



BOTSWANA
EXAMINATIONS
COUNCIL

INVITATION TO TENDER

PROVISION OF ELECTRICAL MAINTENANCE SERVICES AT THE BOTSWANA EXAMINATIONS COUNCIL (BEC) HEAD OFFICE FOR A PERIOD OF TWO YEARS WITH EFFECT FROM APRIL 2016 TO MAY 2018

Tender No. BEC CS 010 / 15 - 16

- Tender offers are invited for the provision of Electrical Maintenance Service at the Botswana Examinations Council, Head Office.
- The Procuring Entity is the Botswana Examinations Council.
- This tender is restricted to tenderers who are domiciled in Botswana and must, in order to be considered for the award of the contract, be duly registered with Registrar of Companies & Intellectual Properties and with the Botswana Unified Revenue Services and be in possession of a valid Tax Clearance Certificate, be registered with Public Procurement and Asset Disposal Board (PPADB) under Code 02 sub code 01 or 07, Grade A or B or C.

Tender documents will be available with effect from **11 February 2016** and can be obtained from the Procurement office of Botswana Examinations Council at the following addresses:

Postal Address

Botswana Examinations Council
Private Bag 0070
Gaborone.
Tel: (+267) 365 0700

Contact Name: Ms.T. Chifani Tel: (+267) 3650 700

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.
Fax: (+267) 393 3872, 316 4413, 316 4203, 3185011
Email: procurement@bec.co.bw

Bids must be submitted using **one envelope system containing a combined Technical and Financial. One original and five copies** of the bids must be submitted in one envelope clearly sealed and labelled as follows

Tender No; BEC CS 010/15 – Provision Of Electrical Maintenance Services At The Botswana Examinations Council (Bec) Head Office For A Period Of Two Years With Effect From April 2016 To May 2018

Bids that do not submit the required number of copies may be disqualified at the opening.

Tenderers are informed that there shall be a compulsory site meeting on the 26th February 2016 at 11:30AM at BEC Head Office Main Reception.

Failure to attend site visit meeting will result in ineligibility for bidders to submit their bid proposals.

Bids must arrive not later than **10.00am** (local time) on **11 March 2016**. 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 54862
KT Motsete Road
Gaborone.

Tenderers must pay a non-refundable deposit of **BWP500.00** by cash in favour of the Botswana Examinations Council as a requirement on collection of the tender documents.

- Queries relating to the issue of these documents may be addressed to:

The Secretary

Tender Committee, Att.T. Chifani
Botswana Examinations Council
Private Bag 0070
Gaborone
Botswana.

Tel: (+267) 365 0700

Fax: (+267) 393 3872, 316 4413, 316 4203, 3185011

Email: procurement@bec.co.bw

The tenders will be opened on the **11 March 2016 at 10:30 am** in the presence of bidders wishing to attend and bidders will be expected to sign the attendance register. Failure to attend site visit meeting would hinder tender bidders in eligible to submit their bid proposals

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

Tender Committee Secretary
For/ Executive Secretary



Botswana Examinations Council
www.bec.co.bw