



## INVITATION TO TENDER

### Tender No. BEC ICT 014/15-16

## DEVELOPMENT OF NEW WEBSITE FOR BOTSWANA EXAMINATIONS COUNCIL

- Tender offers are invited from Botswana registered companies for the Development of New Website for Botswana Examinations Council.
- This tender is reserved for 100% citizen owned companies in accordance with the Citizen Empowerment Economic (CEE) Policy.
- The Procuring Organisation is Botswana Examinations Council.
- Bidders who are domiciled in Botswana must, in order to be considered for the award of the contract, be duly registered with the Companies and Intellectual Property Authority (formerly Registrar of Companies) and with the Botswana Unified Revenue Services for a Tax Clearance Certificate; be registered with PPADB under Code 120 sub codes 01, 02, 04 OR Code 125 sub codes 01, 02 and be in possession of a valid trading license.

Tender documents will be available with effect from **07 December 2015** and can be obtained from the Reception of the Botswana Examinations Council at the following addresses:

#### Physical Address

Botswana Examinations Council  
Procurement Office - Ground floor  
Plot 54864, KT Motsete Road  
Gaborone.

Queries or enquiries relating to this invitation may be addressed to:

#### The Secretary

Tender Committee  
Botswana Examinations Council  
Private Bag 0070  
Gaborone  
Botswana.

**Tel:** (+267) 365 0700 or 365 0866 **Att:**T. Chifani  
**Fax:** (+267) 316 4413, 316 4203, 318 5011  
**Email:** [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

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 Bid, and the other containing the Financial Bid 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 ICT 014/15-16 –Development of New Website 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

A non-refundable deposit of **BWP500.00** is payable by cash in favour of the Botswana Examinations Council is required on collection of the tender documents.

• 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 Or 365 0866 **Attn:**T. Chifani  
**Fax:** (+267) 316 4413, 316 4203, 318 5011  
**Email:** [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

Bids must be submitted no later than **10:00 am** (local time) on **15 January 2016**. The tenders will be opened in the presence of bidders wishing to attend. Bids submitted 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 Botswana Examinations Council also reserves the right to award the tender in full or in parts.

**Tender Committee Secretary**  
For/ Executive Secretary