



## **EXPRESSION OF INTEREST (EOI) FOR THE DESIGN, PRODUCTION AND SUPPLY OF STAFF UNIFORM FOR OKAVANGO DIAMOND COMPANY (PTY) LTD (ODC)**

**TENDER NO: EOI/02/2025**

Okavango Diamond Company (Pty) Ltd (ODC) is a rough diamond marketing and selling company that started operating in 2013 and has quickly emerged as one of the leading and successful, global suppliers of responsibly sourced diamonds. As Botswana has developed into a global rough diamond sourcing destination, ODC has played a key role by providing the industry with open access to Botswana's diamonds, attracting diamond buyers from around the world. At ODC, our goal is to be a progressive, forward-thinking organization that embraces the principles of innovation, efficiency, and integrity, to deliver a responsive and responsible sales channel to customers around the world.

### **1. INTRODUCTION**

ODC invites well established, reputable and experienced local registered companies to express their interest in designing, production and supplying of ODC staff uniform.

### **2. OBJECTIVE**

The objective of this Expression of Interest (EOI) is to identify reputable suppliers for the design, production, and supply of high-quality staff uniforms that reflect Okavango Diamond Company's corporate identity.

### **3. SCOPE OF WORK**

The scope of work includes

#### **3.1 Design & Fabric Selection**

- Proposing stylish, high-quality uniform designs suited for a diamond sales office environment
- Using durable, comfortable, and easy-to-maintain fabric
- Ensuring consistency in colour, branding, and embroidery

#### **3.2 Garment Categories**

- Uniforms should be provided for different staff roles, including but not limited to:
  - Executive & Sales Staff: Formal business attire
  - Operations Staff: Formal business attire
  - House Keeping: Formal business attire and Functional workwear
  - Security staff: Formal business attire

#### **3.3 The required uniform items for both males and females are:**

- |                   |                       |
|-------------------|-----------------------|
| • Dresses         | • Food serving Aprons |
| • Jackets         | • Ties and scarves    |
| • Jerseys         | • Hats                |
| • Suits- trousers | • Blouses and shirts  |
| • Suits- skirts   | • Belts               |
| • Waistcoats      | • Name tags           |
| • Winter Coats    | • Shoes and socks     |

#### 4. ELIGIBILITY CRITERIA

This call for expressions of interest and pre-qualification is intended to identify suppliers with the capacity to design, produce and supply uniform and related accessories. The short-listed suppliers would then be invited to tender by responding to the detailed invitation to tender (ITT).

In order to prequalify to be invited to tender, all companies responding to this call for expression of interest must submit documentation as requested below, which will be used to derive a short-list of companies to be invited to tender:

- Detailed company profile showing structure of the company, date of establishment, company shareholders and Directors, place of operations, accreditations, resources, experience and other relevant data.
- Must be registered in the following Public Procurement Regulatory Authority (PPRA) Code 213 - General Manufactures/Producers **Sub code(s): 09-** Clothing and fabrics
- The company must be legally registered with CIPA
- Valid tax clearance certificate
- List of equivalent completed and ongoing contracts together with at least three written references. The reference letters should be for projects done within the past 5 years.
- Tenderers are required to submit relevant copy of licenses i.e industrial or manufactures licenses etc.
- An outline of management expertise and resources available. This should include availability of warehouse, machinery, staff compliment and level of training and experience acquired by Management and key production and supply personnel, necessary back-up to ensure continuity; (ODC may wish to visit the applicant's business premises).
- Description of your company's business continuity plan.
- Interested companies are asked to demonstrate most recent full staff uniform they designed, produced and supplied (sharing photos and explaining each uniform item and sharing any important information). Companies can share catalogues if they have any.

#### 5. GENERAL CONDITION

- All submissions must be made in accordance with the guidelines provided in this document. Late submissions will not be considered.
- All costs related to the preparation and submission of the EOI shall be borne by the tenderer.
- Information provided in the submissions will be treated as confidential and will only be used for the purpose of this EOI process.
- ODC reserves the right to seek clarifications from any tenderer to facilitate the evaluation process.
- Submission of an EOI does not guarantee selection or award.
- ODC reserves the right to reject any or all submissions or to cancel the process at its sole discretion without providing reasons.
- The EOI process is not a request for proposal constituting an award. Only prequalified companies will be invited to participate in subsequent stages of the procurement process.
- Applicants must comply with all relevant statutory and regulatory requirements. Any misrepresentation or non-disclosure of facts may result in disqualification.
- Clarifications/ enquiries pertaining to this Expression of Interest may be obtained during working hours at **tender@odc.co.bw Tel: 3992300**.

#### 6. EOI SUBMISSION

Tenderers are required to submit their submissions through email to: [tender@odc.co.bw](mailto:tender@odc.co.bw) referencing the tender name and number as the email subject.

The closing date and time for receipt of sealed EOI's offers is **20 May 2025 at 1630 Hours**.