



**BOTSWANA
EXAMINATIONS
COUNCIL**

DIRECTORATE OF INFORMATION COMMUNICATION AND TECHNOLOGY

INVITATION TO TENDER

FOR

**FOR THE IMPLEMENTATION OF AN ELECTRONIC RECORDS MANAGEMENT
SOLUTION**

TENDER NO. BEC ICT 009/18 - 19

Collection Date: ----- *Monday 12 November 2018*

Closing Date: ----- *25 January 2019*

| PROCURING ORGANISATION | AGENT |
|--|---|
| Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana | The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267 365 0700 Fax: +267 393 3872 Email: procurement@bec.co.bw |

Botswana Examinations
Council

**TENDER
TENDERING
PROCEDURES**

**TENDER NOTICE AND
INVITATION TO TENDER
VOLUME 1**

Tender No. BEC ICT 009/18 – 19

**INVITATION TO TENDER FOR THE IMPLEMENTATION OF AN ELECTRONIC RECORDS
MANAGEMENT SYSTEM - ERMS**

Bidders are invited to submit bids for **–Implementation of an Electronic Records Management System**

This tender is an Open International tender i.e. both bidders in Botswana and outside Botswana are eligible to tender.

For Botswana companies, bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 120 Sub-Codes 01, 02, 03 and 04 or any other relevant codes and sub-codes; be registered with BURS and be in possession of a Tax Clearance Certificate, and have an appropriate license.

For companies outside Botswana, bidders must in order to be considered for the award of the contract, be registered with Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Exemption Certificate for Tax Withholding purposes and be in possession of a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document). BURS may be contacted on the following:

PLOT 53976; KUDUMATSE ROAD

PRIVATE BAG 0013; GABORONE , BOTSWANA

TEL: +267 363 8000 FAX: +267 363 9999; WEBSITE: www.burs.org.bw

Tender documents will be available with effect from 12th November 2018 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.

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

Contact Name: Ms T. Chifani Telephone Number: 365 0700

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

Email: procurement@bec.co.bw

Tender documents can also be accessed on BEC website: www.bec.co.bw for information purposes only.

NOTE:

1. All companies, whether within Botswana or outside, are required to make their own arrangements for payment and for collection of the bid documents.

2. Delivery shall be made to BEC.

A non-refundable and non-transferable fee of **P250.00** shall be paid during tender collection. Bids must be submitted using the **two envelope system**; one original and four (4) copies **plus a soft copy in a re-writable DVD**, respectively for the **financial** and **technical** bids must be submitted in two separate envelopes, one containing the Technical Bids, and the other containing the Financial Bids and both envelopes accordingly labeled with the tender number and title. The two envelopes should be sealed and placed in a third outer and larger envelope. This envelope should be sealed and labeled as follows;

TENDER NO. BEC ICT 009/18 – 19 Invitation to Tender for the Implementation of an Electronic Records Management System

Bidders not able to pay at BEC Cashier counter may deposit document fees in the BEC account and provide proof of payment for collection of the bid document. Documents will however be issued after confirmation with BEC Finance Division that funds have indeed been received in the BEC Account. BEC Account Details are as follows:

Account Name: BEC
Account Number: 6222 132 9940
Branch Name: Corporate
Branch Code: 282267
Swift Code: FIRNBWGX

Bids must arrive not later than **10:00am** (local time) on **Friday, 25th January 2019**. Bids received after the closing date and time will **NOT** be accepted. Telephonic, telegraphic, telex 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 and any appearance of the financial figures in the technical bid shall be 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.

The tender document may be viewed from BEC website: www.bec.co.bw. Bidders are advised that this document is for viewing purposes only. Bid responses will only be accepted from bidders who bought and collected the document from BEC.

Responses that do not have the required number of envelopes will be disqualified. Re-writable DVDs should be separate for the technical and financial proposal. The DVD for the technical proposal should be included in the technical proposal envelope while the DVD for the financial proposal should be included in the financial proposal envelope.

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 **10 working days** before tender closing date. The queries or questions should be in writing and should be addressed to:

The Secretary Att: Ms T. Chifani Tel: 3650700

BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System

Tender Committee; Botswana Examinations Council
Private Bag 0070; Gaborone; Botswana.
Fax: (+267) 316 4413, 316 4203, 318 5011
Email: procurement@bec.co.bw

Bids must arrive no later than **10:00 am** (local time) on from **Friday, 25th January 2019**. The tenders will be opened in the presence of bidders wishing to attend immediately after closing in BEC premises. . Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.

N.B. Delivery shall be as per the project plan and contract agreements after award.

Important Dates:

Tender Collection: Monday, 12th November 2018

Tender Closing: Friday, 25th January 2019

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

Tender Committee Secretary
For/Botswana Examinations Council

Botswana Examinations
Council

**TENDER
TENDERING PROCEDURE**

**TENDER DATA
VOLUME 1**

**TENDER NO. BEC ICT 009/18 - 19
INVITATION TO TENDER FOR THE IMPLEMENTATION OF AN ELECTRONIC
RECORDS MANAGEMENT SYSTEM - ERMS**

The conditions of tender are contained in this document.

- 1.1 The Procuring Organisation is the Botswana Examinations Council.
- 1.2 The tender documents issued by the Procuring Organisation comprise:

Three volume approach:

VOLUME 1: TENDERING PROCEDURES

Tender Notice & Invitation to Tender
Tender Data

VOLUME 2: RETURNABLE DOCUMENTS

VOLUME 3: THE CONTRACT

Part 1 - Agreements & Contract Data

Forms of Securities

Part 2 - Pricing Data

Pricing Instructions

Part 3 - Scope of Work

- 1.3 All bidders are required to submit the following:

BOTSWANA COMPANIES:

- 1 original, 4 copies and DVDs of both the Technical and Financial proposals.
- Proof of payment of the tender fee of **P250.00**;
- PPADB Registration Certificate under Code 120 Sub-Code 01, 02, 03 and 04 or any other relevant codes.
A valid copy of Tax Clearance Certificate;
- Completed Declaration Form for Tendering Purposes;
- Submission of certified copies of Share Certificates (Form from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders would be preferred);

- publicly listed companies may submit certificates of their controlling shareholders only;
- NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- Forms from Companies and Intellectual Property Authority (CIPA) showing the Company Directors.
- Completed and signed Form of Offer and Acceptance

INTERNATIONAL COMPANIES

- 1 Original, 4 copies and DVDs of both the Technical and Financial proposals;
- Proof of payment of the tender fee of **P250.00**;
 - Valid copy of Tax Exemption Certificate;
 - Valid copy of Appropriate License or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document);
 - Completed Declaration Form for Tendering Purposes;
- Submission of certified copies of Share Certificates and/or Form from Register of Companies from country of origin showing company Shareholders;
 - publicly listed companies may submit certificates of their controlling shareholders only (this document should be in English or be accompanied by a translation document);
 - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- Forms from Register of Companies from country of origin showing the company Directors (this document should be in English or be accompanied by a translation document).

Completed and signed Form of Offer and Acceptance

NB: The tender response must be made in English.

- 1.4 All bidders are required to provide the pricing schedule in the format provided in CONTRACT PART 2, Pricing Data. Bidders must also provide a detailed breakdown of the cost covering all components of the project as stated in CONTRACT PART 3, Bidders should note that the total cost of the project should not include any variable components based on exchange rates, inflation, etc. Where disbursements are based on actual expenditure, bidders should estimate the maximum expected costs, which will be reimbursed based on actual expenditure incurred.

Bidders should quote in Botswana Pula or currency of the country of their origin or any convertible currency.

All the quoted prices must include VAT, withholding Tax or any other taxes in accordance with the tax laws of Botswana.

The validity period for the quoted prices must be at least **120 days** from the closing date of the tender.

1.5 The Procuring Organisation's address for delivery of tender offers, tender and other identification details to be shown on each tender offer package are:

- **TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System**

Tender Secretary, Botswana Examinations Council
Plot 54864, KT Motsete Road, Gaborone.

1.6 A **two envelope** procedure will be followed, failing which disqualification will be promptly executed.

Bids should be submitted according to the Instructions to Bidders. Important points are repeated as follows:

- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialed by the person or persons who sign the bid.
- All copies must be signed in ink by an authorised employee, agent or representative of the bidder.
- For each bid, the bidders shall prepare the number of copies indicated in the Instructions to bidders. The original bid should be marked ORIGINAL; all other copies should be marked COPY. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct and shall bear the submission address.
- **The original, four (4) copies and re-writable DVDs of each of the technical and financial bids shall be placed in a separate and sealed envelope clearly marked – TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System and shall bear the submission address.**
- **Re-writable DVDs should be separate for the technical and financial proposal. The DVD for the technical proposal should be included in the technical proposal envelope while the DVD for the financial proposal should be included in the financial proposal envelope.**
- Bids must arrive no later than **10:00 am** (local time) on **Friday, 25th January 2019**. The outer envelope should have the original, four (4) copies and 2 DVDs of the technical and financial bids respectively. These shall be placed in a sealed larger envelope clearly marked;
- **BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System**
 - Bids will be opened immediately, and bidders may be present if they wish. Bids received after the closing date and time will not be accepted. Email or Facsimile bids will not be accepted.

- Immediately after the deadline for the submission of bids, the technical bid of all the tenderers will be opened. The financial bids shall remain sealed and deposited with BEC Tender Committee until those bids meeting the technical requirements have been identified.

This tender is open to both Botswana registered companies and international companies.

- 1.7 The closing time for submission of tender offers is: 10.00 am on Friday, 25th January 2019.
- 1.8 Telephonic, telegraphic, telex, email or facsimile tender offers will not be accepted.
- 1.9 The tender validity period is **120 days** from the closing date of the tender.
- 1.10 The time and location for opening of the tender offers is:
10:00 am on Friday, 25th January 2019.
Location: Botswana Examinations Council
Plot 54864; KT Motsete Road; Gaborone.
- 1.11. The procedure for evaluation of the responsive tender offers is Quality and Cost Based Selection method

The Evaluation Process

Tender Evaluation Committee (TEC) will be constituted to evaluate the bids. The evaluation to be adopted by the Evaluation Committee will be as follows:

- 1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.13.
- 3 The technical bids of the short listed bidders after Stage 2 of the evaluation process will be evaluated as stated in Stage 3 of the evaluation process.
- 4 The project will be provisionally awarded to the bidder with highest combined score of Stage 2 and Stage 3 of the evaluation process subject to successful negotiation of the contract as in 1.15.
- 5 The maximum scores allocated to Stage 2: Technical and Stage 3: Financial are as follows:

| | | |
|---------|---|------------|
| Stage 2 | - | 70 |
| Stage 3 | - | <u>30</u> |
| Total | | <u>100</u> |
- 6 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.

- 7 The successful bidder shall deliver the services to Botswana Examinations Council as per accepted samples and shall be accepted after inspection to confirm conformance to specifications.

Notes

- Subject to authorization by BEC Tender Committee, further information may be requested from the bidders during evaluation. Any such request will be made in writing to the bidder's nominated representative as declared in the Form of Response. Any such correspondence will be for purposes of clarification only and will in no way be indicative of any preference towards any bidder or bid.
- All important information required for the project shall be included in the bid, so that at contract negotiation stage there are no major issues that could call for the change of award.

1.12 Disqualification at Stage 1

A bidder whose technical bid does not meet the following requirements will be disqualified during the first scrutiny at Stage1. In the case of a consortium or joint venture, the companies shall be evaluated individually for compliance with the listed requirements.

BOTSWANA COMPANIES must submit all of the following;

- a) PPADB Registration Certificate under Code 120 Sub-Code 01, 02, 03 and 04 or on the Relevant Codes and Sub-Codes (registration will be verified on-line);
- b) A valid copy of Tax Clearance Certificate (registration will be verified on-line);
- c) Completed Form of Declaration for Tendering Purposes;
- d) Forms from Companies and Intellectual Property Authority (CIPA) showing the Company Directors.
- e) Certified copies of Share Certificates (Forms from Companies and Intellectual Property Authority (CIPA) showing the Company Directors would be preferred);
 - Publicly listed companies may submit certificates of their controlling shareholders only;
 - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- f) Completed and Signed Form of Offer and Acceptance

INTERNATIONAL COMPANIES must submit all of the following;

- a) Valid copy of Tax Exemption Certificate;
- b) Valid copy of Appropriate License or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document);
- c) Completed Form of Declaration for Tendering Purposes accompanied by;

- d) Forms from country of origin showing the Company Directors (this document should be in English or be accompanied by a translation document);
- e) Forms from country of origin showing the Company Shareholders and certified copies of Share Certificates;
 - Publicly listed companies may submit certificates of their controlling shareholders only (this document should be in English or be accompanied by a translation document);
 - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- f) Completed and Signed Form of Offer and Acceptance

Should a bidder (both domestic and international) fail to submit items a) to e) on the first instance, they will be requested to resubmit the missing item(s) through email and they will be given a minimum of 2 days or a maximum of 5 days to submit. Should the bidder fail to submit within the required time, they will be disqualified from further evaluation.

Failure to submit the Completed and Signed Form of Offer and Acceptance, (f) above, on the first instance, will lead to outright disqualification.

1.13 Evaluation of Bids at Stage 2 - Part I

- A. The following table shows the criteria which will be used for evaluation. In the case of a consortium or joint venture, the bids will be evaluated on the combined strength of the constituent companies involved.

Evaluation Criteria

| No | Criteria | Description | Marks |
|----|--|--|-------|
| 1 | Capability of the company, consortium or joint venture | <ul style="list-style-type: none"> • Does the bidder have at least two (2) sites where they have implemented a Records Management system? Reference letters from the companies must be attached [10] 2 or more sites – 10 marks 1 site – 7 marks 0 site – 0 marks | 10 |
| 2 | Capability and experience of the proposed Project Team | <ul style="list-style-type: none"> • Has bidder proposed at least three (3) qualified team members for this project? For the team to be qualified they need to have at least a bachelor's degree in information technology, Experience in the deployment of a Records Management System. Reference letters from companies MUST be attached. [10] 3 members – 10 marks 2 members - 5 marks 1 member – 3 marks 0 member – 0 marks | 10 |
| 3 | Implementation | <ul style="list-style-type: none"> • User requirement methodology and | 40 |

| | | | |
|---|----------------------|--|----|
| | <i>plans</i> | <p>plan??[2]</p> <ul style="list-style-type: none"> • Gathering of User requirements, to ensure quality and timely delivery of requirements [10] • Design and implementation plan (e.g .testing and deployment) [20] • Does the system comply to Records Management ISO Standard, provide proof (5) • Knowledge transfer and training plans, for both technical and user teams.[3] | |
| 4 | <i>Documentation</i> | <p>Documentation</p> <ul style="list-style-type: none"> - User Requirements – (3 points) - Project schedule including the change management plan – (3 points) - Customized Technical manual (2 points) - Customized User manual (2 points) | 10 |
| 5 | <i>Total</i> | | 70 |

The cut off for progression to Stage 3 is a minimum score of 55 and only bidders who score - 78% and above will have their financial proposal opened and evaluated.

Bidders should respond to the above requirements in full to guide evaluators in allocating marks for stage 2 evaluation.

1.14 Financial Evaluation – Stage 3

The qualifying bids will be evaluated based on the following factors: The following formula will be used to rate the quoted prices:

$$FS = 30 \times LP / P; \quad \text{Where:}$$

FS = financial score of a given bidder
 LP = lowest price
 P = the price quoted by the bidder

The lowest financial bid (LP) will be given a financial score (FS) of 30 points. The financial scores (FS) of the other financial bids will be computed using the formula above.

1.16 Basis of Award

The bidder with the highest combined score (Technical and Financial) from stages 2, and 3 would be recommended for the award to BEC Tender Committee subject to an agreed contract. If the contract negotiations fail, then the next preferred supplier will be engaged for contract negotiations and recommended for the award.

The successful bidder shall deliver the services to Botswana Examinations Council.

Botswana Examinations
Council

**TENDER
RETURNABLE DOCUMENTS**

**LIST OF RETURNABLE
DOCUMENTS
Volume 2**

TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System

The bidder must complete the following returnable documents:

1. Returnable Documents required for tender evaluation purposes

- Certificate for authority of signatory
- Record of addenda to tender documents
- Detailed Response to Requirements specified in the CONTRACT PART 3
- Response form
- Quality plan
- Experience of the bidder
- Risk management plan
- All certified copies of documents and conditions specified in (1.3)
- Form of Declaration For Tendering Purposes

2. Other Documents required for tender evaluation purposes

- Copy of a Tax Clearance Certificate for Botswana Registered Companies or exemption certificate thereof from BURS;
- PPADB Registration Certificate;
- Certified copies of forms from CIPA showing Shareholders;
- Certified copies of Share Certificates;
- Certified copies of forms from CIPA showing list of Directors.

3. Returnable Documents that will be incorporated into the contract

- Response form;
- Quality plan;
- Detailed Response to all other Requirements specified in the contract part 3;
- Form of Offer & Acceptance;
- Curriculum vitae of key personnel;
- Management plan;
- Form of Declaration by Directors & Shareholders.

Parts of each tender offer communicated on paper shall be submitted as an original, plus four (4) duplicate copies and 2 re-writable DVDs; one containing the technical proposal and the other one containing the financial proposal. Each copy must contain the following RESPONSE FORM

| | |
|---|---|
| Bidder's Name | |
| Company Registration Number | |
| Vat Number (if applicable) | |
| Country of Registration | |
| Year of Establishment | |
| Physical Address | |
| Postal Address (if different) | |
| Telephone Number | |
| Mobile Number | |
| Fax Number | |
| Email and URL | |
| Contact Address in Botswana (If applicable) | |
| Project Title | |
| Tender No. | |
| Designated Authorised Representative for this Project | Name: Position: Qualifications: Tel: Fax: Email: |
| Project Referees (see CONTRACT PART 3, Scope of Work, 8.1.5) | 1 2 3 |
| Signed: Bidder's Authorised Representative | |

| | | |
|-------------------------------|--|---|
| Botswana Examinations Council | TENDER RETURNABLE DOCUMENTS | TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY |
|-------------------------------|--|---|

TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System

Indicate the status of the bidder by ticking the appropriate box hereunder. The bidder must complete the certificate set out below for the relevant category.

| A COMPANY | B PARTNERSHIP | C JOINT VENTURE | D SOLE PROPRIETOR |
|--------------|------------------|--------------------|----------------------|
| | | | |

A. Certificate for company

I, _____, chairperson of the board of directors of _____ hereby confirm that by resolution of the board taken on _____ 20_____, Mr/Ms _____, acting in the capacity of _____ was authorised to sign all documents in connection with this tender offer and any contract resulting from it on behalf of the company.

As witnesses:-

- | | |
|----------|----------|
| 1. _____ | _____ |
| | Chairman |
| 2. _____ | _____ |
| | Date |

B. Certificate for Partnership

We, the undersigned, being the key partners in the business trading as _____
_____ hereby authorise Mr/ Ms _____ acting in
the capacity of _____ to sign all documents in
connection with the tender offer for Contract _____
and any contract resulting from it on our behalf.

| NAME | ADDRESS | SIGNATURE | DATE |
|------|---------|-----------|------|
| | | | |
| | | | |
| | | | |
| | | | |

NOTE: This certificate is to be completed and signed by all of the partners. Attach additional pages if more space is required.

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms _____ an authorised signatory of the company _____, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract _____ and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture. Furthermore we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that

the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

| NAME OF FIRM | ADDRESS | AUTHORISING SIGNATURE, NAME & CAPACITY |
|---------------------|---------|--|
| <i>Lead partner</i> | | |
| | | |
| | | |
| | | |

D. Certificate for sole proprietor.

I, _____, hereby confirm that I am the sole owner of the business trading as _____.

As witnesses:-

1. _____

Signature: Sole owner

2. _____

Date

Botswana Examinations Council

| | |
|--|---|
| TENDER RETURNABLE DOCUMENTS | TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS |
|--|---|

TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System

| | | |
|---|-------------|-------------------------|
| We confirm that the following communications received from the Procuring Organisation before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: | | |
| | Date | Title or Details |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

Botswana Examinations
Council

| | |
|--------------------------------|----------------------------------|
| TENDER RETURNABLE DOCUMENTS | TENDER SCHEDULES QUALITY PLAN |
|--------------------------------|----------------------------------|

TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System

Note to bidders:

Please provide details of your quality plan here. Please describe the management arrangements for the work in this contract. You are requested to include:

1. An organization chart showing on-site and off-site management personnel
2. Details of the location (and functions) of offices from which the work will be managed.
3. An explanation of how you propose to allocate adequate resources for the duration of the project.

Botswana Examinations Council

| | |
|--|---|
| TENDER RETURNABLE DOCUMENTS | TENDER SCHEDULES CURRICULUM VITAE OF KEY PERSONNEL |
|--|---|

TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System

| | |
|--|-----------------------------|
| Name: | Date of Birth: |
| Profession: | Nationality: |
| Current Position: | Years with the firm: |
| Qualification and Experience: | |
| Education: | |
| <i>Professional Membership</i> | |
| Experience Record | |
| Languages: | |
| Certification: | |
| <p>I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.</p> | |
| <p>_____ Date: _____</p> <p><i>[Signature of authorized representative of the Tenderer]</i></p> | |

Botswana Examinations
Council

| | |
|--|--|
| TENDER RETURNABLE DOCUMENTS | TENDER SCHEDULES QUALITY PLAN |
|--|--|

TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System

The following is a statement of similar works successfully executed by myself/ ourselves:

| Employer, contact person and telephone number. | Description of contract | Value of work | Date completed |
|--|-------------------------|---------------|----------------|
| | | | |
| | | | |
| Signed | | Date | |
| Name | | Position | |
| Bidder | | | |

Botswana Examinations Council

| | |
|--|---|
| TENDER RETURNABLE DOCUMENTS | TENDER SCHEDULES MANAGEMENT PLAN |
|--|---|

TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System:

Please describe the management arrangements for the work in this contract. You are requested to include:

4. An organisation chart showing on-site and off-site management personnel
5. Details of the location (and functions) of offices from which the work will be managed.
6. An explanation of how you propose to allocate adequate resources for the duration of the project and subsequent maintenance periods.

Summary of items attached to this schedule:

Attach additional pages as required.

Signed

Date

Name

Position

Tenderer

| | | |
|----------------------|---------------------------------------|--|
| Republic of Botswana | TENDER RETURNABLE DOCUMENT | DECLARATION FORM FOR TENDERING PURPOSES |
|----------------------|---------------------------------------|--|

TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System

Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender.

PART A

I, _____ (full name), in my capacity as..... (state position in Entity)

hereby declare that on my behalf, and on behalf of the owners, partners / directors/ shareholders /administrators and/or Other (Please specify)

of:

..... (name of Entity)

of:

.....
..... (Postal/physical address)

that, in connection with the enclosed tender,

All information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the Entity and/or its Representatives. I state that the (State Name of Entity) and/or its representatives confirm that they have not, through other entities, participated in the same tender and offer the same products in response to the same items.

NOTE THAT: In the case of competing franchises, the franchises may bid for the same item but with different products. Item means the commodity required by the procuring entity indicated in the ITT. Product means the commodity offered by the bidder.

I declare and confirm that the Entity and/or its Representatives have in fact not participated in the same tender and offered the same products in response to the same items, through any other registered company or other entity. I hereby provide a current list of Directors/ Administrators/ Partners/ Members and/or Shareholders for the Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body and/or other (Please specify).....

| | DIRECTORS/MEMBERS/ PARTNERS NAME and /OR Other (Please Specify)..... | CAPACITY IN ENTITY | NATIONALITY | PERCENTAGE OF SHAREHOLDING |
|---|---|---------------------------|--------------------|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

| | | | | |
|---|--|--|--|--|
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

| | SHAREHOLDERS NAME | NATIONALITY | PERCENTAGE OF SHAREHOLDING |
|---|-------------------|-------------|----------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

If more space is required attach additional sheet. Note that Public companies should state which stock exchange the company is listed under.

I further acknowledge that should any of the directors, partners, and shareholders, members/administrators */(others please specify)* be found to be associated in a similar or other manner in another company/entity, participating in this tender and offering the same products in response to the same items, this shall disqualify this Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body, and whichever company or other entity the said director/partner/shareholder/member and/or administrator is consequently involved in.

I further acknowledge that should the Company /Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body or any of its affiliates or subsidiaries be found to have participated in the same tender and offered the same products in response to the same items, the said Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body/*(others please specify)* and its affiliates and/or subsidiaries shall be disqualified.

The Company/Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body/*(others please specify)*, through its agents, employees or directors has not illegally communicated with any member of the procuring department or the Public Procurement and Asset Disposal Board, except as may be permitted in the relevant “instructions to tenderers” or by law.

The Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body/*(others please specify)*, through its agents, employees, partners, members, administrators and/or directors has not paid or offered to pay any consideration, favour or promise to any member of the procuring department or any person employed by or associated with Public Procurement and Asset Disposal Board (PPADB) or its Committees.

I declare that this tender is submitted by us in our own right and we have not colluded in any way with any other /potential tenderer in the production and submission of this tender other than in the establishment of a joint venture or sub-contractor arrangement as fully and correctly declared in the tender.

I acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring department and/or PPADB shall be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

I confirm that our entity has undertaken not to collude to withdraw from a tender award, only for the reason that an unsuccessful bidder be awarded the tender. I confirm further that the entity has undertaken not to engage in frivolous complaints and litigation that frustrates project implementation.

SIGNED: NAME:

DATED:.....

.....

Entity

Stamp

PART B

1. Declaration to establish Eligibility for Reservation and Price Preferences for 100% Citizen Owned Contractor / Companies and other Entities.
2. The declaration shall be signed by all Businesses tendering for reserved contracts and contracts subject to preferences, as a condition of each tender.
3. The 100% citizenship requirements for shareholders, etc contained therein shall not withstand any previous consents and practice, be pre-condition for the award of any reserved tender.

Definition

4. The following definitions shall apply to this declaration:

100% Citizen Owned Contractor / Company: a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana.

Control: the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of managerial and financial authority and power in determining the policies and directing the operations of the business.

Net Amount: the financial value of the Contract at the time of the award of the Contract, exclusive of sales tax which the law requires the Employer to pay to the Contractor.

Owned: Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest or shareholding as demonstrated by an examination of the substance as well as the form of ownership arrangements

5. The company operates banking and savings accounts, the only authorised signatories are:

i.
.....
(Bank Name and Name of signatory) (Oman No.
/Passport)

ii.
.....
(Bank Name and Name of signatory) (Oman No.
/Passport)

ii.
.....
(Bank Name and Name of signatory) (Oman No.
/Passport)

iv.
.....
(Bank Name and Name of signatory) (Oman No.
/Passport)

6. Undertakings

The Tenderer confirms that it is a 100% Citizen owned contractor/company and undertakes to remain a Citizen Contractor for the duration of the Contract. The Tenderer further undertakes not to subcontract more than 25% of the Net Amount to non-Citizen Contractors in the performance of the Contract.

7. Sanctions relating to reserved treatment

Any changes in Ownership or Control which violate the definition of a Citizen Contractor or the subcontracting of more than 25% of the Net Amount of the Contract to non-Citizen Contractors shall be sufficient reason for the Procuring Department to terminate the Contract.

8. All the shareholders of(Name of company) have read this declaration and agree to its contents.

- a) All the shareholders hereby give consent verification of the information provided above and understand that this may include but not limited to the verification of assets, liabilities,

accounts, bonds and undertake to notify the competent authorities of any change to the information provided in this Declaration within seven days of such occurrence.

b) I understand and declare that each matter here deposited to is essential for the tender validity of (Name of company)'s

NB: The Procuring Entity reserves the right to confirm the authenticity of the information provided above.

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT _____ ON THIS _____ DAY OF _____ 20____, AT ____AM / PM, THE DEPONENT HAVING ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS CONSCIENCE.

COMMISSIONER OF OATHS

CAPACITY:

Botswana Examinations Council

**CONTRACT
VOLUME 3**

TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System

CONTRACT

PART 1: AGREEMENTS AND CONTRACT DATA

Form of Offer and Acceptance
Contract Data

PART 2: PRICING DATA

Pricing Instructions

PART 3: SCOPE OF WORK

Scope of work

Botswana Examinations
Council

| | |
|---|---|
| CONTRACT PART 1 AGREEMENTS & CONTRACT DATA | FORM OF OFFER AND ACCEPTANCE |
|---|---|

TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System

OFFER

The Botswana Examinations Council, P/Bag 0070, Gaborone, has solicited offers to enter into a contract for the procurement of:

BEC ICT 009/18 – 19: Implementation of an Electronic Records Management System

The bidder, identified in the signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this offer has accepted the conditions of tender.

By attaching the signature of a duly authorized representative to this part of this Form of Offer and Acceptance, the bidder offers to perform all of the obligations and liabilities of the Contractor (or the Consultant or the Supplier as the case may be) under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

This Offer, of which the bidder has signed one original, may be accepted by the Procuring Organisation by signing the form of Acceptance overleaf and returning one fully executed original of this document including the Schedule of Deviations (if any) to the bidder before the end of the period of validity stated in the Tender Data, whereupon the bidder becomes the party named as the Contractor, (or the Consultant, Professional Service Provider, Service Provider or the Supplier as the case may be) in the Conditions of Contract identified in the Contract Data.

For the tenderer:

Signature(s)

Name(s)

Capacity

.....
(Insert name and address of organisation)

Name &
signature of
witness

Date

ACCEPTANCE

By attaching the signature of a duly authorized representative to this part of this Form of Offer and Acceptance, the Procuring Organization accepts the bidder's Offer. In consideration thereof, the Procuring Organization shall pay the Contractor, (or the Consultant or the Supplier as the case may be) the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the bidder's Offer shall form an Agreement between the Procuring Organization and the bidder upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

- Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part 2 Pricing Data
- Part 3 Scope of Work

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the bidder and the Procuring Organization during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be signed by the duly authorized representative(s) for both parties.

The bidder shall within one week of receiving a fully executed original of this Agreement, including the Schedule of Deviations (if any), contact the Procuring Organization's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the bidder receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the bidder (now Contractor, Consultant or Supplier) within five days of the date of such receipt notifies the Procuring Organization in writing of any reason why he cannot accept the contents of this Form of Offer and Acceptance, this Agreement shall constitute a binding contract between the Parties.

For the Botswana Examinations Council

Signature(s)

Name(s)

Capacity

(Insert name and address of organisation)

Name & signature of witness

Date

**Botswana Examinations
Council**

| | |
|---|-----------------------------|
| CONTRACT PART 2 PRICING DATA | PRICING INSTRUCTIONS |
|---|-----------------------------|

TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System

Bidders should provide costing for each event they wish to tender for as specified in the Technical Bid. The phases in the table below are intended as a guideline, and bidders are free to specify phases which are consistent with their Technical Bid.

SUMMARY PRICING SCHEDULE

The quoted prices should be inclusive of 12% VAT

NB: THE PRICES SHOULD BE INCLUDED IN THE FINANCIAL PROPOSAL ONLY AND NOT APPEAR ANYWHERE IN THE TECHNICAL PROPOSAL

NB: This should be included in the Financial Proposal envelope and NOT the Technical Proposal

1. All costs must include VAT (for VAT registered companies), Withholding Tax and all other applicable taxes. The tax laws of Botswana will apply to the ITT and the signed contract.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated as the maximum to be charged.
3. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
4. Tenders must be valid for a period of at least 120 days.
5. Payments will be made in accordance with agreed payments schedules

Botswana Examinations
Council

**CONTRACT PART 3
SCOPE OF WORK**

**SCOPE OF
WORK:
SERVICES
CONTRACT**

TENDER NO. BEC ICT 009/18 – 19: Invitation to Tender for the Implementation of an Electronic Records Management System

1. Purchaser's objectives

SCOPE

BEC is in the process of improving access to information through the implementation of an Electronic Records Management System. The system will provide a platform for the management, compilation, monitoring and utilization of records in line with the BEC Records Management Policy and classifications that certify correct classification of records thereby ensuring correct cataloguing and taxonomy are applied to all records at the BEC and to implement approval and escalation workflows for ERMS related tasks and approvals. The supplier shall gather user requirements to be used in the implementation of the solution.

BEC reserves the right to award the whole tender in whole to one bidder or in part to more than one bidder. Capability as determined by the evaluation criteria in the bid document remains paramount to the final decisions of award/ or rejection.

1. Requirements and Specifications:

The requirements outlined are in-line with the internationally acceptable best practice for managing records and are designed to capture and manage all official BEC records regardless of format.

- A. The required system shall but not be limited to the following:
1. Capturing and circulation of official mail/correspondence received by BEC (and records created internally) in paper and / or digital formats including the full utilization of the workflow module.
 2. Capturing of records using standardized naming, classification, metadata and retention.
 3. Issues surrounding misplacement/loss of records due to poor manual tracking systems.
 4. Elimination of slow laborious and counter-productive manual systems.
 5. Maintain access control, integrity and authenticity of BEC records (electronic records and circulation paper records) by tracking the location and authorized system users, including maintain audits trails.
 6. Disposal actions such as archiving and / or file destruction and creating the interface from Records Management to Archives Administration by applying retention schedule.
 7. Search and retrieve records held in the ERMS repository by providing read only access to authorized BEC staff.

8. Address workflow issues.
 9. Improved level of productivity and customer service
- B. The solution shall but not be limited to addressing the following requirements.
1. It is expected of ERMS to adhere to BEC records management policies, procedures, file classification scheme and retention schedule.
 2. The supplier will provide technical support for all supplied hardware and software requirements.
 3. The solution shall be able to handle large volumes of archived records
 4. The solution shall cover migration of a large volumes of electronic records through existing BEC ICT systems.
 5. The solution should be compliant to several international standards such as ISO 15489, ISO 18014, ISO 23081 and DOD 5015.2 or any other related ISO standard.
 6. Manage records across all stages of a record, the system should be able to be incorporated with the existing manual system.
 7. Increase/improve access to information through a system that can allow simultaneous access and retrieval of information.
 8. Increase BEC staff effectiveness through timely distribution and access to information (mail/information circulation)
 9. Implementation of the customized electronic records management system for about 250 users
 10. Digitization of all BEC physical records and migration of existing electronic record to the new system.
 11. Implementation of a change management plan
 12. Technical training for the first level support for all hardware and software implemented
 13. End user and Technical team training.
 14. Training manuals for both Technical and User teams
 15. Manual hand-over.

Experience and Qualifications of Personnel

The consultant to undertake this assignment should possess:

1. A minimum of 3 years' practical experience in the implementation of a Records management system in an environment such as the BEC.
2. Qualifications in Records management systems.

2. Project Cost:

| Project Phase | Deliverables | Estimated Duration (in days) | Cost (in Botswana Pula) |
|---------------|---|------------------------------|-------------------------|
| Phase 1 | 1. User Requirements gathering 2. Design and implementation of ERMS - Physical records - Electronic records - Any other records deemed necessary 3. Testing and deployment | | |

| | | | | |
|-------------------|--|--|--|--|
| Phase 2 | Training - Technical team - Users - Implementation of the Change Management plan | | | |
| Phase 3 | Documentation - User Requirements - Project schedule and Change Management Plan - Customized Technical manual - Customized User manual | | | |
| Phase 4 | Maintenance and support | | | |
| SUB-TOTAL: | | | | |
| TAX: | | | | |
| TOTAL: | | | | |

NB: Payment will be made no later than 30 days after completion of rendering of service and issuance of the invoice.

3. Format and Content of Responses

Bids should be concise, to the point and address all issues raised in this Invitation to Tender document. The strength of the bidder, methodology, cost and personnel proposed will be key factors in the selection process. Bidders should not alter the formats given in this document when submitting the bid. The forms listed under Returnable Documents are to be supplied as they form part of the evaluation.

3.1 Bid

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile
- All returnable documents
- Any relevant information

3.1.1 Company Profile

Bidders should highlight the capability of the organisation to undertake this project and list any similar assignments which have been successfully undertaken in the past. Bidders should note that companies that have successfully implemented similar projects in the past will have an added advantage.

3.1.2 Appendices

Documents which cannot be incorporated in the body of the bid should be assembled and indexed and then included in the appendices of the bid. Bidders are free to provide any further information should they wish to do so.

4. Quality plans and control

Bidders are required to outline their Quality Management and Quality Assurance methodologies and how they would be implemented in relation to the project. The following areas should be covered in this section:

- How the work is going to be completed to the required standard, within the project cost and on time.
- How quality management is to be ensured during the project.

-----**END OF DOCUMENT**-----

-