



**BOTSWANA
EXAMINATIONS
COUNCIL**

DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND CERTIFICATION

INVITATION TO TENDER

FOR

THE PROVISION OF BRAILLE SERVICES FOR
PRIMARY SCHOOL LEAVING EXAMINATIONS (PSLE),
JUNIOR CERTIFICATE EXAMINATIONS (JCE) AND BOTSWANA GENERAL
CERTIFICATE OF SECONDARY EDUCATION (BGCSE) QUESTION PAPERS FOR THE
YEARS 2021, 2022 AND 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC).

Tender No. BEC EAC 015/20-21

Issue Date: Monday 15 March 2021

Closing Date: Friday 16 April 2021

PROCURING ORGANISATION	AGENT
Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana	The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267365 700 Fax: +267 393 3872 Email: procurement@bec.co.bw

Tender No. BEC EAC 015/20-21

Invitation To Tender for Provision of the Brailing and Packaging Services of PSLE, JCE and BGCSE Examinations Question papers for the years 2021 to 2023

- Bidders are invited to submit bids for the **Brailing and Packaging of PSLE, JCE and BGCSE Examinations Question papers for the years 2021, 2022 and 2023 for Botswana Examinations Council (BEC).**
- This tender is reserved for 100% Citizen Owned Companies in accordance with Statutory Instrument 23 of 2020 dated 28th February 2020.
- Tender documents will be available with effect from **Monday 15 March, 2021** and can be obtained from the Botswana Examinations Council website <http://www.bec.co.bw/docs/invite-tender> at a non-refundable and non-transferable fee of **P250.00** or **P125.00** for youth owned companied payable to the following BEC Account details:

Account Name: BEC

Account Number: 6222 132 9940

Bank Name: First National Bank of Botswana

Branch Name: Corporate

Branch Code: 282267

Swift Code: FIRNBWGX

(NB: The fee for the youth is P125.00 non-refundable and non-transferable)

Bidders are advised to use 44444 as reference number.

P125.00 is for Botswana Youth Owned Companies (NB: Youth in this regard means people within the age of 18-35 years).

P250.00 is for any other company

NOTE: There will be no issuing of hard copies of ITTs to bidders.

Bidders will be provided with samples of stationery to be printed which may be obtainable from Botswana Examinations Council (BEC) Procurement Office.

Proof of Payment must be sent to procurement@bec.co.bw as well as tmogapi@bec.co.bw and must be included in the Bid Responses, failing which the bid will be disqualified.

The Procurement Office of the Botswana Examinations Council can also be contacted at the following addresses for any clarification:

Postal Address

Botswana Examinations Council

Private Bag 0070

Gaborone.

Tel: (+267) 365 0700

Fax: (+267) 393 3872

Physical Address

Botswana Examinations Council

Plot 54864, KT Motsete Road

Gaborone.

Contact Name: Mr T. Mogapi Telephone Number: 365 0700
Fax: (+267) 393 3872, Email: procurement@bec.co.bw

Bids must be submitted using the **two envelope system**; one original and four (4) copies **plus a soft copy in a Re-writable CD/DVD**, respectively for the **technical and financial** bids must be submitted in two separate envelopes, one containing the Technical Bids, and the other containing the Financial Bids and both envelopes accordingly labelled 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 labelled as follows;

Tender No. BEC EAC 015/20-21: Invitation To Tender for Provision of the Brailing and Packaging Services of PSLE, JCE and BGCSE Examinations Question papers for the years 2021 to 2023 for Botswana Examinations Council (BEC).

Bids must arrive not later than **10.00am** (local time) on **Friday 16 April, 2021**. 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 is subject to outright disqualification. Bidders' responses that do not have the required number of envelopes (original plus 4 copies) for the technical and financial bids will also be disqualified.

Note: The samples of the stationery to be printed will be provided as hardcopies and must be collected from BEC Procurement Office after payment.

Responses that do not have the required number of envelopes will be disqualified. Re-writable DVDs should be separated 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, i.e. sub-contracting will **not** be allowed.

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- Queries and questions relating to the issue of these documents will be accepted up to 5 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.

Contact Name: Mr T. Mogapi
Telephone Number: (+267) 365 0700, Fax: (+267) 393 3872
Email: procurement@bec.co.bw

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- Bids must arrive no later than **10:00 am** (local time) on **Friday 16 April, 2021**. 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. The selected bidder shall begin work immediately and deliver the brailled and packaged PSLE, JCE and BGCSE question papers by last day of August every year.

Important Date:

Tender Collection: From Monday 15 March, 2021

Tender Closing: Friday 16 April, 2021 at 10.00hrs

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

INVITATION TO TENDER FOR PROVISION OF THE BRAILLING AND PACKAGING SERVICES OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2021 TO 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC)

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:

- a) One (1) original plus four (4) copies plus a soft copy in a Re-writable CD/DVD;
- b) Proof of payment of the tender fee of **P250.00** or **P125.00**;
- c) Valid copy of Tax Clearance Certificate (Provide Certificate No. and Pin No. for on-line verification);
- d) PPADB Registration Certificate under Code 201 Sub-Code 01 or any other relevant Code and Sub-Code (registration will be verified on-line);
- e) A completed Form of Declaration for Tendering Purposes;
- f) Submission of Extract from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and Directors Certificates;
 - 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.

- g) Completed and Signed Form of Authority of Signatory;
h) 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.

BACKGROUND

The Botswana Examinations Council is a semi-autonomous institution that is mandated by the Botswana Examination Act no. 11 of 2002 (Amended 28.08. 2019), to manage and conduct Examinations and Assessments in General Education and Technical and Vocational Education and Training. In respect of the aforesaid obligations, the Council is charged with the responsibility to print, package and distribute examinations papers and stationery to its Centres. It is in pursuance of such mandate, that the Council wishes to engage a printing company to print and package PSLE, JCE and BGCSE stationery for the years 2021, 2022 and 2023 examinations. Prospective bidders should be capable of handling large scale printing works under a secure environment. Both quality and security is emphasised in this undertaking, hence both the technical and financial proposals will be assessed before the award of the tender.

General Printing Requirements

Brailled and Packaged PSLE, JCE & BGCSE Question Papers as guided by the following specifications and requirements:

EXAMINATION QUESTION PAPER SIZE: As per the standard braille paper 11.0

MATERIAL: White Braille paper

COLOUR: Black and White

FINISHING: Folded, inset, spring bound question papers with embossed diagrams bound separately and clearly labelled with component name & number.

ENVELOPING: Labelled clearly to indicate syllabus, Component number and number of question papers enclosed.

PACK/ DESPATCH: Suitably packed and labelled clearly for despatch to Botswana Examinations Council per centre.

SCOPE OF WORK

The purpose of this tender is to fairly, transparently and objectively solicit services for the brailing and packaging of PSLE, JCE and BGCSE Examinations question papers. Among the main attributes that the Braille Production company should have is the capability, capacity, sound technical logistics, understanding of the requirements, a clear plan of execution and production of quality braille products.

The Brailed examinations question papers should be produced to specified numbers and given technical specifications. The braille and Zytex papers should be of reasonable quality comparable with international standards. The Braille Company should prioritise the security of the examination papers; including secure packaging. The work will not be satisfactorily completed without the secure packaging of the examination question papers failure of which payment will be withheld until such packaging is effected. All quotes should be inclusive of VAT and all other cost including insurance.

NB: Delivery must be made to Botswana Examinations Council (BEC) and BEC will not incur any cost of transiting the goods to its premises in Gaborone Head Office.

Rationale of the Request of the Service

Botswana Examinations Council is committed to ensuring that all examinations products are accessible including question papers for candidates with Special Needs comprising braille users. The conversion to braille is important as this is the mode of learning/reading in which the candidates are able to access question papers offered by BEC. This service is offered at PSLE, JCE and BGCSE resulting in capacity constraints for braille specialist personnel available to Botswana Examinations Council.

Another factor is time taken to braille PSLE, JCE and BGCSE question papers which should be within reasonable time as would be agreed for security and integrity of the examinations.

DELIVERABLES

The production should take into consideration quality of the products and security printing and packaging. This is important as examinations are high stake assessments with impact on progression to higher secondary learning including tertiary education and determination of employment requirements. For the credibility of BEC, it may also lead to loss of accreditation if there is non-conformance to the required and agreed standards.

Time Frame

Brailing of the question papers should commence by 01 June until August of each year through a pre-determined schedule for the three levels so that the braille question papers may be received in time for despatch to centres before the start of examinations. Early material question papers that require braille will be specified for their early completion. A braille copy of each of the components should be accompanied by one (1) print copy packaged separately from the main copy.

DESCRIPTION OF TASK AND PRODUCT

The service provider should:

- Produce quality brailled questions papers and tactile diagrams which are accessible for candidates with visual impairment as per their syllabus requirements. This should be completed in time for the writing of the examinations.
- Reformat and convert print question papers using Contracted braille for all syllabuses except Setswana (Un-contracted braille).

N.B BEC will confirm in writing by 01 June every year the braille codes to be used at each level for PSLE, JCE & BGCSE. That is the Unified English Braille (UEB) or Standard English Braille (SEB) as currently centres use both.

- Identify braille challenges and recommend corrective actions.
- Replace tables, diagrams and images with the relevant braille equivalent e.g. embossed diagrams and special characters.
- Ensure that the braille conforms to current conventions and retains the current content and context of the original document without compromising accessibility for the braille user (candidate).
- Ensure that the braille question papers are checked for accuracy and quality.
- Provide recommendations for overall improved braille services for the PSLE, JCE and BGCSE Examinations through a detailed and comprehensive report submitted to BEC after brailing.

Please use the table below for guidance.

The breakdown of quotes/rates/totals should appear as follows:

NB: THIS SHOULD BE SUBMITTED WITH THE FINANCIAL PROPOSAL AND NOT THE TECHNICAL PROPOSAL.

Year	LEVEL	Quotes Rate per page	Rate per diagram	Total
2021	PSLE			
	JCE			
	BGCSE			
2022	PSLE			
	JCE			
	BGCSE			
2023	PSLE			
	JCE			
	BGCSE			

Note:

PSLE may be phased out before the end of the 3 year contract therefore will be awarded for one year of 2021 and the contract renewed yearly for 2 years of 2022 and 2023 should the need arise. Bidders are, however, required to quote for all the three (3) years.

- 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 EAC 015/20-21: Provision of Secure Brailing and Packaging of PSLE, JCE and BGCSE Examinations Question Papers for Three Years from 2021 to 2023 to Botswana Examinations Council (BEC)

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 initialled 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 CDs/DVDs of each of the technical and financial bids shall be placed in a separate and sealed envelope clearly marked – Tender No. BEC EAC 015/20-2: Provision of Secure Brailing and Packaging of PSLE, JCE and BGCSE Examinations Question Papers for Three Years from 2021 to 2023 to Botswana Examinations Council (BEC).

- **Re-writable CDs/DVDs should be separated for the technical and financial proposal. The CD/DVD for the technical proposal should be included in the technical proposal envelope while the CD/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 16 April, 2021**. The outer envelope should have the original, four (4) copies and 2 CDs/DVDs of the technical and financial bids respectively. These shall be placed in a sealed larger envelope clearly marked; a re-writable CD. These shall be placed in sealed envelopes clearly marked; **Tender No. BEC EAC 015/20-21: PROVISION OF BRAILLING AND PACKAGING OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR 2021 – 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC).**

- 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 reserved for 100% Citizen Owned Companies.

1.7 The closing time for submission of tender offers is: **10.00hrs on Friday 16 April, 2021.**

1.8 Telephonic, telegraphic, telex, email or facsimile tender offers will not be accepted.

1.9 The tender validity period is **at least 120 days** from the closing date of the tender.

1.10 The time and location for opening of the tender offers is:

Time: **10:00 am on Friday 16 April, 2021.**

Location: Botswana Examinations Council
Plot 54864
KT Motsete Road
Gaborone.

1.11 The procedure for evaluation of the responsive tender offers is the 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 only 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 and 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	-	80
Stage 3	-	<u>20</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 goods 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 Stage 1. In the case of a consortium or joint venture or Partnership, the companies shall be evaluated individually for compliance with the listed requirements. i.e, individual companies must meet the compliance criteria for the consortium or joint venture or Partnership to proceed to stage 2.

NB: Consortium or Joint Venture or Partnership shall be accepted from 100% Citizen Owned Companies only.

- a) PPADB Registration Certificate under Code 201 Sub-Code 01 or any other relevant Code and Sub-Code (registration will be verified on-line);
- b) A valid copy of tax clearance certificate (Provide Certificate Number and Pin Number for On-line Verification);
- c) Completed Form of Declaration for Tendering Purposes;
- d) Company Extract from Companies and Intellectual Property Authority (CIPA) Showing the Company Shareholders and Directors, accompanied by Identity Documents of both Directors and Shareholders;
 - 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.
- e) Completed and Signed Form of Authority of Signatory;
- f) Completed and Signed Form of Offer and Acceptance

Should a bidder fail to submit items a) to f) 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, (g) above in the financial proposal, will lead to outright disqualification.

1.13 Evaluation of Bids at Stage 2

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.

No	Criteria	Description	Marks
1	Capability and capacity	<ul style="list-style-type: none"> At least a certificate in braille (a certified copy should be provided) or equivalence of on the Job experience (Provision of sworn statement of braille competency signed before the Commissioner of Oaths) Minimum experience of 3 years in the provision of Braille or related services Proven track record in secure brailing through provision of at least two relevant copies of references from past clients and must detail all the work undertaken (The references should be within the past five years) 	4 4 4 12
2	Technical logistics	<ul style="list-style-type: none"> Relevant production machinery at least 1 industrial Embosser, 2 Zyfuse machines, 2 computers with Duxbury 11.1 software or latest. Provide list of machines to be used. Attach pictures of all the machinery listed with labels. Provide virtual tour of the facilities on CD A site visit is optional but maybe undertaken to confirm the technical logistics. A detailed account of how the company is going ensure security of examinations. <ul style="list-style-type: none"> Secure handling of question papers by personnel secure storage and during production of Braille. 	6 3 4 10 5 5 33
3	Solution and Methodology	<ul style="list-style-type: none"> Understanding of the requirements including detailed description of the procedure for braille question paper production Details of how diagrams will be produced/embossed using Zytex papers Provision of a comprehensive plan of execution inclusive of production plan outlining stages, time taken and personnel involved- 	5 5 5 15
4	Product quality	<ul style="list-style-type: none"> Quality of samples produced; provide samples of work in braille such as braille papers, text or any work produced using braille (provide Five (5) different samples. Quality of embossed diagrams – provide samples of embossed diagrams produced on Zytex paper using the Zfuse machine only (Provide five (5) different samples Quality of braille paper to be used (Provide five (5) plain, text free samples of braille paper that will be used) Provide five (5) plain, diagram free samples of the Zytex paper to be used-(5) 	5 5 5 5 20
Maximum Marks for Stage 2			80

The cut off for progression to Stage 3 is a minimum score of 60 and only bidders who score 60 and above, out of a possible score of 80, will have their financial proposal evaluated.

Bidders should respond to the above requirements in full to guide evaluators in allocating marks.

1.14 Financial Evaluation – Stage 3

Only technically compliant bids that score a minimum of 60 points or above shall undergo cost evaluation.

Correct arithmetic errors and convert bids to a common currency. Should there be discrepancy between the Unit Price and the Total Price, the Unit Price shall be used. Should there be discrepancy between the amount in figures and the amount in words, the amount in words will be used.

Bids will be ranged in order of their prices after correction of any arithmetic errors.

The Citizen Empowerment Policy will be applied where:

- The EDD policy will also be applied. Bidders must submit their EDD certificates for this preference to be applied to them.
- The Local Empowerment Policy will also be applied and bidders must submit evidence for the policy to be applied.

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

$$FS = 20 \times LP / P; \quad \text{Where:}$$

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 **20** points. The financial scores (FS) of the other financial bids will be computed using the formula above.

1.15 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 goods to Botswana Examinations Council and shall be accepted based on the approved samples.

TENDER RETURNABLE DOCUMENTS	LIST OF RETURNABLE DOCUMENTS Volume 2
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Tender No. BEC EAC 015/20-21: INVITATION TO TENDER FOR PROVISION OF THE BRAILLING AND PACKAGING SERVICES OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2021 TO 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC)

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 (*Provide Pin No. and Certificate No. for online verification*);
- PPADB Registration Certificate (*verification will be done online*);
- Certified copies of Share Certificates (*forms from CIPA showing Shareholders would be preferred*);
- 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 and Shareholders.

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

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

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY
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TENDER No. BEC EAC 015/20-21: INVITATION TO TENDER FOR PROVISION OF THE BRAILLING AND PACKAGING SERVICES OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2021 TO 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC)

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

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS
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TENDER NO. BEC EAC 015/20-21: INVITATION TO TENDER FOR PROVISION OF THE BRAILLING AND PACKAGING SERVICES OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2021 TO 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC)

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.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
--	--

TENDER NO. BEC EAC 015/20-21: INVITATION TO TENDER FOR PROVISION OF THE BRAILLING AND PACKAGING SERVICES OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2021 TO 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC)

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.

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

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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TENDER NO. BEC EAC 015/20-21: INVITATION TO TENDER FOR PROVISION OF THE BRAILLING AND PACKAGING SERVICES OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2021 TO 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC)

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			

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

TENDER NO. BEC EAC 015/20-21: INVITATION TO TENDER FOR PROVISION OF THE BRAILLING AND PACKAGING SERVICES OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2021 TO 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC)

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

1. An organisation 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 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
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TENDER NO. BEC EAC 015/20-21: INVITATION TO TENDER FOR PROVISION OF THE BRAILLING AND PACKAGING SERVICES OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2021 TO 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC).

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) | (Omang No. /Passport) |
| ii. | |
| (Bank Name and Name of signatory) | (Omang No. /Passport) |
| ii. | |
| (Bank Name and Name of signatory) | (Omang No. /Passport) |
| iv. | |
| (Bank Name and Name of signatory) | (Omang 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 deposed 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:

TENDER NO. BEC EAC 015/20-21: INVITATION TO TENDER FOR PROVISION OF THE BRAILLING AND PACKAGING SERVICES OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2021 TO 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC).

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

TENDER NO. BEC EAC 015/20-21: INVITATION TO TENDER FOR PROVISION OF THE BRAILLING AND PACKAGING SERVICES OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2021 TO 2023 **FOR BOTSWANA EXAMINATIONS COUNCIL (BEC).**

OFFER

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

The Brailing and Packaging of PSLE, JCE and BGCSE Examination Question papers for the years 2021, 2022 and 2023.

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.

The total of the amount tendered is _____
_____ Pula, (in words); P _____ (in figures). (Not applicable for rate only contracts)

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 fulfil 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

LOCAL PROCUREMENT REGISTRATION CERTIFICATE

TENDER NO. BEC EAC 015/20-21: INVITATION TO TENDER FOR PROVISION OF THE BRAILLING AND PACKAGING SERVICES OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2021 TO 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC).

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

A WOMAN	B YOUTH	C PEOPLE WITH DISABILITY	D RURAL SETTING	E EMPLOYMENT

A. B. C. Certificate for businesses owned by WOMAN/ YOUTH/ PEOPLE WITH DISABILITY

I, _____, being a duly authorised representative and acting on my capacity as _____ of _____, hereby confirm that the above mentioned business is 100% owned by women/ youth/ people with disability.

As witnesses: -

1. _____

Authorised Signatory

2. _____

Date

D. Certificate for RURAL SETTING

I, _____, being a duly authorised representative and acting on my capacity as _____ of _____, hereby confirm that the above mentioned business has been established and operates from a rural area.

LOCATION OF BUSINESS

WARD	VILLAGE

As witnesses: -

1. _____

2. _____

 Authorised Signatory

 Date _____

E. Certificate for EMPLOYMENT

I, _____, being a duly authorised representative and acting on my capacity as _____ of _____, hereby confirm that the above mentioned business has employed majority of any of the following categories- women/ youth/ people with disability.

Total no employees _____

No of Women (W) _____ **Youth (Y)** _____ **People with disability (PWD)** _____

% ratio of (W+ Y+ PWD) to Total no of employees _____ **(Cut-off point will be 60%)**

As witnesses: -

1. _____

2. _____

 Authorised Signatory

 Date

NB: Youth in this regard means people within the age of 18-35 years.

TENDER NO. BEC EAC 015/20-21: INVITATION TO TENDER FOR PROVISION OF THE BRAILLING AND PACKAGING SERVICES OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2021 TO 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC).

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 *and any other relevant taxes.*

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

Year	LEVEL	Quotes Rate per page	Rate per diagram	Total
2021	PSLE			
	JCE			
	BGCSE			
2022	PSLE			
	JCE			
	BGCSE			
2023	PSLE			
	JCE			
	BGCSE			

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.

Tender No. BEC EAC 015/20-21: Invitation To Tender For the Brailing and Packaging of PSLE, JCE and BGCSE Examinations Question papers for the years 2021 to 2023

4. Tenders must be valid for a period of **at least 120 days**.
5. Payments will be made in accordance with agreed payments schedules. Payment shall be made within 30 days after receipt of goods / services / works. **NB: There shall be no advance payment of goods/services/works.**

TENDER NO. BEC EAC 015/20-21: INVITATION TO TENDER FOR PROVISION OF THE BRAILLING AND PACKAGING SERVICES OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2021 TO 2023 FOR BOTSWANA EXAMINATIONS COUNCIL (BEC).

1. Purchaser's objectives

The purpose of this Invitation to Tender is to invite potential bidders to tender for Brailing and Packaging of PSLE, JCE and BGCSE Examinations Question papers for years 2021, 2022 and 2023 to Botswana Examinations Council (BEC).

General Printing Requirements

Brailed and Packaged PSLE, JCE & BGCSE Question Papers as guided by the following specifications and requirements:

EXAMINATION QUESTION PAPER SIZE: As per the standard braille paper 11.0

MATERIAL: White Braille paper

COLOUR: Black and White

FINISHING: Folded, inset, spring bound question papers with embossed diagrams bound separately and clearly labelled with component name & number.

ENVELOPING: Labelled clearly to indicate syllabus, Component number and number of question papers enclosed.

PACK/ DESPATCH: Suitably packed and labelled clearly for despatch to Botswana Examinations Council per centre.

SCOPE OF WORK

The purpose of this tender is to fairly, transparently and objectively solicit services for the brailing and packaging of PSLE, JCE and BGCSE Examinations question papers. Among the main attributes that the Braille Production company should have is the capability, capacity, sound technical logistics, understanding of the requirements, a clear plan of execution and production of quality braille products.

The Brailed examinations question papers should be produced to specified numbers and given technical specifications. The braille and Zytex papers should be of reasonable quality comparable with international standards. The Braille Company should prioritise the security of the examination papers; including secure packaging. The work will not be satisfactorily completed without the secure packaging of the examination question papers failure of which payment will be withheld until such packaging is effected. All quotes should be inclusive of VAT and all other cost including insurance.

NB: Delivery must be made to Botswana Examinations Council (BEC) and BEC will not incur any cost of transiting the goods to its premises in Gaborone Head Office.

Rationale of the Request of the Service

Botswana Examinations Council is committed to ensuring that all examinations products are accessible including question papers for candidates with Special Needs comprising braille users. The conversion to braille is important as this is the mode of learning/reading in which the candidates are able to access question papers offered by BEC. This service is offered at PSLE, JCE and BGCSE resulting in capacity constraints for braille specialist personnel available to Botswana Examinations Council.

Another factor is time taken to braille PSLE, JCE and BGCSE question papers which should be within reasonable time as would be agreed for security and integrity of the examinations.

DELIVERABLES

The production should take into consideration quality of the products and security printing and packaging. This is important as examinations are high stake assessments with impact on progression to higher secondary learning including tertiary education and determination of employment requirements. For the credibility of BEC, it may also lead to loss of accreditation if there is non-conformance to the required and agreed standards. The goods must be delivery to Botswana Examinations Council (BEC) and BEC will not incur any cost of transiting the goods to its premises in Gaborone Head Office.

Time Frame

Brailing of the question papers should commence by 01 June until August of each year through a pre-determined schedule for the three levels so that the braille question papers may be received in time for despatch to centres before the start of examinations. Early material question papers that require braille will be specified for their early completion. A braille copy of each of the components should be accompanied by one (1) print copy packaged separately from the main copy.

DESCRIPTION OF TASK AND PRODUCT

The service provider should:

- Produce quality brailled questions papers and tactile diagrams which are accessible for candidates with visual impairment as per their syllabus requirements. This should be completed in time for the writing of the examinations.
- Reformat and convert print question papers using Contracted braille for all syllabuses except Setswana (Un-contracted braille).

N.B BEC will confirm in writing by 01 June every year the braille codes to be used at each level for PSLE, JCE & BGCSE. That is the Unified English Braille (UEB) or Standard English Braille (SEB) as currently centres use both.

- Identify braille challenges and recommend corrective actions.
- Replace tables, diagrams and images with the relevant braille equivalent e.g. embossed diagrams and special characters.
- Ensure that the braille conforms to current conventions and retains the current content and context of the original document without compromising accessibility for the braille user (candidate).
- Ensure that the braille question papers are checked for accuracy and quality.

- Provide recommendations for overall improved braille services for the PSLE, JCE and BGCSE Examinations through a detailed and comprehensive report submitted to BEC after brailing.

Please use the table below for guidance.

The breakdown of quotes/rates/totals should appear as follows:

NB: This should be submitted with the financial proposal and not the technical proposal.

Year	LEVEL	Quotes Rate per page	Rate per diagram	Total
2021	PSLE			
	JCE			
	BGCSE			
2022	PSLE			
	JCE			
	BGCSE			
2023	PSLE			
	JCE			
	BGCSE			

Note:

PSLE may be phased out before the end of the 3 year contract therefore will be awarded for one year of 2021 and the contract renewed yearly for 2 years of 2022 and 2023 should the need arise. Bidders are, however, required to quote for all the three (3) years.

BEC reserves the right to award the tender in full or in parts to different bidders. The bidders are encouraged to provide quotes for all the levels and years. BEC will give contracts to bidders who are prepared to offer services for a period of three years, i.e. 2020, 2021 and 2022. Capability as determined by the evaluation criteria in the bid document remains paramount to the final decisions of award/ or rejection.

1. Specific Requirement List and Specifications:

Specific Requirement List and Specifications

Security: Describe the security features in your premises and outline how brailing process can contribute to the sustenance of security of the examination papers.

Brailing and Proof Reading:

- feedback on the braille question papers material
- access to computers and braille software
- back-up facility and storage
- handling and communication of errors
- responsibility for errors

Production: A detailed explanation on the processes of how the question papers are going to be brailled and packed as per examination centre.

Relevant Experience: Years spent brailing similar examinations material.

Quality: How will the organisation ensure that the work done is to the specification and requirements of the user? The quality should be based on:

- Braille process
- delivery process
- packaging
- material used
- paper used

2 Project Cost: Provide the total cost including all expenses. Sufficient breakdown of each element should be indicated.

- Brailing cost per page
- Packaging material cost
- Centre consignments
- Transport
- Prices should be quoted in Botswana Pula only and should be compliant with Botswana tax laws such as VAT inclusive.
- Prices should remain fixed for the entire duration of the contract. Payment will be made no later than 30 days after the delivery of the goods and issuance of the invoice.

NB: Payment will be made no later than 30 days after completion of rendering of service and issuance of the invoice. **NB: BEC shall not make advance payment of any goods /service / works.**

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.

2. 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-----