



## TENDER

Suitably qualified and experienced 100% Citizen Owned Companies are hereby invited to tender for the following services to Debswana Diamond Company (Pty) Ltd:

### **Doc1627520039 - RFP - Provision Of Consultancy Services For Compilation and Authorship Of Debswana Sustainability Report (Report To Stakeholders) 2023**

#### **BRIEF**

Debswana Diamond Company wishes to engage a consultant to compile and author Debswana's Sustainability Report in accordance to Global Reporting Initiative (GRI) Standards and Sustainability Accounting Standards Board (SASB) for a contracted duration of **Four (4) Months**.

This tender is open to all qualified 100% Citizen Owned Companies registered with Debswana and those that are not.

#### **SITE VISIT**

There is no requirement for a site visit.

#### **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 **Mr. G. Seepa** at [GSeepa@Debswana.bw](mailto:GSeepa@Debswana.bw) ; contact +267 76 227 435, by the **2<sup>nd</sup> October 2023**.

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. Click on Register as a Supplier
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 Mr. Gorata Seepa at [GSeepa@debswana.bw](mailto:GSeepa@debswana.bw) contact +267 76 227 435 on or before the **2<sup>nd</sup> October 2023**, by following the steps below:
  - a. Send an email (to the above email address) with the following details;
  - b. Subject of the Email, "**Doc1627520039 - Provision Of Consultancy Services For Compilation and Authorship Of Debswana Sustainability Report (Report To Stakeholders) 2023**"
  - 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 **6<sup>th</sup> October 2023**.
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 **18<sup>th</sup> October 2023 at 1000hrs** 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 Mr. G. Seepa at Tel: +267 76 227 435 or e-mail: [GSeepa@debswana.bw](mailto:GSeepa@debswana.bw)