



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF CORPORATE SERVICES**

INVITATION TO TENDER

FOR

PROVISION OF CLEANING SERVICES FOR BOTSWANA EXAMINATIONS COUNCIL (BEC) FOR  
A PERIOD OF THREE (3) YEARS

**Tender No. BEC CS 001/18 - 19**

***Collection Date: From 14 May 2018***

**Closing Date: 15 June 2018 at 10.00 Hours**

<b>PROCURING ORGANISATION</b>	<b>AGENT</b>
Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana	The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267 365 0700 Fax: +267 310 5400 Email: <a href="mailto:procurement@bec.co.bw">procurement@bec.co.bw</a>

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**Tender Ref No BEC CS 001/18 - 19**

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**Provision of Cleaning Services at Botswana Examinations Council (BEC) for a Period of Three (3) Years**

- Bidders are invited for the Provision of cleaning Services for Botswana Examinations Council (BEC) for three (3) year period of 2018, 2019 and 2020.
- The Procuring Organisation is Botswana Examinations Council (BEC) and this tender is **an Open domestic tender, that is, it is open to Botswana registered companies only.**
- Bidders must, in order to be considered for the award of the contract:
  - Be registered with PPADB under **Code 132**, Cleaning Services and Building; **Sub-Code 01**, Cleaning Services (including windows, carpets and others) **[Registration will be verified online]**.
  - Be in possession of a valid and appropriate Tax Clearance Certificate or an Exemption thereof Registration will be verified on-line.
  - Be licenced to trade. Have submitted documentation from Companies and Intellectual Property Authority (CIPA) showing Shareholders and Directors of the company.

- Tender documents will be available with effect from **14 May 2018** and can be obtained from the Reception of the Botswana Examinations Council at a non-refundable and non-transferable fee of P250.00 (Two Hundred and Fifty Pula only) from the following addresses:

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Tel: (+267) 365 0700 T. Chifani

Fax: (+267) **393 3872**

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

Physical Address

Botswana Examinations Council  
Plot 54862, KT Motsete Road  
Gaborone.

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

Bids must be submitted using the Two Envelope system. **One original and four (4) copies**, 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.

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This envelope should be sealed and labelled as follows;

**Tender No. BEC CS 001/18 – 19 Provision of Cleaning Services for Botswana Examinations Council (BEC) for a Period of Three (3) Years**

Sealed bids should be delivered to the following address:

The Secretary, Tender Committee  
Botswana Examinations Council  
Plot 54862, KT Motsete Road, Gaborone.

NB. Non-compliance to the separation of the technical and financial bids is subject to outright disqualification during tender opening. The same treatment will be given to bidder's responses that do not have the required number of envelopes for the technical and financial bids, i.e. **Responses that do not have the required number of copies for the technical and financial bids will be disqualified.**

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

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- A non-refundable and non-transferable deposit of **P250.00** (Two Hundred and Fifty Pula only) is payable in cash on collection of the tender documents.
- 
- Queries 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:  
  
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)
- 
- Bids must arrive not later than 10:00 am (local time) on **15 June, 2018**. 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.
    - The tender document may be viewed from BEC website: [www.bec.co.bw](http://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.
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***Important dates:***

***Collection Date: From 14 May 2018***

***Closing Date: 15 June 2018 at 10.00 Hours***

Botswana Examinations Council is not bound to accept the lowest or any bid, or bear any expense in the preparation thereof. The BEC also reserves the right to award the tender in full or in parts. The bids response must be structured in the format specified in this tender document.

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Tender Committee Secretary  
For / Botswana Examinations Council

**PROVISION OF CLEANING SERVICES FOR BEC FOR A PERIOD OF THREE (3) YEARS**

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

List of returnable documents  
Form of Offer & Acceptance  
Contract Data  
Pricing Data  
Tender Schedules

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 bidder are required to submit the following:

- 1 Original and 4 copies and DVD/CD for both technical and financial proposals;
- PPADB Registration Certificate under **Code 132**, Cleaning services and Building **Sub-Code 01**, Cleaning Services (including windows, carpets and others) [registration will be verified on-line].

- A valid and appropriate Tax Clearance Certificate or Exception thereof; (registration will be verified on-line)
- Submission of completed Form of Declaration For Tendering Purposes;
- Submission of Form from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and certified copies of Share Certificates;
  - 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;
- Forms from Director of Companies showing the company Directors.  
Proof of payment of the tender fee.

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, Scope of Work. 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 only.

All the quoted prices must include VAT for VAT registered companies.

The tender validity period shall be at least 120 days from the closing date of the tender.

In addition to the pricing schedules specified in CONTRACT PART 2, Pricing Schedules, the bidders must provide a detailed breakdown of the major cost components in a format of their choice.

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

<b><i>Bidder's Name</i></b>	
<b><i>Company Registration Number</i></b>	
<b><i>Vat Number ( if applicable)</i></b>	
<b><i>Country of Registration</i></b>	
<b><i>Year of Establishment</i></b>	

<b>Physical Address</b>	
<b>Postal Address (if different)</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Fax Number</b>	
<b>Email and URL</b>	
<b>Contact Address in Botswana (If applicable)</b>	
<b>Project Title</b>	
<b>Tender No.</b>	
<b>Designated Authorised Representative for this Project</b>	<b>Name:</b> <b>Position:</b> <b>Qualifications:</b> <b>Tel:</b> <b>Fax:</b> <b>Email:</b>
<b>Project Referees (see CONTRACT PART 3, Scope of Work, 8.1.5)</b>	<b>1</b>  <b>2</b>  <b>3</b>
<b>Signed:</b>  <b>Bidder's Authorised Representative</b>	

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

**Tender No. BEC CS 001/18 – 19 Provision of Cleaning Services for BEC for a Period of Three (3) Years.**

Tender Secretary  
Botswana Examinations Council  
Plot 54862, KT Motsete Road, Gaborone.

1.7 A two-envelope procedure will be followed.

Bids should be submitted according to the Instructions to Bidders. Important points are

repeated as follows:

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 initialled 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 a re-writable DVD/CD of the technical bid shall be placed in a sealed envelope clearly marked Technical Bid – Tender BEC CS 001/18 – 19 Provision of Cleaning Services for BEC.**

**The original and four (4) copies and a re-writable DVD/CD of the financial bid shall be placed in a sealed envelope clearly marked Financial Bid - Tender No. BEC CS 001/18 – 19 Provision of Cleaning Services for BEC.**

**Both envelopes (Technical & Financial envelopes) shall be placed into an outer & larger envelope and sealed. The outer envelope shall be labelled Tender BEC CS 001/18 – 19 Provision of Cleaning Services for BEC.**

Bids must arrive no later than 10:00 am (local time) on **10:00hrs on 15 June 2018**. The outer envelope will be opened immediately, and bidders may be present if they wish. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, 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. The financial bids of those that do not meet the technical requirements will be sent back to the respondents unopened and sealed in their original envelopes.

1.8 The closing time for submission of tender offers is:

**10:00hrs on 15<sup>th</sup> June 2018**

1.9 Telephonic, telegraphic, telex, email or facsimile tender offers will **not** be accepted.

1.10 The tender validity period is at least 120 days from the closing date of the tender.



1.11 The time and location for opening of the tender offers is:

Time: 10.00 hrs on Friday 15 June 2018  
Location: Botswana Examinations Council  
Plot 54862, KT Motsete Road, Gaborone.

1.12 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 by the Project Sponsor 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 1.13.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.14.
- 3 The financial bids of only the short listed bidders after Stage 2 of the evaluation process will be opened and evaluated as stated in Stage 3 of the evaluation process in 1.15.
- 4 The project will be provisionally awarded to the Bidder with highest combined score of Stage 2, and Stage 3 of the evaluation process subject to successful negotiation of the contract as in 1.16.

The maximum scores allocated to Stage 2: Technical and Stage 3: Financial are as follows:

Stage 2 : 70

Stage 3 : 30

- 5 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.

### **Notes**

- Subject to authorisation 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.

### **1.13 Disqualification at Stage 1**

A bidder whose bid does not meet the following requirements will be disqualified during the first scrutiny at Stage 1.

- Submission of a valid PPADB Registration under **Code 132**, Cleaning Services and Building, **Sub-Code 01**, Cleaning Services (including windows, carpets and

others)[registration will be verified on-line].

- Submission of a valid Tax Clearance Certificate from BURS (registration will be verified on-line);
- Submission of completed Form of Declaration For Tendering Purposes;
- Submission of Form from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and certified copies of Share Certificates;
  - 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.
- Submission of forms from Director of Companies and Intellectual Properties showing Directors of the company.

**1.1 Evaluation of Bids at Stage 2**

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The following table shows the criteria which will be used. The criteria will be rated on a weighted scale as shown in the table below. In the case of a consortium or joint venture, the bids will be evaluated on the combined strength of the constituent companies involved.

AREA	CRITERIA	SCORES	
Capability of Entity or Organisation	Past relevant experience in cleaning services (5 years or more)	3	30
	Submission of at least 3 traceable references or Track records with reputable companies.	12	
Capability of the proposed team	Proven skills in cleaning and related areas, supported by references.	10	
Financial capability of the entity/organisation	Six (6) months most recent bank statements or bank guarantee letter	5	

Solution and Methodology	Is the proposed solution addressing the requirements of BEC (Objectives and scope of assignment. Is there a quality plan and a risk management plan)	20	40
	Is the proposed implementation of methodology suitable for BEC (Equipment and cleaning chemicals)	10	
	Proposed methodology to be applied by bidder ensures quality and timely delivery of service (turnaround times).	10	
Total			<b>70</b>

The cut off for progression to Stage 3 is a minimum score of 49 i.e. 70%.

### 1.1 Evaluation of Financial Bids – Stage 3

5

The financial bids of the bidders from Stage 2 will be opened at this stage.

The qualifying bids will be evaluated based on the following factors:

The following formula will be used to rate the quoted prices:

$$FS = 30 \times LP / P$$

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 **30** points. The financial scores (*FS*) of the other financial bids will be computed using the formula above.

### 1.1 Basis of Award

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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.

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.

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>LIST OF RETURNABLE DOCUMENTS</b>
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**Tender No.** BEC CS 001/18 - 19

The tenderer 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 all other Requirements specified in the CONTRACT PART 3
- Quality plan and Schedule of services
- Experience of tenderer
- Risk management plan

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

- PPADB Registration Certificate under **Code 132**, Cleaning Services and Building, **Sub-Code 01**, Cleaning Services (including windows, carpets and others [Registration will be verified on-line].
- Tax Clearance Certificate from BURS(registration will be verified on-line)
- Certified copies of Share Certificates
- Form from Director of Companies showing Directors of the company.
- Submission of Form from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and certified copies of Share Certificates;

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

- Quality plan
- Detailed Response to all other Requirements specified in the CONTRACT PART 3
- Schedule of products and services
- Management Plan

#### **4. Other returnable documents that will be incorporated into the contract**

- Certificate of Entitlement for Preferential Treatment
- Form of Offer and Acceptance
- Contract Data provided by the contractor
- Management Plan
- Schedule of Services

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY</b>
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Tender No. BEC CS 001/18 – 19

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer 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. \_\_\_\_\_

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

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

\_\_\_\_\_  
Date



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>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		
<b>7.</b>		
<b>8.</b>		
<b>9.</b>		
<b>10.</b>		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES QUALITY PLAN</b>
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**Tender No.** BEC CS 001/18 - 19

**Note to tenderers:** Please provide details of your quality plan here. Alternatively, you may attach a copy of your quality plan. You are requested to include:

Signed

Date

Name

Position

Tenderer

**Name:**

**Date of Birth:**

**Profession:**

**Nationality:**

**Current Position:**

**Years with the firm:**

**Qualification and Experience:**

**Education:**

**Professional Membership**

**Experience Record**

**Languages:**

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

\_\_\_\_\_ **Date:** \_\_\_\_\_  
*[Signature of authorized representative of the Tenderer]*

Tender No. BEC CS 001/18 - 19

The following is a statement of similar works successfully executed by myself/ourselves:

Employer, contact person and telephone number.	Description of contract	Value of work	Date completed

Signed

Date

Name

Position

Tenderer

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES MANAGEMENT PLAN</b>
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**Note to tenderers:** Please describe the management arrangements for the work in this contract. You are requested to include:

1. An organisation chart showing 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 contract.

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

Attach additional pages as required.

Signed	Date
Name .....	Position .....
.....	.....
<i>Tenderer</i>	
.....	

Republic of Botswana	<b>TENDER RETURNABLE DOCUMENT</b>	DECLARATION FORM FOR TENDERING PURPOSES
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Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender

**PART A**

I, \_\_\_\_\_ (full name), in my capacity as..... (state position in Entity)

hereby declare that on my behalf, and on behalf of the owners, partners / directors/ shareholders /administrators and/or Other (Please specify) .....

of: ..... (name of Entity )

of: .....  
..... (Postal/physical address)

that, in connection with the enclosed tender,

All information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the Entity and/or its Representatives. I state that the (State Name of Entity) ..... and/or its representatives confirm that they have not, through other entities, participated in the same tender and offer the same products in response to the same items.

NOTE THAT: In the case of competing franchises, the franchises may bid for the same item but with different products. Item means the commodity required by the procuring entity indicated in the ITT. Product means the commodity offered by the bidder.

I declare and confirm that the Entity and/or its Representatives have in fact not participated in the same tender and offered the same products in response to the same items, through any other registered company or other entity. I hereby provide a current list of Directors/ Administrators/ Partners/ Members and/or Shareholders for the Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body and/or other (Please specify).....

	<b>DIRECTORS/MEMBERS/ PARTNERS NAME and /OR Other (Please Specify).....</b>	<b>CAPACITY IN ENTITY</b>	<b>NATIONALITY</b>	<b>PERCENTAGE OF SHAREHOLDING</b>
1				
2				
3				
4				
5				
6				
7				

	SHAREHOLDERS NAME	NATIONALITY	PERCENTAGE OF SHAREHOLDING
1			
2			
3			
4			
5			
6			
7			
e			

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

I further acknowledge that should any of the directors, partners, and shareholders, members/administrators */(others please specify)* be found to be associated in a similar or other manner in another company/entity, participating in this tender and offering the same products in response to the same items, this shall disqualify this Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body, and whichever company or other entity the said director/partner/shareholder/member and/or administrator is consequently involved in.

I further acknowledge that should the Company /Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body or any of its affiliates or subsidiaries be found to have participated in the same tender and offered the same products in response to the same items, the said Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body/*(others please specify)* and its affiliates and/or subsidiaries shall be disqualified.

The Company/Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body/*(others please specify)*, 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.

The Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body/*(others please specify)*, through its agents, employees, partners, members, administrators and/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 (PPADB) or its Committees.

I declare that this tender is submitted by us 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.

I 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.

I confirm that our entity has undertaken not to collude to withdraw from a tender award, only for the reason that an unsuccessful bidder be awarded the tender. I confirm further that the entity has undertaken not to engage in frivolous complaints and litigation that frustrates project implementation.

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

DATED:.....

.....  
Entity

Stamp

**PART B**

- 1. Declaration to establish Eligibility for Reservation and Price Preferences for 100% Citizen Owned Contractor / Companies and other Entities.
- 2. The declaration shall be signed by all Businesses tendering for reserved contracts and contracts subject to preferences, as a condition of each tender.
- 3. The 100% citizenship requirements for shareholders, etc contained therein shall not withstand any previous consents and practice, be pre condition for the award of any reserved tender.

**Definition**

4. The following definitions shall apply to this declaration:

**100% Citizen Owned Contractor / Company:** a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana.

**Control:** the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of managerial and financial authority and power in determining the policies and directing the operations of the business.

**Net Amount:** the financial value of the Contract at the time of the award of the Contract, exclusive of sales tax which the law requires the Employer to pay to the Contractor.

**Owned:** Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest or shareholding as demonstrated by an examination of the substance as well as the form of ownership arrangements

5. The company operates banking and savings accounts, the only authorised signatories are:

- i. .... (Bank Name and Name of signatory) ..... (Omang No. /Passport)
- ii. .... (Bank Name and Name of signatory) ..... (Omang No. /Passport)
- ii. .... (Bank Name and Name of signatory) ..... (Omang No. /Passport)
- iv. .... (Bank Name and Name of signatory) ..... (Omang No. /Passport)

**6. Undertakings**

The Tenderer confirms that it is a 100% Citizen owned contractor/company and undertakes to remain a Citizen Contractor for the duration of the Contract. The Tenderer further undertakes not to subcontract more than 25% of the Net Amount to non-Citizen Contractors in the performance of the Contract.



7. Sanctions relating to reserved treatment

Any changes in Ownership or Control which violate the definition of a Citizen Contractor or the subcontracting of more than 25% of the Net Amount of the Contract to non-Citizen Contractors shall be sufficient reason for the Procuring Department to terminate the Contract.

8. All the shareholders of .....(Name of company) have read this declaration and agree to its contents.

- a) All the shareholders hereby give consent verification of the information provided above and understand that this may include but not limited to the verification of assets, liabilities, accounts, bonds and undertake to notify the competent authorities of any change to the information provided in this Declaration within seven days of such occurrence.
- b) I understand and declare that each matter here deposited to is essential for the tender validity of ..... (Name of company)'s

**NB:** The Procuring Entity reserves the right to confirm the authenticity of the information provided above.

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

CAPACITY:

**PROVISION OF CLEANING SERVICES AT BEC FOR A PERIOD OF THREE (3) YEARS -  
TENDER NO.CS BEC CS 001/18 - 19**

**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

**TENDER NO. BEC CS 001/18 - 19**

**Offer**

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

**PROVISION OF CLEANING SERVICES AT BEC FOR A PERIOD OF THREE (3) YEARS**

The tenderer, 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 authorised representative to this part of this Form of Offer and Acceptance, the tenderer 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.

This Offer, of which the tenderer 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 tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer 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 authorised representative to this part of this Form of Offer and Acceptance, the Procuring Organisation accepts the tenderer's Offer. In consideration thereof, the Procuring Organisation 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 tenderer's Offer shall form an Agreement between the Procuring Organisation and the tenderer 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 tenderer and the Procuring Organisation 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 authorised representative(s) for both parties.

The tenderer shall within one week of receiving a fully executed original of this Agreement, including the Schedule of Deviations (if any), contact the Procuring Organisation'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 fulfil 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 tenderer receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the tenderer (now Contractor, Consultant or Supplier) within five days of the date of such receipt notifies the Procuring Organisation 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

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

**TENDER NO.CS BEC CS 001/18 - 19**

**1. PURPOSE**

The purpose of this Invitation to Tender is to invite potential bidders to the Botswana Examinations Council for provision of cleaning services at the Council headquarters in Gaborone.

**2. BACKGROUND AND PROPOSED ASSIGNMENT**

The Botswana Examinations Council is a semi-autonomous body created by the Botswana Examinations Council Act No. 11 of 2002 as a semi-autonomous body mandated to execute national examinations for the Ministry of Education for primary and secondary education sector.

The BEC intends to engage a contractor to provide cleaning services at its headquarters in Gaborone.

**3. OBJECTIVES AND SCOPE OF THE ASSIGNMENT**

Cleaning of conference rooms, corridors, public areas

Cleaning the resource centre and staff lounge

Cleaning external windows once a year

Cleaning the area between internal and external walls twice a year including removal of cobwebs

Shampooing and steam cleaning carpets, upholstery, office chairs and couches twice a year

**4 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 the annexure when submitting the bid. The forms listed under Returnable Documents are to be supplied in addition to the following.

**4.1 Bid**

Bids must include the following items preferably in this order:

Response Form and supporting documents

Company Profile

Management Summary

Proposed Methodology and Solution

Proposed Project Team

Details of References

Quality Assurance

#### **4.1.1 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 also provide an overview of the company structure including any subsidiary companies, holding companies and financial backers. A description of the history of the company, including growth and number of staff, should be provided. Information relating to turnover and profits should also be provided for the last three financial years, preferable in the following format:

	2016	2017
Annual turn over		
Annual net profit		

If the bid is from a consortium, joint venture, partnership or subcontracting, the information should be included for each of the companies to be involved in the project

#### **4.1.2 Management Summary**

The Management Summary should contain summaries of

- (a) approach and methodology,
- (b) the proposed solution,
- (c) technical architecture,

#### **4.1.3 Proposed Methodology and Solution**

Bidders should provide a detailed description of the proposed methodology and solution. The description should address the following aspects of the proposal:

**(a) Proposed Solution**

- Scope, approach and methodology
- Benefits of proposed solution
- Delivery strategy and milestones
- Acceptance testing approach

**(b) Project Management**

- Project structure
- Project reporting
- Project plan



- Quality management approach

**(c) Deliverables**

**(f) Bidder's Requirements**

- Service Provider's requirements for the commencement of work.

**4.1.4 Proposed Project Team Personnel**

The bidder must provide information on the personnel who will be engaged in this project. A detailed C.V. of each consultant must contain the information as stated in 7 below and also in accordance with the format given in Returnable Documents.

**4.1.5 Reference Project Details**

The bidder is required to provide at least three references relating to work of a similar nature and comparable in size to this project. Each reference should include the following information as a minimum:

Project Name

Project Value (specify currency)

Length of project and whether contractual completion date was met

Name, address and other relevant particulars of the client

Name, position and contact details of the client principal contact

Nature and scope of the assignment

Personnel involved in the project and their roles.

**4.1.6 Appendices**

Documents which cannot be incorporated in the body of 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.

**5 Key Personnel**

Bidders are required to provide detailed Curriculum Vitae of each member of the proposed project team.

Bidders should provide detailed information according to the guidelines given below using the format given on page 17, and not in a format of their choice. Non-compliance in this respect may have a negative impact on the evaluation of the bid.

Bidders are required to provide the following information about each member of the proposed project teams:

- 1 Name and date of birth;
- 2 Nationality and Identification Number (Omang for Botswana citizens or Passport Number for others);
- 3 Qualifications;
- 4 Formal Educational Qualifications (Type, Institution, Month and Year, Grade/Class/Division);
- 5 Professional Qualification (Type, institution, Month and Year, Grade/Class/Division);
- 6 Details of Experience in reverse chronological order (name of the organization, period of employment, detailed description of experience, post(s) held, roles played in specified projects);
- 7 Previous assignments similar to this project;
- 8 Details of other skills and competencies.

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