



INVITATION TO TENDER

Tender No. BEC EAC 004/14 - 15

INVITATION TO TENDER FOR THE SECURITY PRINTING AND PACKAGING OF JCE and BGCSE EXAMINATIONS STATIONERY FOR THREE YEARS FROM YEAR 2014 TO YEAR 2016 EXAMINATIONS.

Printing companies are invited to submit bids for the printing and packaging of JCE and BGCSE examinations stationery for 2014, 2015 and 2016.

The Procuring Organisation is Botswana Examinations Council.

Bidders must, in order to be considered for the award of the contract, be registered with PPADB on the relevant Codes and Sub-Codes, be registered with BURS and be in possession of a Tax Clearance Certificate or an exemption thereof, and be licensed to trade.

Tender documents will be available with effect from 2nd May 2014 and can be obtained from the procurement office of the Botswana Examinations Council at the following addresses:

Postal Address

Botswana Examinations Council
Private Bag 0070
Gaborone.

Tel: (+267) 365 0700

Fax: (+267) 3185011

Email: procurement@bec.co.bw

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

Fax: (+267) 3933872

Tender documents can be also be accessed on the BEC website:
www.bec.co.bw

A non-refundable fee of **P500.00** should be paid during tender collection. Bids must be submitted using the two envelope system, the **one original and five copies** respectively for the **financial and technical** bids and must be submitted in sealed packets or boxes labelled as follows:

Tender No. BEC EAC 004/14 – 15: Invitation To Tender For The Printing And Packaging Of JCE And BGCSE Examinations Stationery For 2014 – 2016.

Bids must arrive no later than **10:00 am** (local time) on **30th May 2014**. The tenders will be opened immediately after closing, in the

presence of bidders wishing to attend. Bids received after the closing date and time will **NOT** be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will **NOT** be accepted.

Sealed bids should be delivered to the following address:

The Secretary

Tender Committee
Botswana Examinations Council
Plot 54864
KT Motsete Road
Gaborone.

NB. Non-compliance to the separation of the technical and financial bids is subject to outright disqualification. The same treatment will be given to bidders' responses that do not have the required number of envelopes for the technical and financial bids.

Responses that do not have the required number of envelopes will be disqualified.

Bidders who are awarded the tender should by no means pass it to other parties to undertake the project.

Queries and questions relating to the issue of these documents will be accepted up to **14 working days** before tender closing date. The queries or questions should be in writing and should be addressed to:

The Secretary

Tender Committee
Botswana Examinations Council
Private Bag 0070
Gaborone
Botswana.

Fax: (+267) 316 4413, 316 4203, 318 5011

Email: procurement@bec.co.bw

Botswana Examinations Council is not bound to accept the lowest or any bid, or bear any expense in the preparation thereof. The Botswana Examinations Council also reserves the right to award the tender in full or in parts.

The Secretary

Tender Committee
Botswana Examinations Council
Private Bag 0070
Gaborone