



INVITATION TO TENDER

Suitably qualified, well-resourced and technically capable 100% citizen owned companies are hereby invited to bid for the following services to Debswana Diamond Company (Pty) Ltd:

Doc2824152864 - PROVISION OF INFORMATION MANAGEMENT MANAGED PRINT SERVICES (MPS)

Brief

The purpose of this Request for Proposal (RFP) is to identify and contract with an innovative and technically capable Business Partner as Debswana transitions toward a paperless environment, improve service delivery, and lower the total cost of ownership. The ideal partner will bring forward-thinking solutions, robust support, and a shared commitment to innovation and continuous improvement.

The scope of the services entails the provision of a fully outsourced printing solution with supplier owned and managed hardware, incorporating comprehensive maintenance and support, along with all necessary equipment and consumables.

Pre-bid Meeting

Prospective bidders are required to attend a **compulsory** pre-bid Meeting to get more clarity on the scope of services 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 details are as follows:

Date: Tuesday 9th December 2025

Time: 10:00am to 11:00am

Venue: MS Teams

Tendering on Ariba

Debswana has adopted SAP Ariba – an online bidding and supplier management solution for all its tendering and supplier registration requirements.



Interested bidders who wish to participate in the tender should follow the Steps in Part 1

Part 1: Indicating Interest to Participate in the RFP (for Ariba Registered Suppliers)

1. Register your interest by completing the form using the following link:

<https://forms.office.com/r/p4CUYRiZhk> by **14:00hrs on Monday 24th November 2025**. Should you not be registered on SAP Ariba, please specify that you are not registered on the form.

Submission

Bidders are required to submit their respective bids on or before **Friday 19th December 2025** at **1500hrs** through the Debswana SAP Ariba platform as per the instructions to be provided.

Bids received via email or any other means except the Debswana SAP Ariba platform will not be considered. Debswana reserves the right to accept or reject any bid and does not bind itself to accept the lowest or any portion of any bid.

For any enquiries, please contact Ayanda Ndlovu at ANdlovu@debswana.bw