



# INVITATION TO TENDER

Suitably qualified, experienced and fully registered **Citizen owned entities (More than 50% Citizen Ownership)** are hereby invited to tender for the following services to Debswana Diamond Company (Pty) Ltd at Orapa Mines:

## RFP Doc623645819 - SUPPLY AND DELIVERY OF OFFICE FURNITURE AT ORAPA MINE

### Brief

The scope of work shall comprise of all service necessary for the provision of labour and all necessary tools and equipment to supply, deliver to site, installation/fitting/setting up and user-training of ergonomically compliant office furniture (office chairs, boardroom chairs, CCR/PCR chairs, operators mess chairs, executive chairs, visitors chairs, executive desk, etc).

### Pre-Bid Meeting:

Prospective tenderers are **NOT** required to attend a Compulsory Pre-Bid Meeting in order to get more clarity on the scope of services and the conditions under which the services are to be executed.

### Tendering on Ariba

Debswana has adopted SAP Ariba – an online bidding and supplier management solution for all its tendering and supplier registration requirements. There is no requirement to purchase the Tender document. Please Contact Mr. Oteng Chelane at [OChelane@debswana.bw](mailto:OChelane@debswana.bw), Telephone 3648008 specifically for supplier registration on SAP Ariba Platform and Mr. Nicholas Moyo at [NMoyo@debswana.bw](mailto:NMoyo@debswana.bw), Telephone 2902951 for support around SAP ARIBA Platform.

Interested tenderers who wish to participate in the tender should follow the Steps in Part 2 and/or Part 1.

Tenderers who are already registered with Debswana on SAP Ariba should just register their interest on the RFP as per instructions on Part 2 below. Those not registered as Debswana Suppliers on SAP Ariba platform will need to complete the following steps in Part 1 & 2.

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

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

1. Register your interest by sending an email to Nicholas Moyo at [NMoyo@debswana.bw](mailto:NMoyo@debswana.bw) before **12noon on Tuesday 27<sup>th</sup> April 2021** as follows:
  - i. Subject of the Email should be **“Doc623645819 SUPPLY AND DELIVERY OF OFFICE FURNITURE AT ORAPA MINE – Expression of Interest”**
  - ii. State Name of the Company as registered in Part 1 above.
  - iii. State Name of contact persons
  - iv. State Contact Details of the Contact person (i.e. phone numbers, email address, postal & physical address)
2. Debswana will then invite you to participate in the RFP.
3. Once invited by Debswana, you will receive an email notification from SAP Ariba that you have been invited to participate in the RFP
4. Respond to the RFP and submit through SAP Ariba platform

### Submission

Tenderers are required to submit their respective bids on or before the **Wednesday 12<sup>th</sup> May 2021** through the Debswana SAP Ariba platform as per the instructions to be provided.

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 or any portion of any tender.

For any enquiries please contact Nicholas Moyo at – Tel: +267 290 2951 or e-mail: [NMoyo@debswana.bw](mailto:NMoyo@debswana.bw)

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