

## INVITATION TO TENDER

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

### **PROVISION OF REGISTERED AGENT SERVICES FOR INDIRECT EXPORT MANAGEMENT AND INTERNATIONAL CONSOLIDATION SERVICES FOR DEBSWANA**

#### **Brief**

Debswana seeks the services of qualified, well-resourced and technically capable Service Provider to facilitate the indirect export model, consolidate the goods as per the respective operational requirements, for a period of thirty-six (36) months. This is inclusive of a compliant warehouse facility and all services for receiving, confirmation of quantities, and any goods handling activities together with costs as may be applicable. In addition, the Service Provider is expected to handle all the administrative services related to VAT and Customs compliance as set out in the relevant legislations.

The Supplier should then coordinate with the Debswana contracted Freight service provider for collection and delivery of Goods to Debswana Operations.

#### **Scope of Services**

##### a) VAT Compliance and Registration Requirements

The objective is to ensure that supplies to Debswana from South Africa are zero rated and there is compliance with both SARS and BURS legislations. The consolidation service provider is to be appointed as a Registered Agent as prescribed in terms of the Customs and Excise Act 91 of 1964. Therefore, the service provider should acquaint itself with the requirements of the relevant Act and ensure compliance. It is the responsibility of the service provider to handle all the administrative services related to Customs and VAT compliance. The Service Provider is required to submit a detailed methodology that demonstrates how they will address the following requirements:

- The agent must be a registered VAT vendor in South Africa.
- The agent must have a registered office in South Africa.
- The agent must be registered with SARS as a Registered Agent.
- The agent must be registered with the Customs & Excise authorities.

#### **Disclaimer**

Internal messages meant for employees are not to be shared outside the organisation. This includes through social media platforms such as Facebook, WhatsApp, SMS etc. as it is against company policy and the Debswana Code of Conduct. Please refer to Debswana Social Media Policy, Social Media Guidelines and Code of Conduct.

- The agent must be a licensed remover of goods in bond as contemplated in the Customs & Excise Act
- The agent will be the nominated agent of a qualifying purchaser (Debswana); and
- The agent must be appointed by a qualifying purchaser (Debswana) to collect, consolidate and deliver moveable goods to such qualifying purchaser at an address in an export country.

NB: The appointment will be made following internal processes which may include security vetting.  
Operations covered:

b) Consolidation Services – South Africa (Johannesburg)

This requirement is for the provision of services for the receiving, warehousing, consolidation and preparation of dispatch of goods for Debswana to optimise logistics and handling of goods. These are goods that are supplied locally (RSA), shipped from overseas through ports mostly in South Africa through the Durban harbour and OR Tambo International Airport, and are to be delivered to the consolidation facility directly by the Suppliers or through local collections and deliveries by the Debswana appointed Freight Service Provider. The service provider will be expected to handle goods valued at x million and x number of orders annually.

The services involve the management of privately owned facilities, receipt and safeguarding of all goods for consolidation in Johannesburg, then coordinate with the Freight Service Provider to ensure planned delivery to the respective sites as may be required.

### 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:** 15th April 2026

**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/9pemx7fgQD> by 12:00hrs on the 2nd of April 2026.

Should you not be registered on SAP Ariba, please specify that you are not registered on the form.

**Part 2: Submission**

Bidders are required to submit their respective bids on or before 30<sup>th</sup> April 2026 at 1200hrs 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 Naledi Petunia Maruping at [NMaruping@debswana.bw](mailto:NMaruping@debswana.bw)*