
- 6.1.4. Quarterly meeting – the **contractor** to hold on site quarterly stakeholder engagement meetings. This meeting is to be attended by senior management from both parties.

A. Schedule A: Fleet in Scope

All LVG and HVG fleet in mine including township, white area, green area and Blue area

B. Schedule B: Consumables Requirements – Vendor managed stock

The contractor must provide **VENDOR MANAGED STOCK** for tyres and accessories including consumables that are required for running an effective management and maintenance program for the fleet indicated.

As a guideline (the list is not exhaustive) the contractor must keep in their consignment stock among other things;

1. Tyres
2. Tubes
3. O-rings
4. Valves, valve cores and valve extensions
5. Tyre Fluid
6. Soft soap
7. Rimexel
8. Copper compound.
9. Wheel studs and nuts

C. Schedule C: Minimum qualifications for key personnel

Minimum competencies and qualifications for key personnel proposed to execute the works:

No	Position	Minimum Qualifications	Experience
1	Site Supervisor / Manager	Technical Qualification	5 Yrs experience in similar role and environment. Should have managed a service delivery function in fast paced, high pressure environment. Computer literate
2	Site Foreman	NCC : fitter or diesel mechanic	5 Yrs post qualification experience in similar environment, supervisory experience in an ORT tyre workshop critical. Computer literate
3	Tyre and Rim Inspector	Semi-Skilled/NCC. Specific Training and certification on Tyre and rim inspection. Minimum Trade B	2 years as supervisor in an OTR tyre workshop or similar environment
4	Rim Maintenance / Sand Blasting	Sand Blasting Qualification, Semi Skilled, Rim components Maintenance training and qualification.	2 years experience
5	Shift Supervisor	NCC, O-Level, Tyre Maintenance Training.	2 Years experience as tyre fitter
6	Tyre Fitter	O'Level, EMV Tyre Fitting training and certificate. Minimum Trade C	
7	Tyre Repair Technician	O Level, Tyre Repair Training and certification. Minimum trade B or equivalent,	2 years in tyre repair
8	Tyre Chains Fitting Operative	O-Level, Trade B Mechanical trade qualification,	2 years' experience in tyre chain maintenance

D. Schedule D: KPI's and Performance Standards

Indicative KPIs for the contract:

No	KPI	Area	Unit	Threshold	Stretch
1	MTTR (Mean Time to Replace) (new)	Front	Hours	2	1.5
		Rear Outer	Hours	1.5	1
		Rear Inner	Hours	2.5	2
2	MTTR (Mean Time To Repair)		Hours	24	26
3	Tyre Life (new)	789s/730	Hours	5500 hrs	6000 hrs
		994s/990s	Hours	5500 hrs	6000 hrs
4	Tyre Life (Repaired)		Hours	2000	2500
5	Safety Audit Score	OHSAS 18001/ISO 14001	%	70%	75%
6	Monthly Report	OM/LM/DM/JW		Monthly (3 days post cut off)	Monthly (1 day post cut off)
7	Manpower Strength/Compliment	OM/LM/DM/JW	%	95%	100%
8	TKPH?	789s/730/793s	Tons	180	190 tons
9	Training	Technical training for mining engineers		Twice a year	3 times a year
		Operator awareness training		Once a month per site	
10	Rim and Rim Equipment	Numbering	%	95%	100%
		Rim and rim component maintenance plan	%	95%	100%

E. Schedule E: Matrix of Responsibilities

RESPONSIBILITY	Accountability	
	Debswana	Service Provider
Provision of office space for personnel	√	
Provision of Workshop space	√	
Provision of communications infrastructure (phones, network access points)	√	
Provision of labour		√
Provision of product for repairing tyres		√
Transport to and from the mine for service provider's personnel		√
Provision of accommodation for service provider's personnel		√
Diesel / Petrol for Equipment	(Blue area vehicles only)	√
<b>Equipment provision:-</b>		
Equipment and tools specified in schedule F		√
Site light duty vehicle (s)		√
Equipment maintenance		√
Tooling and protective clothing		√
Provision of standard operating procedures and policies	√	√
Ty management system (standards, schedules, monitoring plans etc)		√
Tyre Tracking System		√

F. Schedule F: Tools and Equipment for executing the work

The tools and other equipment requirement detailed below are highlighted as a guide only. Contractors shall be expected to propose their own list which they believe will enable them to complete the work to the required standards, which will be subject to review and sign-off by the Maintenance Engineer / Foreman (LVG/HVG):

I. Tyre Management and Maintenance Workshop

Item Description	Min Req.	Backup Req.	Comments
Impact wrench	1	1	
Torque wrench	1	1	
Tyre levers	set	set	
Complete tool box	4	1	
Wire brushes	8	8	
Tyre fluid pump	1	1	
Valve keys	per tyre fitter	8	
Tread gauges	per tyre fitter/inspector	4	
Quick inflator	4	2	
Hammers	as req	2	
Bead knocks	as req	2	
Clip on chucks	as req	2	
Inflator gauges	8	4	
Bore inflators	8	4	
Wheel spanners	1 per nut size	1 per nut size	
Bead breakers	set	set	
Hose couplings	as req	spare set	
3/4-1" Adaptors	as req	2	
1" Extension	as req	2	
Lateral wear gauge	as req	4	
Electric cable	as req	2	
Electric adaptors	as req	2	
socket set (30 - 51mm)	set	set	
T-bar	4	4	
Tyre handler	1		Part of fixed rates
Jacks	set	set	Part of fixed rates
Compressors	1	1	Part of fixed rates
Hoses	2	2	
Forklift	1		Part of fixed rates
Tyre press	1		Debswana to supply



## II. Tyre Repair Workshop

Item Description	Min Req.	Backup Req.	Comments
Complete tool box	4	1	
Wire brushes	8	8	
Tread gauges	per tyre fitter/inspector	4	
Hammers	as req	2	
Hose couplings	as req	spare set	
Lateral wear gauge	as req	4	
Electric cable	as req	2	
Electric adaptors	as req	2	
Hoses	2	2	
Tyre repair equipment	2		