



BOTSWANA  
EXAMINATIONS  
COUNCIL

## INVITATION TO TENDER

# SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL (BEC)

### Tender No. BEC CS 003 / 16 - 17

Botswana Examinations Council

Tender offers are invited for the supply and delivery of Stationery, Computer Consumables and Cleaning Materials to Botswana Examinations Council (BEC), Head Office for a period of twenty Four (24) months 2016 – 2018.

This is an open domestic tender.

The Procuring Entity is the Botswana Examinations Council (BEC).

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 PPADB under Code 211 Sub-Code 02 for Stationery, 203 Sub-Code 01 for Computer Consumables and Code 211 Sub-Code 01 for Cleaning Material

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

Postal Address	Physical Address
Botswana Examinations Council Private Bag 0070, Gaborone	Botswana Examinations Council Plot 54864, KT Motsete Road, Gaborone.

Tel: (+267) 365 0700 Att:T.Chifani Fax: (+267) 393 3872

Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

Tender documents can also be accessed on BEC website: [www.bec.co.bw](http://www.bec.co.bw) for information purposes only.

A non-refundable and non-transferable fee of P500.00 should be paid during tender collection. Bids must be submitted using the one envelope system containing a combined Technical and Financial. One original and four (4) copies plus a soft copy in a Re-writable DVD, of a combined bid must be submitted in a sealed envelope labelled with the tender number and title as follows:

Tender No; BEC CS 003/16 – 17 Supply and delivery of Stationery, Computer Consumables and Cleaning Material to

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

Bids must arrive not later than 10.00am (local time) on **09 September 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 54864, KT Motsete Road, Gaborone

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,** Tender Committee  
Botswana Examinations Council  
Private Bag 0070, Gaborone, Botswana.

Tel: (+267) 365 0700 Att:T.Chifani Fax: (+267) 393 3872

Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

The tenders will be opened immediately after closing on the **09 September 2016** in the presence of bidders wishing to attend and bidders will be expected to sign the attendance register.

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



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[www.bec.co.bw](http://www.bec.co.bw)