



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND CERTIFICATION**

**INVITATION TO TENDER**

**FOR**

**THE DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF THE  
OPTICAL MARK READER (OMR) FORMS FOR 2021, 2022 and 2023 FOR  
BEC EXAMINATIONS: PRIMARY SCHOOL LEAVING EXAMINATION (PSLE),  
JUNIOR CERTIFICATE EXAMINATION (JCE) AND BOTSWANA GENERAL  
CERTIFICATE OF SECONDARY EDUCATION (BGCSE)**

**TENDER NO. BEC EAC 011/20-21**

**Tender Document Available Date: Monday 22 February 2021**

**Tender Closing Date: Friday 19 March 2021**

<b>PROCURING ORGANISATION</b>	<b>AGENT</b>
<b>Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana</b>	<b>The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267 365 0700 Fax: +267 393 3872 Email: <a href="mailto:procurement@bec.co.bw">procurement@bec.co.bw</a></b>

Botswana Examinations  
Council

**TENDER  
TENDERING  
PROCEDURES**

**TENDER NOTICE AND  
INVITATION TO TENDER  
VOLUME 1**

Tender No. BEC EAC 011/20-21

**INVITATION TO TENDER FOR THE DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 AND 2023 FOR BEC EXAMINATIONS: PRIMARY SCHOOL LEAVING EXAMINATION (PSLE), JUNIOR CERTIFICATE EXAMINATION (JCE) AND BOTSWANA GENERAL CERTIFICATE OF SECONDARY EDUCATION (BGCSE)**

- Bidders are invited to submit bids for The Design, Print, Personalisation, Supply and Delivery of Optical Mark Reader forms for 2021, 2022 and 2023 BEC Examinations for PSLE, JCE and BGCSE.
- This tender is reserved for 100% Citizen Owned Companies in accordance with Statutory Instrument 23 of 2020 dated 28<sup>th</sup> February 2020.
- Bidders must, in order to be considered for the award of the contract, be registered with PPADB on relevant codes and Sub-Codes; be registered with BURS and be in possession of a Tax Clearance Certificate, and have an appropriate license.

Tender documents will be available with effect from **Monday 22 February 2021** and can be obtained from the Botswana Examinations Council website <http://www.bec.co.bw/docs/invite-tender> at a non-refundable and non-transferable fee of **P250.00** payable to the following BEC Account details:

Account Name: BEC  
Account Number: 6222 132 9940  
Bank Name: First National Bank of Botswana  
Branch Name: Corporate  
Branch Code: 282267  
Swift Code: FIRNBWGX

**(NB: The fee for the youth is P125.00 non-refundable)**

- NOTE: There will be no issuing of hard copies of ITTs to bidders. Sample OMR Forms shall be collected from BEC Head Office upon provision of proof of payment.
- Proof of Payment must be sent to [procurement@bec.co.bw](mailto:procurement@bec.co.bw) as well as [tmogapi@bec.co.bw](mailto:tmogapi@bec.co.bw) and must be included in the Bid Responses, failing which the bid will be disqualified.
- For clarification contact both the email addresses provided above.
- The Procurement Office of the Botswana Examinations Council can also be contacted at the following addresses:

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Physical Address

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.

Contact Name: Mr T. Mogapi  
Telephone Number: 365 0700  
Fax: (+267) 393 3872, Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

Bids must be submitted using the **two envelope system**; one original and four (4) copies **plus a soft copy in a Re-writable CD/DVD**, respectively for the **technical** and **financial** bids must be submitted in two separate envelopes, one containing the Technical Bids, and the other containing the Financial Bids and both envelopes accordingly labeled 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 labeled as follows;

**TENDER NO. BEC EAC 011/20-21:** Invitation to Tender for the Design, Print, Personalisation, Supply and Delivery of Optical Mark Reader Forms for 2021, 2022 and 2023 BEC Examinations: PSLE, JCE and BGCSE.

Bids must arrive not later than **10:00am** (local time) on **Friday 19<sup>th</sup> March 2021**. 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 documents are available from BEC website: <http://www.bec.co.bw/docs/invite-tender>. Bidders are advised that this document will not be issued as a hard copy.

**Responses that do not have the required number of envelopes will be disqualified. Re-writable CDs/DVDs should be separate for the technical and financial proposal. The CD/DVD for the technical proposal should be included in the technical proposal envelope while the CD/DVD for the financial proposal should be included in the financial proposal envelope.**

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

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Queries and questions relating to the issue of these documents will be accepted up to **5 working days** before tender closing date. The queries or questions should be in writing and should be addressed to:

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The Secretary Att: Mr T. Mogapi Tel: 3650700  
Tender Committee; Botswana Examinations Council  
Private Bag 0070; Gaborone; Botswana.  
Fax: (+267) 393 3872  
Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

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Bids must arrive no later than **10:00 am** (local time) on **Friday 19<sup>th</sup> March 2021**. The tenders will be opened in the presence of bidders wishing to attend immediately after opening in BEC premises. . Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.

**N.B.** The selected bidder shall begin work immediately and deliver the forms by **29 July 2021**

**Important Date:**

**Tender Document Available Date: From Monday 22 February 2021**

**Tender Closing: Friday 19 March 2021 at 10.00 hrs**

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

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Tender Committee Secretary  
For/Botswana Examinations Council

Botswana Examinations  
Council

**TENDER  
TENDERING PROCEDURE**

**TENDER DATA  
VOLUME 1**

INVITATION TO TENDER FOR THE DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 AND 2023 BEC EXAMINATIONS: PSLE, JCE AND BGCSE

The conditions of tender are contained in this document.

- 1.1 The Procuring Organisation is the Botswana Examinations Council.
- 1.2 The tender documents issued by the Procuring Organisation comprise:

Three volume approach:

**VOLUME 1:** TENDERING PROCEDURES

Tender Notice & Invitation to Tender  
Tender Data

**VOLUME 2:** RETURNABLE DOCUMENTS

**VOLUME 3:** THE CONTRACT

Part 1 - Agreements & Contract Data

Forms of Securities

Part 2 - Pricing Data

Pricing Instructions

Part 3 - Scope of Work

- 1.3 All bidders are required to submit the following:

- 1 original, 4 copies and a CD/DVD of both the Technical and Financial proposals.
- Proof of payment of the tender fee of **P250.00**;
- PPADB Registration Certificate on the Relevant Codes and Sub-Codes;
- A valid copy of Tax Clearance Certificate (Provide Pin & Certificate Number for on-line verification);
- Completed Form of Declaration for Tendering Purposes;
- Submission of Company Extract accompanied by confirmation of Shareholders and Directors as well as their Identity Documents;
  - publicly listed companies may submit certificates of their controlling shareholders only;
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender

and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.

- Completed and Signe Form of Authority of Signatory;
- Completed and signed Form of Offer and Acceptance

**NB: The tender response must be made in English.**

1.4 All bidders are required to provide the pricing schedule in the format provided in CONTRACT PART 2, Pricing Data. Bidders must also provide a detailed breakdown of the cost covering all components of the project as stated in CONTRACT PART 3, Bidders should note that the total cost of the project should not include any variable components based on exchange rates, inflation, etc. Where disbursements are based on actual expenditure, bidders should estimate the maximum expected costs, which will be reimbursed based on actual expenditure incurred.

Bidders should quote in Botswana Pula or currency of the country of their origin or any convertible currency.

All the quoted prices must include VAT, withholding Tax or any other taxes in accordance with the tax laws of Botswana.

The validity period for the quoted prices must be at least 180 days from the closing date of the tender.

**BACKGROUND**

Botswana Examinations Council is a semi-autonomous institution that is mandated by the Botswana Examinations Act no. 11 of 2002, among others, to design, develop and administer school examinations. The Council is therefore responsible for ensuring that examination materials are provided and in enough quantities. It is upon this background that BEC is requesting for the design, print, personalization, supply and delivery of the Optical Mark Reader forms for the 2021, 2022 and 2023 examinations. Below is a table showing a list of the forms required.

- Below is a table showing a list of the sample forms. The original copies of the sample forms will be provided by the BEC once the ITT has been secured and proof of payment of the tender fee of **P250.00** is produced by the bidder.

Level	Form Name	Form Code	Level
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PSLE	PSLE Batch Control Form	BEC-PSLE103	PSLE
PSLE	PSLE Answer Sheet	BEC-PSLE201	PSLE
PSLE	PSLE EXAMINER MARK SHEET Letter & Composition	BEC-PSLE303	PSLE
PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET Letter & Composition	BEC-PSLE304	PSLE
PSLE	PSLE EXAMINER AGRICULTURE MARK SHEET	BEC-PSLE301	PSLE
PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER AGRICULTURE MARK SHEET	BEC-PSLE302	PSLE
PSLE	PSLE Candidate Entry Form	BEC-PSLE102	PSLE
PSLE	Batch Control Form	BEC-PSLE101	PSLE
JCE	JCE Batch Control Form	BEC-JCE103	JCE
JCE	JCE ANSWER SHEET	BEC- JCE201	JCE
JCE	JCE EXAMINER MARK SHEET	BEC- JCE302	JCE
JCE	JCE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET	BEC- JCE303	JCE
BGCSE	BGCSE Batch Control Form	BEC-BGCSE101	BGCSE
BGCSE	BGCSE ANSWER SHEET	BEC- BGCSE 201	BGCSE
BGCSE	BGCSE EXAMINER MARK SHEET	BEC- BGCSE 302	BGCSE
BGCSE	BGCSE TEAM LEADER, ASSISTANT PE, PRINCIPAL EXAMINER MARK SHEET	BEC- BGCSE 303	BGCSE

**SCOPE**

The purpose of this tender is to solicit services for The Design, Print, Personalisation, Supply and Delivery of Optical Mark Reader forms for the 2021, 2022 and 2023 examinations. The table below shows a list of the required forms, quantities as well as information on those that require personalization. Sample forms and data files will be provided together with the Invitation to Tender document to ensure that bidders maintain the design of the forms as well as use valid data for personalisation purposes. Please note that no data files will be provided for pre-written fields. Bidders are expected to set up their machines with appropriate information as per below tables for pre-shading of the forms. All the forms must be designed as per the samples provided by BEC. The tables show quantities to be supplied per year. The designs must be provided even where a quantity of zero is shown.

**Note: PSLE may be faced out before the end of the 3 year contract therefore all forms relating to that examination will be awarded for two years of 2021, 2022 and the contract renewed for 2023 should the need arise. Bidders are, however, required to quote for all the three (3) years.**

**OMR Specification for 2021 Examinations**

Form Code	Level	Form Name	Form Description	2021 Estimated Order Quantity	Pre-written & Pre-shaded Fields	Personalised Fields
BEC-PSLE103	PSLE	PSLE Batch Control Form	Single sided	10,000	PS and Exam Series (201) pre-written and pre-shaded	Centre Number, Batch Number, Syllabus and Components
BEC-PSLE201	PSLE	PSLE Answer Sheet	Single sided	20000	PS pre-written and pre-shaded	Candidate Name, Centre Name, Centre Number, Candidate Number, Syllabus Name, Component
BEC-PSLE303	PSLE	PSLE EXAMINER MARK SHEET Letter & Composition	Double sided	0	PS, Examiner pre-written and pre-shaded	Syllabus, Centre Name, Centre Number, Candidate Number, Syllabus Name, Component



Form Code	Level	Form Name	Form Description	2021 Estimated Order Quantity	Pre-written & Pre-shaded Fields	Personalised Fields
BEC-PSLE304	PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET Letter & Composition	Double sided	10,000	PS pre-written and pre-shaded	Component
BEC-PSLE301	PSLE	PSLE EXAMINER AGRICULTURE MARK SHEET	Single sided	55,000	PS, Examiner pre-written and pre-shaded	Centre Name, Centre Number, Candidate Number, Component
BEC-PSLE302	PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER AGRICULTURE MARK SHEET	Single sided	10,000	PS pre-written and pre-shaded	Component
BEC-PSLE102	PSLE	PSLE Candidate Entry Form	Double sided	60,000	PS pre-written and pre-shaded Pre-shade all syllabuses	
BEC-PSLE101	PSLE	PSLE Batch Control Form for Entry Form	Single sided	2,000	PS, Month (03) and Exam Series (201) pre-written and	Centre Number, Batch Number

Form Code	Level	Form Name	Form Description	2021 Estimated Order Quantity	Pre-written & Pre-shaded Fields	Personalised Fields
					pre-shaded	
BEC-JCE103	JCE	JCE Batch Control Form	Single sided	15,000	JC and Exam Series (201) pre-written and pre-shaded	Centre Number ,Batch Number, Syllabus and Components
BEC- JCE201	JCE	JCE ANSWER SHEET	Single sided	50,000	JC pre-written and pre-shaded	Candidate Name, Centre Name, Centre Number, Candidate Number, Syllabus Name, Component
BEC- JCE302	JCE	JCE EXAMINER MARK SHEET	Double sided	0	JC pre-written and pre-shaded	Syllabus, Centre Name, Centre Number, Personnel Appointment Type, Syllabus Name, Component, Candidate Number, Candidate Name
BEC- JCE303	JCE	JCE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET	Double sided	0	JC pre-written and pre-shaded	
BEC-BGCSE101	BGCSE	BGCSE Batch Control Form	Single sided	15,000	BW and Exam Series (201) pre-written and pre-shaded	Centre Number ,Batch Number, Syllabus and Components

Form Code	Level	Form Name	Form Description	2021 Estimated Order Quantity	Pre-written & Pre-shaded Fields	Personalised Fields
BEC- BGCSE 201	BGCSE	BGCSE ANSWER SHEET	Single sided	0	BW pre-written and pre-shaded	Candidate Name, Centre Name, Centre Number, Candidate Number, Syllabus Name, Component
BEC- BGCSE 302	BGCSE	BGCSE EXAMINER MARK SHEET	Double sided	0	BW, Examiner pre-written and pre-shaded	Syllabus, Centre Name, Centre Number, Syllabus Name, Component, Candidate Number, Candidate Name
BEC- BGCSE 303	BGCSE	BGCSE TEAM LEADER, ASSISTANT PE, PRINCIPAL EXAMINER MARK SHEET	Double sided	0	BW pre-written and pre-shaded	

**NB: For all forms with Exam Series the prewritten and pre-shading shall be 202 (left aligned) with the last number un-shaded. The batch number for all personalized forms is the same as candidate number.**

OMR Specification for 2022 Examinations

Form Code	Level	Form Name	Form Description	2022 Estimated Order Quantity	Pre-written & Pre-shaded Fields	Personalised Fields
BEC-PSLE103	PSLE	PSLE Batch Control Form	Single sided	10,000	PS and Exam Series (201) pre-written and pre-shaded	Centre Number, Batch Number, Syllabus and Components
BEC-PSLE201	PSLE	PSLE Answer Sheet	Single sided	300,000	PS pre-written and pre-shaded	Candidate Name, Centre Name, Centre Number, Candidate Number, Syllabus Name, Component
BEC-PSLE303	PSLE	PSLE EXAMINER MARK SHEET Letter & Composition	Double sided	0	PS, Examiner pre-written and pre-shaded	Syllabus, Centre Name, Centre Number, Candidate Number, Syllabus Name, Component
BEC-PSLE304	PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET Letter & Composition	Double sided	10,000	PS pre-written and pre-shaded	Component

Form Code	Level	Form Name	Form Description	2022 Estimated Order Quantity	Pre-written & Pre-shaded Fields	Personalised Fields
BEC-PSLE301	PSLE	PSLE EXAMINER AGRICULTURE MARK SHEET	Single sided	55,000	PS, Examiner pre-written and pre-shaded	Centre Name, Centre Number, Candidate Number, Component
BEC-PSLE302	PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER AGRICULTURE MARK SHEET	Single sided	10,000	PS pre-written and pre-shaded	Component
BEC-PSLE102	PSLE	PSLE Candidate Entry Form	Double sided	60,000	PS pre-written and pre-shaded Pre-shade all syllabuses except Setswana	
BEC-PSLE101	PSLE	PSLE Batch Control Form for Entry Form	Single sided	2,000	PS, Month (03) and Exam Series (201) pre-written and pre-shaded	Centre Number, Batch Number
BEC-JCE103	JCE	JCE Batch Control Form	Single sided	15,000	JC and Exam Series (201) pre-written and pre-shaded	Centre Number ,Batch Number, Syllabus and Components

Form Code	Level	Form Name	Form Description	2022 Estimated Order Quantity	Pre-written & Pre-shaded Fields	Personalised Fields
BEC- JCE201	JCE	JCE ANSWER SHEET	Single sided	350,000	JC pre-written and pre-shaded	Candidate Name, Centre Name, Centre Number, Candidate Number, Syllabus Name, Component
BEC- JCE302	JCE	JCE EXAMINER MARK SHEET	Double sided	0	JC pre-written and pre-shaded	Syllabus, Centre Name, Centre Number, Personnel Appointment Type, Syllabus Name, Component, Candidate Number, Candidate Name
BEC- JCE303	JCE	JCE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET	Double sided	0	JC pre-written and pre-shaded	
BEC-JCE102	JCE	JCE Candidate Entry Form	Double sided	0	JC pre-written and pre-shaded Pre-shade The following syllabuses: English, Maths, Science, Social Studies, Moral Education	
BEC-JCE101	JCE	JCE Batch Control Form for Entry Form	Single sided	0	JC, Month (04) and Exam Series (201) pre-written and	Centre Number, Batch Number

Form Code	Level	Form Name	Form Description	2022 Estimated Order Quantity	Pre-written & Pre-shaded Fields	Personalised Fields
					pre-shaded	
BEC-BGCSE101	BGCSE	BGCSE Batch Control Form	Single sided	15,000	BW and Exam Series (201) pre-written and pre-shaded	Centre Number ,Batch Number, Syllabus and Components
BEC- BGCSE 201	BGCSE	BGCSE ANSWER SHEET	Single sided	70,000	BW pre-written and pre-shaded	Candidate Name, Centre Name, Centre Number, Candidate Number, Syllabus Name, Component
BEC- BGCSE 302	BGCSE	BGCSE EXAMINER MARK SHEET	Double sided	0	BW, Examiner pre-written and pre-shaded	Syllabus, Centre Name, Centre Number, Syllabus Name, Component, Candidate Number, Candidate Name
BEC- BGCSE 303	BGCSE	BGCSE TEAM LEADER, ASSISTANT PE, PRINCIPAL EXAMINER MARK SHEET	Double sided	0	BW pre-written and pre-shaded	

**NB: For all forms with Exam Series the prewritten and pre-shading shall be 202 (left aligned) with the last number un-shaded. The batch number for all personalized forms is the same as candidate number**

OMR Specification for 2023 Examinations

Form Code	Level	Form Name	Form Description	2023 Estimated Order Quantity	Pre-written & Pre-shaded Fields	Personalised Fields
BEC-PSLE103	PSLE	PSLE Batch Control Form	Single sided	10,000	PS and Exam Series (201) pre-written and pre-shaded	Centre Number, Batch Number, Syllabus and Components
BEC-PSLE201	PSLE	PSLE Answer Sheet	Single sided	300,000	PS pre-written and pre-shaded	Candidate Name, Centre Name, Centre Number, Candidate Number, Syllabus Name, Component
BEC-PSLE303	PSLE	PSLE EXAMINER MARK SHEET Letter & Composition	Double sided	30,000	PS, Examiner pre-written and pre-shaded	Syllabus, Centre Name, Centre Number, Candidate Number, Syllabus Name, Component
BEC-PSLE304	PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET Letter & Composition	Double sided	10,000	PS pre-written and pre-shaded	Component



Form Code	Level	Form Name	Form Description	2023 Estimated Order Quantity	Pre-written & Pre-shaded Fields	Personalised Fields
BEC-PSLE301	PSLE	PSLE EXAMINER AGRICULTURE MARK SHEET	Single sided	55,000	PS, Examiner pre-written and pre-shaded	Centre Name, Centre Number, Candidate Number, Component
BEC-PSLE302	PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER AGRICULTURE MARK SHEET	Single sided	10,000	PS pre-written and pre-shaded	Component
BEC-PSLE102	PSLE	PSLE Candidate Entry Form	Double sided	60,000	PS pre-written and pre-shaded Pre-shade all syllabuses except Setswana	
BEC-PSLE101	PSLE	PSLE Batch Control Form for Entry Form	Single sided	2,000	PS, Month (03) and Exam Series (201) pre-written and pre-shaded	Centre Number, Batch Number
BEC-JCE103	JCE	JCE Batch Control Form	Single sided	15,000	JC and Exam Series (201) pre-written and pre-shaded	Centre Number, Batch Number, Syllabus and Components

Form Code	Level	Form Name	Form Description	2023 Estimated Order Quantity	Pre-written & Pre-shaded Fields	Personalised Fields
BEC- JCE201	JCE	JCE ANSWER SHEET	Single sided	350,000	JC pre-written and pre-shaded	Candidate Name, Centre Name, Centre Number, Candidate Number, Syllabus Name, Component
BEC- JCE302	JCE	JCE EXAMINER MARK SHEET	Double sided	50,000	JC pre-written and pre-shaded	Syllabus, Centre Name, Centre Number, Personnel Appointment Type, Syllabus Name, Component, Candidate Number, Candidate Name
BEC- JCE303	JCE	JCE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET	Double sided	0	JC pre-written and pre-shaded	
BEC- BGCSE101	BGCSE	BGCSE Batch Control Form	Single sided	15,000	BW and Exam Series (201) pre-written and pre-shaded	Centre Number ,Batch Number, Syllabus and Components
BEC- BGCSE 201	BGCSE	BGCSE ANSWER SHEET	Single sided	70,000	BW pre-written and pre-shaded	Candidate Name, Centre Name, Centre Number, Candidate Number, Syllabus Name, Component

Form Code	Level	Form Name	Form Description	2023 Estimated Order Quantity	Pre-written & Pre-shaded Fields	Personalised Fields
BEC- BGCSE 302	BGCSE	BGCSE EXAMINER MARK SHEET	Double sided	80,000	BW, Examiner pre-written and pre-shaded	Syllabus, Centre Name, Centre Number, Syllabus Name, Component, Candidate Number, Candidate Name
BEC- BGCSE 303	BGCSE	BGCSE TEAM LEADER, ASSISTANT PE, PRINCIPAL EXAMINER MARK SHEET	Double sided	0	BW pre-written and pre-shaded	

**NB: For all forms with Exam Series the prewritten and pre-shading shall be 202 (left aligned) with the last number un-shaded. The batch number for all personalized forms is the same as candidate number**

- 1.5 The Procuring Organisation's address for delivery of tender offers, tender and other identification details to be shown on each tender offer package are:

**TENDER NO. BEC EAC 011/20-21; FOR DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 and 2023 EXAMINATIONS: PSLE, JCE AND BGCSE.**

Tender Secretary, Botswana Examinations Council  
Plot 54864, KT Motsete Road, Gaborone.

- 1.6 A two envelope procedure will be followed, failing which disqualification will be promptly executed.

Bids should be submitted according to the Instructions to Bidders. Important points are repeated as follows:

- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialed by the person or persons who sign the bid.
- All copies must be signed in ink by an authorised employee, agent or representative of the bidder.
- For each bid, the bidders shall prepare the number of copies indicated in the Instructions to bidders. The original bid should be marked ORIGINAL; all other copies should be marked COPY. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct and shall bear the submission address.
- **The original, four (4) copies and re-writable CDs/DVDs of each of the technical and financial bids shall be placed in a separate and sealed envelope clearly marked – TENDER NO. BEC EAC 011/20-21: FOR THE DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 and 2023 EXAMINATIONS: PSLE, JCE AND BGCSE and shall bear the submission address.**
- **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 CD/DVD for the financial proposal should be included in the financial proposal envelope.**
- Bids must arrive no later than **10:00 am** (local time) on **Friday 19 March 2021**. The outer envelope should have the original, four copies and 2 CDs/DVDs of the technical and financial bids respectively. These shall be placed in a sealed larger envelope clearly marked;  
**BEC EAC 011/20-21: DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 AND 2023 EXAMINATIONS: PSLE, JCE AND BGCSE**
- Bids will be opened immediately, and bidders may be present if they wish. Bids received after the closing date and time will not be accepted. Email or Facsimile bids will not be accepted.
- Immediately after the deadline for the submission of bids, the technical bid of all the tenderers will be opened. The financial bids shall remain sealed and deposited with

BEC Tender Committee until those bids meeting the technical requirements have been identified.

- 1.7 The closing time for submission of tender offers is: 10.00 am on **Friday 19 March 2021**.
- 1.8 Telephonic, telegraphic, telex, email or facsimile tender offers will not be accepted
- 1.9 The tender validity period is 180 days from the closing date of the tender
- 1.10 The time and location for opening of the tender offers is:  
  
10:00 am on **Friday 19 March 2021**  
  
Location: Botswana Examinations Council  
Plot 54864; KT Motsete Road; Gaborone.
- 1.11. The procedure for evaluation of the responsive tender offers is the Quality and Cost Based Selection method.

#### The Evaluation Process

Tender Evaluation Committee (TEC) will be constituted to evaluate the bids. The evaluation to be adopted by the Evaluation Committee will be as follows:

- 1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.13.
- 3 The technical bids of the short listed bidders after Stage 2 of the evaluation process will be evaluated as stated in Stage 3 of the evaluation process. (See General requirements).
- 4 The project will be provisionally awarded to the bidder with highest combined score of Stage 2 and Stage 3 and of the evaluation process subject to successful negotiation of the contract as in 1.15.
- 5 The maximum prorated scores allocated for Stage 2: Technical and Stage 3: Financial are as follows:

Stage 2	-	70
Stage 3	-	<u>30</u>
Total		<u>100</u>
- 6 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.
- 7 The successful bidder shall deliver the goods to Botswana Examinations Council as per accepted samples and shall be accepted after inspection to confirm conformance to specifications.

## Notes

- Subject to authorization by BEC Tender Committee, further information may be requested from the bidders during evaluation. Any such request will be made in writing to the bidder's nominated representative as declared in the Form of Response. Any such correspondence will be for purposes of clarification only and will in no way be indicative of any preference towards any bidder or bid.
- All important information required for the project shall be included in the bid, so that at contract negotiation stage there are no major issues that could call for the change of award.

### 1.12 Disqualification at Stage 1

A bidder whose technical bid does not meet the following requirements will be disqualified during the first scrutiny at Stage 1. In the case of a consortium or joint venture or partnership, the companies shall be evaluated individually for compliance with the listed requirements.

Companies must submit all of the following;

- a) PPADB Registration Certificate under the relevant Code and Sub-Code (registration will be verified on-line);
- b) A valid copy of Tax Clearance Certificate (Provide Certificate Number & Tin Number for on-line verification);
- c) Completed Form of Declaration for Tendering Purposes;
- d) Submission of Company Extract accompanied by confirmation of Shareholders and Directors as well as their Identity Documents;
  - Publicly listed companies may submit certificates of their controlling shareholders only;
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- e) Completed and Signed Form of Authority of Signatory;
- f) Completed and signed Form of Offer and Acceptance (disqualification criterion in the financial proposal)

**Should a bidder fail to submit items a) to e) on the first instance, they will be requested to resubmit the missing item(s) through email and they will be given a minimum of 2 days and a maximum of 5 days to submit. Should the bidder fail to submit within the required time, they will be disqualified from further evaluation.**

**Failure to submit the Completed and Signed Form of Offer and Acceptance (f) above in the financial proposal will lead to outright disqualification.**

### 1.13 Evaluation of Bids at Stage 2

A. The following table shows the criteria which will be used. In the case of a consortium or joint venture, the bids will be evaluated on the combined strength of the constituent companies involved.

No	Criteria	Description	Marks
1	Capability and Capacity	<ul style="list-style-type: none"> <li>• Relevant manpower profile (4)</li> <li>• Experience in the provision of printing services (4)</li> <li>• Financial capability of the company eg: Financial Statements or Bank Guarantee Statement (2) (refer to the bullets below for the explanation of these points)</li> </ul>	10
2	Paper Quality	White 90gsm OMR scan sheet	18
3	Form Finishing	Refers to the quality of the printed form, legibility and the quality of colours used	18
4	Packaging	Refers to the quality of packaging of OMR forms for protection during transportation and against all weather conditions such as moist, dust and heat.	18
5	Personalisation	Means that the pre-written data should be within the space provided and the shading should be within the ovals.	18
6.	Scannable OMR sample Forms	Refers to the scannability of sample forms provided on both Opscan 15 and Opscan 21 using the appropriate application	18
	Total		100

The cut off for progression to Stage 3 is a minimum score of 80 and only bidders who score 80 and above will have their financial proposal opened and evaluated. However, in addition to the minimum score of 80 all the sample forms provided must be scannable.

(i) Capacity and Capability

Bidders shall include a statement of capability that details the level of resources available within the organisation to deliver the goods and services requested to the standards defined below:

- Relevant manpower profile. Three (3) years' experience in the design of the OMR forms and their setup;
- Experience in the provision of printing and personalisation of OMR forms. The required experience is a minimum of three (3) years.
- Financial capability of the company e.g.: Financial Statements or Bank Guarantee Statement

(ii) Samples

It is a requirement for every bidder to enclose within the Technical bid 10 copies of each form as samples based on the sample forms and data files provided with the ITT. These sample forms will be scanned during the evaluation to confirm their scannability.

As per the requirement all forms should be read by the NCS Opscan 21 and NCS Opscan 15. The designs should be maintained as per the samples provided.

Please note that non availability of the samples will lead to the elimination of the bidder under evaluation. All the forms MUST be scannable by both NCS Opscan 21 and NCS Opscan 15. If at least one form is found not to be scannable, the bidder will be disqualified from further evaluation.



B. The following table shows the criteria which will be used to evaluate each sample form

Form Code	Level	Form Name	Form Description	Personalised Y/N	Personalised Fields	Paper Quality (1)	Form Finishing (1)	Packaging (1)	Personalisation (1)	Scannability (1)	Overall (5)
BEC-PSLE 103	PSLE	PSLE Batch Control Form	Single sided	Y	Centre Number; PS pre-written and pre-shaded						
BEC-PSLE 201	PSLE	PSLE Answer Sheet	Single sided	Y	Candidate Name, Centre Name, Centre Number, Candidate Number, Component						
BEC-PSLE 303	PSLE	PSLE EXAMINER MARK SHEET Letter & Composition	Double sided	N							
BEC-PSLE 304	PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET Letter & Composition	Double sided	N							

Form Code	Level	Form Name	Form Description	Personalised Y/N	Personalised Fields	Paper Quality (1)	Form Finishing (1)	Packaging (1)	Personalisation (1)	Scannability (1)	Overall (5)
BEC-PSLE 301	PSLE	PSLE EXAMINER AGRICULTURE MARK SHEET	Single sided	Y	Centre Name, Centre Number, Candidate Number, Personnel Appointment Type, Component						
BEC-PSLE 302	PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER AGRICULTURE MARK SHEET	Single sided	N							
BEC-PSLE 102	PSLE	PSLE Candidate Entry Form	Double sided	N							
BEC-PSLE 101	PSLE	Batch Control Form	Single sided	Y	Centre Number; PS pre-written and pre-shaded						
BEC-JCE1 03	JCE	JCE Batch Control Form	Single sided	Y	Centre Number; JC pre-written and pre-shaded						

Form Code	Level	Form Name	Form Description	Personalised Y/N	Personalised Fields	Paper Quality (1)	Form Finishing (1)	Packaging (1)	Personalisation (1)	Scannability (1)	Overall (5)
BEC-JCE201	JCE	JCE ANSWER SHEET	Single sided	Y	Candidate Name, Centre Name, Centre Number, Candidate Number, Component						
BEC-JCE302	JCE	JCE EXAMINER MARK SHEET	Double sided	Y	Syllabus, Centre Name, Centre Number, Personnel Appointment Type, Syllabus Name, Component, Candidate Number, Candidate Name						
BEC-JCE303	JCE	JCE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET	Double sided	N							
BEC-JCE102	JCE	JCE Candidate Entry Form	Single sided	N							
BEC-JCE101	JCE	Batch Control Form	Single sided	Y	Centre Number; JC pre-written and pre-shaded						
BEC-BGCS E101	BGCS E	BGCSE Batch Control Form	Single sided	Y	Centre Number; BW pre-written and pre-shaded						

Form Code	Level	Form Name	Form Description	Personalised Y/N	Personalised Fields	Paper Quality (1)	Form Finishing (1)	Packaging (1)	Personalisation (1)	Scannability (1)	Overall (5)
BEC-BGCS E 201	BGCS E	BGCSE ANSWER SHEET	Single sided	Y	Candidate Name, Centre Name, Centre Number, Candidate Number, Component						
BEC-BGCS E 302	BGCS E	BGCSE EXAMINER MARK SHEET	Double sided	Y	Syllabus, Centre Name, Centre Number, Personnel Appointment Type, Syllabus Name, Component, Candidate Number, Candidate Name						
BEC-BGCS E 303	BGCS E	BGCSE TEAM LEADER, ASSISTANT PE, PRINCIPAL EXAMINER MARK SHEET	Double sided	N							
					Total Overall for all Forms for the Bidder						
					Total Overall for all Forms	18	18	18	18	18	90

**Bidders should respond to the above requirements in full to guide evaluators in allocating marks for stage 2 evaluation.**

- **Paper Quality** – This refers to the quality of the paper used for printing the forms, that is, white 90gsm OMR scan form.
- **Form Finishing** - refers to the quality of the printed form, legibility and the quality of colours used as per the samples provided.
- **Packaging** – OMR forms are sensitive computer forms that require protection from damage and all weather conditions, so the packaging should reflect that this has been taken into consideration. Some forms will be required to be packaged by Centre or by component by Centre. The packaging information will be provided on yearly basis to the bidder who had been awarded the tender.
- **Personalisation** – the quality of pre-writing and pre-shading should be high. The pre-written data should be within the space provided and the shading should be within the ovals, no overflows.

The cut off for progression to Stage 3 is a minimum score of 80 and only bidders who score 80 and above will have their financial proposal evaluated.

#### **1.14 Evaluation of Bids at Stage 3**

The qualifying bids will be evaluated based on the following factors: The following formula will be used to rate the quoted prices:

$$FS = 20 \times LP / P;$$

Where:

FS = financial score of a given bidder

LP = lowest price

P = the price quoted by the bidder

The lowest financial bid (LP) will be given a financial score (FS) of 20 points. The financial scores (FS) of the other financial bids will be computed using the formula above.

#### **1.15 Basis of Award**

The bidder with the highest combined score (Technical and Financial) from stages 2, and 3 would be recommended for the award to BEC Tender Committee subject to an agreed contract. If the contract negotiations fail, then the next preferred supplier will be engaged for contract negotiations and recommended for the award

**NB:** All the supplied sample forms will be scanned to ensure that the design has been maintained and that the quality meets the required specified standard

The successful bidder shall deliver the goods to Botswana Examinations Council and shall be accepted based on the approved samples.

Botswana Examinations  
Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>LIST OF RETURNABLE DOCUMENTS Volume 2</b>
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**BEC EAC 011/20-21: DESIGN, PRINT,  
PERSONALISATION, SUPPLY AND  
DELIVERY OF OPTICAL MARK READER  
FORMS FOR 2021, 2022 AND 2023**

**EXAMINATIONS: PSLE, JCE AND BGCSE**

The bidder must complete the following returnable documents:

**1. Returnable Documents required for tender evaluation purposes**

- Certificate for authority of signatory
- Record of addenda to tender documents
- Detailed Response to Requirements specified in the CONTRACT PART 3
- Response form
- Quality plan
- Experience of the bidder
- Risk management plan
  
- All certified copies of documents and conditions specified in (1.3)
- Form of Declaration by Directors and Shareholders

**2. Other Documents required for tender evaluation purposes**

- Copy of a Tax Clearance Certificate for Botswana Registered Companies or exemption certificate thereof from BURS;
- PPADB Registration Certificate;
- Certified copies of Share Certificates;
- Certified copies of forms from CIPA showing list of Directors.

**3. Returnable Documents that will be incorporated into the contract**

- Response form;
- Quality plan;
- Detailed Response to all other Requirements specified in the contract part 3;
- Form of Offer & Acceptance;
- Curriculum vitae of key personnel;
- Management plan;
- Form of Declaration for Tendering Purposes.

Parts of each tender offer communicated on paper shall be submitted as an original, plus four (4) duplicate copies and 2 re-writable CDs/DVDs; one containing the technical proposal and the other one containing the financial proposal. Each copy must contain the following RESPONSE FORM

Bidder's Name	
Company Registration Number	
Vat Number ( if applicable)	
Country of Registration	
Year of Establishment	
Physical Address	
Postal Address (if different)	
Telephone Number	
Mobile Number	
Fax Number	
Email and URL	
Contact Address in Botswana (If applicable)	
Project Title	
Tender No.	
Designated Authorised Representative for this Project	Name: Position: Qualifications: Tel:



	Fax: Email:
Project Referees (see CONTRACT PART 3, Scope of Work, 8.1.5)	1 2 3
Signed: Bidder's Authorised Representative	

Botswana Examinations Council

<b>TENDER</b>  <b>RETURNABLE DOCUMENTS</b>	<b>TENDER</b> <b>SCHEDULES</b>  <b>CERTIFICATE OF</b> <b>AUTHORITY OF</b>
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	SIGNATORY
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**BEC EAC 011/20-21: DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 AND 2023 EXAMINATIONS: PSLE, JCE AND BGCSE**

Indicate the status of the bidder by ticking the appropriate box hereunder. The bidder must complete the certificate set out below for the relevant category.

A COMPANY	B PARTNERSHIP	C JOINT VENTURE	D SOLE PROPRIETOR

**A. Certificate for company**

I, \_\_\_\_\_, chairperson of the board of directors of \_\_\_\_\_  
 \_\_\_\_\_ hereby confirm that by resolution of the board taken on \_\_\_\_\_ 20\_\_\_\_\_, Mr/Ms \_\_\_\_\_,  
 acting in the capacity of \_\_\_\_\_ was authorised to sign all documents in connection with this tender  
 offer and any contract resulting from it on behalf of the company.

As witnesses:-

1. \_\_\_\_\_

\_\_\_\_\_  
Chairman

2. \_\_\_\_\_

\_\_\_\_\_  
Date

**B. Certificate for Partnership**

We, the undersigned, being the key partners in the business trading as \_\_\_\_\_ hereby authorise Mr/ Ms \_\_\_\_\_  
\_\_\_\_\_ acting in the capacity of \_\_\_\_\_ to sign all documents in connection with the  
tender offer for Contract \_\_\_\_\_ and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**NOTE:** This certificate is to be completed and signed by all of the partners. Attach additional pages if more space is required.

**C. Certificate for Joint Venture**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms \_\_\_\_\_  
\_\_\_\_\_ an authorised signatory of the company \_\_\_\_\_, acting in the capacity of lead partner, to sign  
all documents in connection with the tender offer for Contract \_\_\_\_\_ and any contract resulting from it on our  
behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint  
Venture. Furthermore we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners  
are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive  
instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY
<i>Lead partner</i>		

**D. Certificate for sole proprietor.**

I, \_\_\_\_\_, hereby confirm that I am the sole owner of the business trading as \_\_\_\_\_  
\_\_\_\_\_.

As witnesses:-

1. \_\_\_\_\_

\_\_\_\_\_  
Signature: Sole owner

2. \_\_\_\_\_

\_\_\_\_\_  
Date

Botswana Examinations  
Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS</b>
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**BEC EAC 011/20-21: DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 AND 2023 EXAMINATIONS: PSLE, JCE AND BGCSE**

We confirm that the following communications received from the Procuring Organisation before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

8.		
9.		
10.		

Attach additional pages if more space is required.

Signed

Date

.....  
Name

.....  
Position

Tenderer

.....

Botswana Examinations  
Council

TENDER  RETURNABLE DOCUMENTS	TENDER SCHEDULES  QUALITY PLAN
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**BEC EAC 011/20-21: DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 AND 2023 EXAMINATIONS: PSLE, JCE AND BGCSE**

**Note to bidders:**

Please provide details of your quality plan here. Please describe the management arrangements for the work in this contract. You are requested to include:

1. An organization chart showing on-site and off-site management personnel
2. Details of the location (and functions) of offices from which the work will be managed.
3. An explanation of how you propose to allocate adequate resources for the duration of the project.





<i>Professional Membership</i>		
<b><u>Experience Record</u></b>		
<b><u>Languages:</u></b>		
<b>Certification:</b>  I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.  <div style="text-align: right;">Date: _____</div> <i>[Signature of authorized representative of the Tenderer]</i>		
Botswana Examinations Council	TENDER  RETURNABLE DOCUMENTS	TENDER SCHEDULES  QUALITY PLAN
The following is a statement of similar works successfully executed by myself/ ourselves:  <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		

**BEC EAC 011/20-21: DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 AND 2023 EXAMINATIONS: PSLE, JCE AND BGCSE**

Employer, contact person and telephone number.	Description of contract	Value of work	Date completed
Signed		Date	
Name		Position	
Bidder			

Botswana Examinations  
Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES MANAGEMENT PLAN</b>
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**BEC EAC 011/20-21: DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 AND 2023 EXAMINATIONS: PSLE, JCE AND BGCSE**

**Note to tenderers:**

Please describe the management arrangements for the work in this contract. You are requested to include:

- An organisation chart showing on-site and off-site management personnel
- Details of the location (and functions) of offices from which the work will be managed.
- An explanation of how you propose to allocate adequate resources for the duration of the project and subsequent maintenance periods.

**Summary of items attached to this schedule:**

Attach additional pages as required.

Signed

Date

Name

Position

Tenderer

Republic of Botswana	<b>TENDER RETURNABLE DOCUMENT</b>	DECLARATION BY DIRECTORS AND SHAREHOLDERS
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**BEC EAC 011/20-21: DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 AND 2023 EXAMINATIONS: PSLE, JCE AND BGCSE**

**DECLARATION ON BEHALF OF OWNERS, PARTNERS/ SHAREHOLDERS AND /OR DIRECTORS**

I, \_\_\_\_\_ (full name), in my capacity as a director/shareholder/partner/owner (tick as applicable)

hereby declare that on my behalf, and on behalf of the owners, partners and /or directors

of:

..... (name of company)

of:

.....

..... (Postal/physical address)

that, in connection with the enclosed tender,

1. All information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the company and/or its representatives.

2. I state that the resolution executed by the Board of Directors of ..... in pursuance of this tender, was executed following a declaration by all Directors present or by proxy confirming that they have not, through other registered companies, participated in the same tender and/or bid for the same items/products.
3. I,....., in my capacity as aforesaid, declare and confirm that we have in fact not participated in the same tender and/or bid for the same items/products, through any other registered company or other entity.
4. I hereby provide a current list of Directors and Shareholders for the company and attach certified copies authenticated and certified by the Company Registration Authority or Chamber of Commerce or the equivalent thereof from the country of origin.

	<b>Directors name</b>	<b>Nationality</b>	<b>Shareholders name</b>	<b>No. Of shares/percentage of shareholding</b>	<b>Nationality</b>
1					
2					
3					
4					
5					
6					
7					

If more space is required attach additional sheet. Note: Public listed companies should state which stock exchange the company is listed under.

5. We further acknowledge that should any of the directors, partners, and shareholders be found to be associated in a similar or other manner in another company/entity, participating in this tender and/or bid for the same items/products, this shall disqualify this company, and whichever company the said director/partner/shareholder is consequently involved in.
6. We further acknowledge that should the company or any of its affiliates or subsidiaries be found to have participated in the same tender and/or bid for the same items/products, the said company and its affiliates or subsidiaries shall be disqualified.
7. The Company, through its agents, employees or directors has not illegally communicated with any member of the procuring department or the Public Procurement and Asset Disposal Board, except as may be permitted in the relevant "instructions to tenderers" or by law.

8. The Company, through its agents, employees or directors has not paid or offered to pay any consideration, favour or promise to any member of the procuring department or any person employed by or associated with Public Procurement and Asset Disposal Board.
9. We declare that this tender is submitted in our own right and we have not colluded in any way with any other potential tenderer in the production and submission of this tender other than in the establishment of a joint venture or sub-contractor arrangement as fully and correctly declared in the tender.
10. We acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring department and/or PPADB shall be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

SIGNED: ..... NAME: .....

DATED:.....

Company Stamp

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_, AT \_\_\_\_AM / PM, THE DEPONENT HAVING ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS CONSCIENCE.

\_\_\_\_\_  
COMMISSIONER OF OATHS



Botswana Examinations Council

**CONTRACT  
VOLUME 3**

DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK  
READER FORMS TO BEC FOR 2021, 2022 and 2023 EXAMINATIONS

**CONTRACT**

**PART 1: AGREEMENTS AND CONTRACT DATA**

Form of Offer and Acceptance  
Contract Data

**PART 2: PRICING DATA**

Pricing Instructions

**PART 3: SCOPE OF WORK**

Scope of work

Botswana Examinations  
Council

<b>CONTRACT PART 1 AGREEMENTS &amp; CONTRACT DATA</b>	<b>FORM OF OFFER AND ACCEPTANCE</b>
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**BEC EAC 011/20-21: DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 AND 2023 EXAMINATIONS: PSLE, JCE AND BGCSE**

**OFFER**

The Botswana Examinations Council, P/Bag 0070, Gaborone, has solicited offers to enter into a contract for the procurement of:

The Design, Print, Personalisation, Supply and Delivery of optical mark reader forms to BEC for 2021, 2022 and 2023 examinations.

The bidder, identified in the signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this offer has accepted the conditions of tender.

By attaching the signature of a duly authorized representative to this part of this Form of Offer and Acceptance, the bidder offers to perform all of the obligations and liabilities of the Contractor (or the Consultant or the Supplier as the case may be) under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The total of the amount tendered is \_\_\_\_\_

\_\_\_\_\_ words); P\_\_\_\_\_ (in figures). (Not applicable for rate only contracts).

This Offer, of which the bidder has signed one original, may be accepted by the Procuring Organisation by signing the form of Acceptance overleaf and returning one fully executed original of this document including the Schedule of Deviations (if any) to the bidder before the end of the period of validity stated in the Tender Data, whereupon the bidder becomes the party named as the Contractor, (or the Consultant, Professional Service Provider, Service Provider or the Supplier as the case may be) in the Conditions of Contract identified in the Contract Data.

*For the tenderer:*

Signature(s)

Name(s)

Capacity

.....  
*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

**ACCEPTANCE**

By attaching the signature of a duly authorized representative to this part of this Form of Offer and Acceptance, the Procuring Organization accepts the bidder's Offer. In consideration thereof, the Procuring Organization shall pay the Contractor, (or the Consultant or the Supplier as the case may be) the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the bidder's Offer shall form an Agreement between the Procuring Organization and the bidder upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

Part 2 Pricing Data

Part 3 Scope of Work

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the bidder and the Procuring Organization during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be signed by the duly authorized representative(s) for both parties.

The bidder shall within one week of receiving a fully executed original of this Agreement, including the Schedule of Deviations (if any), contact the Procuring Organization's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the bidder receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the bidder (now Contractor, Consultant or Supplier) within five days of the date of such receipt notifies the Procuring Organization in writing of any reason why he cannot accept the contents of this Form of Offer and Acceptance, this Agreement shall constitute a binding contract between the Parties.

For the Botswana Examinations Council

Signature(s)

Name(s)

Capacity

.....  
*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

**Botswana Examinations  
Council**

**CONTRACT PART 2  
PRICING DATA**

**PRICING INSTRUCTIONS**

**BEC EAC 011/20-21: DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 AND 2023 EXAMINATIONS: PSLE, JCE AND BGCSE**

Bidders should provide costing for each event they wish to tender for as specified in the Technical Bid. The phases in the table below are intended as a guideline, and bidders are free to specify phases which are consistent with their Technical Bid.

**SUMMARY PRICING SCHEDULE**

**The quoted prices should be inclusive of 12% VAT for VAT registered companies.**

**NB: THE PRICES SHOULD BE INCLUDED IN THE FINANCIAL PROPOSAL ONLY AND NOT APPEAR ANYWHERE IN THE TECHNICAL PROPOSAL**

Form Code	Level	Form Name	Form Description	2021 Estimated Order Quantity	Unit Cost	VAT/ Withholding Tax	Total Cost
BEC-PSLE103	PSLE	PSLE Batch Control Form	Single sided	10,000			
BEC-PSLE201	PSLE	PSLE Answer Sheet	Single sided	20,000			
BEC-PSLE303	PSLE	PSLE EXAMINER MARK SHEET Letter & Composition	Double sided	0			
BEC-PSLE304	PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET Letter & Composition	Double sided	10,000			

Form Code	Level	Form Name	Form Description	2021 Estimated Order Quantity	Unit Cost	VAT/ Withholding Tax	Total Cost
BEC-PSLE301	PSLE	PSLE EXAMINER AGRICULTURE MARK SHEET	Single sided	55,000			
BEC-PSLE302	PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER AGRICULTURE MARK SHEET	Single sided	10,000			
BEC-PSLE102	PSLE	PSLE Candidate Entry Form	Double sided	60,000			
BEC-PSLE101	PSLE	Batch Control Form	Single sided	2,000			
BEC-JCE103	JCE	JCE Batch Control Form	Single sided	15,000			
BEC-JCE201	JCE	JCE ANSWER SHEET	Single sided	570,000			
BEC-JCE302	JCE	JCE EXAMINER MARK SHEET	Double sided	80,000			
BEC-JCE303	JCE	JCE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET	Double sided	40,000			
BEC-BGCSE101	BGCSE	BGCSE Batch Control Form	Single sided	10,000			
BEC-BGCSE 201	BGCSE	BGCSE ANSWER SHEET	Single sided	85,000			
BEC-BGCSE 302	BGCSE	BGCSE EXAMINER MARK SHEET	Double sided	80,000			

Form Code	Level	Form Name	Form Description	2021 Estimated Order Quantity	Unit Cost	VAT/ Withholding Tax	Total Cost
BEC-BGCSE 303	BGCSE	BGCSE TEAM LEADER, ASSISTANT PE, PRINCIPAL EXAMINER MARK SHEET	Double sided	40,000			
Design							
Setup							
Packaging Forms							
Courier Charges							
Grand Total							

**NB: This should be included in the Financial Proposal envelope and NOT the Technical Proposal**

1. All costs must include VAT (for VAT registered companies), Withholding Tax and all other applicable taxes. The tax laws of Botswana will apply to the ITT and the signed contract.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated as the maximum to be charged.
3. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
4. Tenders must be valid for a period of at least 120 days.
5. Payments will be made in accordance with agreed payments schedules

Botswana Examinations  
Council

**CONTRACT PART 3  
SCOPE OF WORK**

**SCOPE OF  
WORK:  
SUPPLIES  
CONTRACT**

**BEC EAC 011/20-21: DESIGN, PRINT, PERSONALISATION, SUPPLY AND DELIVERY OF OPTICAL MARK READER FORMS FOR 2021, 2022 AND 2023 EXAMINATIONS: PSLE, JCE AND BGCSE**

**1. Purchaser's objectives**

SCOPE

The purpose of this tender is to fairly, transparently and objectively solicit services for The Design, Print, Personalization, Supply and Delivery of the Optical Mark Reader (OMR) forms for BEC for the 2021, 2022 and 2023 examinations.

It is important to emphasize that the bidder should supply materials to the requirements specified. In particular the bidder should:

- Pay attention to the quality of the paper used for printing the forms. The paper should be of high quality.
- Not deviate from the designs of the forms as provided in Annexure 1 since these are dependent on the already existing scanner programs;
- Ensure that the packaging is of the quality that will protect damage to the forms as well as protection against weather conditions;
- Ensure that the packaging is as stipulated under packaging instructions at page 22 of this ITT.

BEC reserves the right to award the whole tender to one bidder or parts of the tender to various bidders. The bidders are encouraged to provide quotes for all the levels and years. BEC will give contracts to bidders who are prepared to offer services for a period of three years, i.e. 2021, 2022 and 2023. Capability as determined by the evaluation criteria in the bid document remains paramount to the final decisions of award/ or rejection.

**Note: PSLE may be faced out before the end of the 3 year contract therefore all forms relating to that examination will be awarded for two years of 2021, 2022 and the contract renewed for 2023 should the need arise. Bidders are, however, required to quote for all the three (3) years.**





**1. Specific Requirement List and Specifications:**

Form Code	Level	Form Name	Form Description	Estimated Order Quantity	Personalised Y/N	Personalised Fields
BEC-PSLE103	PSLE	PSLE Batch Control Form	Single sided	10,000	Y	Centre Number; PS pre-written and pre-shaded
BEC-PSLE201	PSLE	PSLE Answer Sheet	Single sided	300,000	Y	Candidate Name, Centre Name, Centre Number, Candidate Number, Component
BEC-PSLE303	PSLE	PSLE EXAMINER MARK SHEET Letter & Composition	Double sided	30,000	N	
BEC-PSLE304	PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET Letter & Composition	Double sided	10,000	N	
BEC-PSLE301	PSLE	PSLE EXAMINER AGRICULTURE MARK SHEET	Single sided	55,000	Y	Centre Name, Centre Number, Candidate Number, Personnel Appointment Type, Component
BEC-PSLE302	PSLE	PSLE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER AGRICULTURE MARK SHEET	Single sided	10,000	N	

**Botswana Examinations Council**

<b>Form Code</b>	<b>Level</b>	<b>Form Name</b>	<b>Form Description</b>	<b>Estimated Order Quantity</b>	<b>Personalised Y/N</b>	<b>Personalised Fields</b>
BEC-PSLE102	PSLE	PSLE Candidate Entry Form	Double sided	60,000	N	
BEC-PSLE101	PSLE	Batch Control Form	Single sided	2,000	Y	Centre Number; PS pre-written and pre-shaded
BEC-JCE103	JCE	JCE Batch Control Form	Single sided	15,000	Y	Centre Number; JC pre-written and pre-shaded
BEC- JCE201	JCE	JCE ANSWER SHEET	Single sided	570,000	Y	Candidate Name, Centre Name, Centre Number, Candidate Number, Component
BEC- JCE302	JCE	JCE EXAMINER MARK SHEET	Double sided	80,000	Y	Syllabus, Centre Name, Centre Number, Personnel Appointment Type, Syllabus Name, Component, Candidate Number, Candidate Name
BEC- JCE303	JCE	JCE TEAM LEADER, ASSISTANT PE & PRINCIPAL EXAMINER MARK SHEET	Double sided	40,000	N	
BEC-BGCSE101	BGCSE	BGCSE Batch Control Form	Single sided	15,000	Y	Centre Number; BW pre-written and pre-shaded
BEC- BGCSE 201	BGCSE	BGCSE ANSWER SHEET	Single sided	100,000	Y	Candidate Name, Centre Name, Centre Number, Candidate Number, Component

<b>Form Code</b>	<b>Level</b>	<b>Form Name</b>	<b>Form Description</b>	<b>Estimated Order Quantity</b>	<b>Personalised Y/N</b>	<b>Personalised Fields</b>
BEC- BGCSE 302	BGCSE	BGCSE EXAMINER MARK SHEET	Double sided	80,000	Y	Syllabus, Centre Name, Centre Number, Personnel Appointment Type, Syllabus Name, Component, Candidate Number, Candidate Name
BEC- BGCSE 303	BGCSE	BGCSE TEAM LEADER, ASSISTANT PE, PRINCIPAL EXAMINER MARK SHEET	Double sided	40,000	N	
Design						
Setup						
Packaging Forms						
Courier Charges						

## 2. Project Cost:

Provide the total cost including all expenses separate for each year for each form. Sufficient breakdown of each element should be indicated.

NB: This information should be provided in the Financial Proposal and not the technical proposal.

- Cost for design each form for 2021, 2022 and 2023;
- Cost for Setup;
- Cost for printing of each form for 2021, 2022 and 2023;
- Cost for packaging each form for 2021, 2022 and 2023;
- Courier costs for 2021, 2022 and 2023.

**NB:** Payment will be made no later than 30 days after completion of rendering of service and issuance of the invoice.

## 3. Format and Content of Responses

Bids should be concise, to the point and address all issues raised in this Invitation to Tender document. The strength of the bidder, methodology, cost and personnel proposed will be key factors in the selection process. Bidders should not alter the formats given in this document when submitting the bid. The forms listed under Returnable Documents are to be supplied as they form part of the evaluation.

### 3.1 Bid

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile
- All returnable documents
- Any relevant information

#### 3.1.1 Company Profile

Bidders should highlight the capability of the organisation to undertake this project and list any similar assignments which have been successfully undertaken in the past. Bidders should note that companies that have successfully implemented similar projects in the past will have an added advantage.

#### 3.1.2 Appendices

Documents which cannot be incorporated in the body of the bid should be assembled and indexed and then included in the appendices of the bid. Bidders are free to provide any further information should they wish to do so.

#### 4. Quality plans and control

Bidders are required to outline their Quality Management and Quality Assurance methodologies and how they would be implemented in relation to the project. The following areas should be covered in this section:

- How the work is going to be completed to the required standard, within the project cost and on time.
- How quality management is to be ensured during the project.

-----END OF DOCUMENT-----

## 2. Project Cost:

Provide the total cost including all expenses separate for each year for each form. Sufficient breakdown of each element should be indicated.

NB: This information should be provided in the Financial Proposal and not the technical proposal.

- Cost for design each form for 2021, 2022 and 2023;
- Cost for Setup;
- Cost for printing of each form for 2021, 2022 and 2023;
- Cost for packaging each form for 2021, 2022 and 2023;
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-----END OF DOCUMENT-----