



INVITATION TO TENDER

Suitably qualified and experienced Citizen Owned Contractors are hereby invited to tender for the following services to Debswana Diamond Company (Pty) Ltd at Debswana Corporate Centre:

DOC736232661: Provision of Security Services at Debswana Corporate Centre (DCC) for Debswana Diamond Company

Brief

Debswana Diamond Company (Pty) Ltd outsourced some of the Security Services and thereby giving opportunity to various Private Security Providers to provide Security Services on its stead. The service providers are expected to render general facilities security including but not limited to, regulation of movement of goods and articles into and out of the premises, escort provisions, guarding services, searching of goods and articles leaving and verifying of goods or articles entering the premises.

SITE VISIT

Bidders are required to attend a compulsory site visit/pre bid meeting in order to familiarize themselves with the site, the scope of works and the conditions under which the works are to be executed. The site visit will be held on **Wednesday 17th September 2021 at 10:00hrs**. The meeting will run from **10:00hrs to 11:00hrs** where the team will then travel to various properties where the services will be rendered.

Bidders are required to arrange their own transport and accommodation (if required).

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 register their interest with **Annah Paul at apaul@debswana.bw** contact **+267 71396943** on or before **13th September 2021 at 1200hrs**.

It is important to note that bidders who are already registered with Debswana on SAP Ariba are only required to register their interest on the RFP as per Part 2 below.

On the one hand, bidders who are not registered with Debswana as Suppliers are required to complete the following steps in the Debswana SAP Ariba platform (Part 1 and Part 2):

PART 1: REGISTERING AS A VENDOR ON SAP ARIBA

In order to participate in any event on Ariba, a supplier will need to be registered on 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:
<http://www.debswana.com/Supply-Chain>
2. Initiate Account creation:
<https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=sqF3982E&realm=debswana&dard=1>
3. Complete account registration; and
4. Once you have SAP Ariba Network Supplier Account and access credentials, proceed as required on Part 2 below:

PART 2: INDICATING INTEREST TO PARTICIPATE IN THE RFP (FOR ARIBA REGISTERED SUPPLIERS)

1. Register your interest with Mrs. Annah Paul at apaul@debswana.bw contact +267 71396943 on or before **13th September 2021 at 1200hrs** by following the steps below:
 - a. Send an email (to the above email address) with the following details;
 - b. Subject of the Email, "Provision of Security Services at Debswana Corporate Centre (DCC)
 - c. Name of the Company (as registered in Part 1 above);
 - d. Name of the Contact persons; and
 - e. Contact Details of the Company (Phone Number, Email Address and Postal and Physical Address).
2. Debswana will then invite you to participate in the RFP on the **15th September 2021 at 1500hrs**
3. Once invited by Debswana, you will receive an email notification that you have been invited to participate on the RFP
4. Respond to the RFP and submit through Ariba platform

SUBMISSION

Bidders are required to submit their respective bids on or before the **30th September 2021 at 1700hrs** through the Debswana SAP Ariba platform as per the instructions to be provided.

Offline Tenders and 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 tender.

For any enquiries please contact Mrs. A. Paul at Tel: +267 71396943 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>