



BOTSWANA
EXAMINATIONS
COUNCIL

INVITATION TO TENDER

A CALL FOR PROPOSALS TO CONDUCT A NEEDS ASSESSMENT FROM JUNE TO SEPTEMBER 2016 FOR THE DEVELOPMENT OF A NATIONAL ASSESSMENT PROGRAMME FOR THE BOTSWANA EXAMINATIONS COUNCIL

Re-Tender No. BEC RPD 023/15-16

- Proposals are invited to bid for Consultancy Services to Conduct a Needs Assessment for the National Assessment Programme from June to September 2016.
- The Procuring Organisation is Botswana Examinations Council.
- This call for proposal is Open Domestic bidding, i.e. it is open for local/domestic bidders only. Preference will be given to individual researchers or team of researchers or 100% citizen owned companies in accordance with the Citizen Economic Empowerment (CEE) Policy.
- For companies Bidders must, in order to be considered for the award of the contract, be registered with PPADB, be registered with the Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Clearance Certificate or an exemption thereof. Individual researchers and Teams of Researchers must submit their individual Tax Identification Numbers.

The tender response must be made in English.

- Tender documents will be available with effect from **Monday 11th April 2016** and can be obtained from the Procurement Office of the Botswana Examinations Council at the following addresses.

Postal Address

Botswana Examinations Council
Private Bag 0070, Gaborone

Tel: (+267) 365 0700

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

Email: procurement@bec.co.bw

Physical Address

Plot 54864, KT Motsete Road
Gaborone

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

A non-refundable and non-transferable fee of **P500.00** should be paid during tender collection. Bids must be submitted using a **two envelope system**. One original each and four (4) duplicate 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 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 023/15-16: Call For Proposals To Conduct A Needs Assessment From June To September 2016 For The Development Of A National Assessment Programme For The 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 and any appearance of the financial figures in the technical bid shall be subject to outright disqualification. The same treatment will be given to the bidder's responses that do not have the required number of envelopes for the technical and financial bids.

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

- 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.

Tel: (+267) 365 0866

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

Email: procurement@bec.co.bw

Bids must arrive no later than **10:00 am** (local time) on **Friday 13th May 2016**. 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