

INVITATION TO TENDER

INVITATION TO TENDER FOR THE SECURE BRAILLING OF PSLE, JCE and BGCSE EXAMINATIONS QUESTION PAPERS FOR THREE YEARS FROM 2018 TO 2020.

Tender No. BEC EAC 007/17 - 18

• Braille Production companies are invited to submit bids for the **Braille and Packaging of PSLE, JCE and BGCSE Examinations Question papers for the years 2018 to 2020.**

• This tender is an Open International tender i.e. both bidders in Botswana and outside Botswana are eligible to tender.

The Procuring Organisation is Botswana Examinations Council and this is a two envelope procedure.

• For Botswana companies, bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 201 Sub-Code 01 or any other relevant codes and Sub-Codes; be registered with BURS and be in possession of a Tax Clearance Certificate and have an appropriate license.

For companies outside Botswana, bidders must in order to be considered for the award of the contract, be registered with Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Exemption Certificate for Tax Withholding purposes and be in possession of a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document). BURS may be contacted on the following:

**PLOT 53976; KUDUMATSE ROAD
PRIVATE BAG 0013; GABORONE, BOTSWANA
TEL: 363 8000 FAX: 363 9999; WEBSITE: www.burs.org.bw**

• Tender documents will be available with effect from **Monday 29 January, 2018** 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.

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

Tel: (+267) 365 0700

Fax: (+267) 3933872, 3933872

Email: procurement@bec.co.bw

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

NB: All companies, whether within Botswana or outside, are required to make their own arrangements for payment and for collection of the bid documents.

A non-refundable fee of **P500.00** should be paid during tender collection. Bids must be submitted using the **two envelope system**; one

original and four (4) 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 EAC 007/17 - 18: Invitation To Tender For The Braille and Packaging of PSLE, JCE and BGCSE Examinations Question papers for the years 2018 to 2020.

Bids must arrive not later than **10.00am** (local time) on **Friday 09 March, 2018**. 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 and any appearance of the financial figures in the technical bid shall be 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.

The tender document may be viewed from BEC website: www.bec.co.bw. Bidders are advised that this document is for viewing purposes only. Bid responses will only be accepted from bidders who bought and collected the document from BEC

Bidders who are awarded the tender should by no means pass it to other parties to undertake the project.

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.
Fax: (+267) 316 4413, 316 4203, 318 5011
Email: procurement@bec.co.bw**



Botswana Examinations Council



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www.bec.co.bw