

INVITATION TO TENDER

Tender No.BEC RPD 013/2015-16

CONSULTANCY SERVICES TO EVALUATE CURRENT ASSESSMENT PROGRAMMES AND CONDUCT A NEEDS ASSESSMENT FOR THE NATIONAL ASSESSMENT PROGRAMME MARCH – MAY 2016

• Tenders are invited to tender for Consultancy Services to Evaluate Current Assessment Programmes and Conduct a Needs Assessment for the National Assessment Programme from March- May 2016.

• The Procuring Organisation is Botswana Examinations Council.

This tender is Open Domestic bidding, i.e. it is open for local/domestic bidders only. Preference will be given to 100% citizen owned companies in accordance with CEE Policy.

• Bidders must, in order to be considered for the award of the contract, be registered with PPADB on the relevant Code and Sub-Code, be registered by the Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Clearance Certificate or an exemption thereof.

The tender response must be made in English. Bidders who are awarded the tender should by no means pass it to other parties to undertake the project

• Tender documents will be available with effect from Friday **13th November 2015** and can be obtained from Procurement Office at Botswana Examinations Council at the following addresses:

Postal Address

Botswana Examinations Council
Private Bag 0070
Gaborone.

Tel: (+267) 365 0700

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

Contact Name: Ms.T. Chifani

Tel: (+267) 3650 866

Fax: (+267) 393 3872, 316 4413, 316 4203, 318 5011

Email: procurement@bec.co.bw

Website: <http://www.bec.co.bw>

A non-refundable fee of **P500.00** should be paid during collection. Bids must be submitted using the two envelope system. Bids must be submitted using the Two Envelope system. **One (1) original and five (5) copies** of the 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 RPD 013/2015-16 Consultancy Services to Evaluate Current Assessment Programmes and Conduct a Needs Assessment for the National Assessment Programme from March - May 2016 For Botswana Examinations Council.

Sealed bids should be delivered to the following address:

The Secretary

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

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

• Queries and questions relating to the issue of these documents will be accepted up to 10 working days before the tender closing date. The queries or questions should be put in writing and should be addressed to:

The Secretary

Tender Committee
Botswana Examinations Council
Private Bag 0070
Gaborone
Botswana.

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

Email: procurement@bec.co.bw

Bids must arrive no later than 10:00 am (local time) on **Friday 11th December 2015**. The tenders will be opened in the presence of bidders wishing to attend. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will NOT be accepted.

Botswana Examinations Council is NOT bound to accept the lowest or any bid, or bear any expense in the preparation thereof. The bids response must be structured in the format specified in this tender document.

Tender Committee Secretary

For/ Executive Secretary