



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF HUMAN RESOURCES**

**INVITATION TO TENDER**

**FOR**

**PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW OF  
CONDITIONS OF SERVICE FOR CONTRACT EXAMINATIONS  
PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL**

**Tender No. BEC HR 003/18-19**

**Issue Date: 04 June 2018**

**Closing Date: 06 July 2018**

<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**

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**Tender No. BEC HR 003/18-19**


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**PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW OF CONDITIONS OF SERVICE FOR CONTRACT EXAMINATIONS PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL**

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The Procuring Organisation is Botswana Examinations Council (BEC) and this is an Open Domestic tender, i.e, only companies registered in Botswana are eligible to tender.

- Bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 315 Sub-Code 02, 03, 05, 06 or any other relevant Codes and sub-Codes, and be in possession of a valid Tax Clearance Certificate or an exemption thereof.
- Tender documents will be available with effect from **Monday 4<sup>th</sup> June 2018** and can be obtained from the procurement office of the Botswana Examinations Council at a non-refundable and non-transferable fee of **P250.00** payable at BEC prior to tender collection. Tender documents are also available on the BEC website shown below for information purposes only. The contact information for BEC is as follows:

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Tel: (+267) 365 0700 Att: T. Chifani  
Fax: (+267) 393 3872  
Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

Physical Address

Botswana Examinations Council  
Plot 54864, 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 **plus a soft copy in a Re-writable DVD/CD**, respectively for the **financial** and **technical** bids must be submitted in two separate envelopes, one containing the Technical Bids, and the other containing the Financial Bids and both envelopes accordingly labelled with the tender number and title. The two envelopes should be sealed and placed in a third outer and larger envelope. This envelope should be sealed and labelled as follows;

**Tender No. BEC HR 003/18-19 : Invitation To Tender For The Provision of Consultancy Service for Contract Examination Personnel for the Botswana Examination personnel for the Botswana Examinations Council**

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Bids must arrive not later than **10:00am** (local time) on Friday 6<sup>th</sup> July **2018**. Bids received after the closing date and time will **NOT** be accepted. Telephonic, telegraphic, telex or facsimile bids will **NOT** be accepted.

Sealed bids should be delivered to the following address:

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

**NB.** Non-compliance to the separation of the **technical** and **financial** bids is subject to outright disqualification. Bidders' responses that do not have the required number of envelopes (original plus 4 copies) for the technical and financial bids will also be disqualified.

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.

**Responses that do not have the required number of envelopes will be disqualified. 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 DVD for the financial proposal should be included in the financial proposal envelope.**

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Bidders who are awarded the tender should by no means pass it to other parties to undertake the project, i.e. sub-contracting will not be allowed.

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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:

The Secretary, Tender Committee  
Botswana Examinations Council  
Private Bag 0070, Gaborone, Botswana.

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

- Bids must arrive no later than **10:00 am** (local time) on **Friday 6<sup>th</sup> July 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.
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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.

The Secretary; Tender Committee  
Botswana Examinations Council

**Botswana Examinations  
Council**

**TENDER  
TENDERING PROCEDURE**

**TENDER DATA  
VOLUME 1**

**BEC HR 003/18-19 PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW OF  
CONDITIONS OF SERVICE FOR CONTRACT EXAMINATIONS PERSONNEL FOR THE  
BOTSWANA EXAMINATIONS COUNCIL**

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:

- One (1) original plus four (4) copies
- Proof of payment of the tender fee of **P250.00**.
- Valid copy of Tax Clearance Certificate (registration will be verified on-line)
- PPADB Registration Certificate under Code 315 Sub-Code 02, 03, 05, 06 or any other

relevant Codes and sub- Codes (registration will be verified on-line),

- Valid copy of trading licence or permit (where applicable)
- A 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 Companies & Intellectual Property Authority (CIPA) showing the company Directors.

**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 validity period of the tender must be at least 120 days from the closing date of the tender.

## **BACKGROUND**

The Botswana Examinations Council is a semi-autonomous institution that is mandated by the Botswana Examination Act no. 11 of 2002, among others, to design, develop and administer school examinations. It is in pursuance of such mandate, that the Council wishes to engage a company to provide consultancy service for the review of conditions of service for contract examination personnel for the Botswana Examinations Council: Contract examination personnel are temporary service providers who are engaged by the Council during each examination cycle to perform such duties as examinations paper setting (item writing), grading, grade review, moderation, standardization, marking, checking, shading, quality control and driving of moderators across the country. The services rendered by these contract personnel are meant to provide assistance to the Council in the conduct of examinations for the Primary School Leaving Certificate (PSLE), Junior Secondary School Certificate (JCE) and the Botswana General Certificate of Secondary Education (BGCSE)

Prospective bidders should have the capacity to handle large scale human capital consulting undertakings

## SCOPE

The purpose of this tender is to solicit services for the provision of consultancy on the review of conditions of service for contract examination personnel for the Botswana examinations council in order to establish sustainable remuneration and working conditions. The revised conditions of service and remuneration should facilitate the required motivation and commitment to BEC and promote staff retention for success and credibility of the National Examinations. The tender will specifically work on the following terms of reference:

1. To review the conditions of service for personnel engaged in all streams (PSLE, JCE and BGCSE) including script fees and allowances. Special attention should be given to the determination of weights attached to subject components which influences the fee structure.
2. To review the conditions under which contract staff provide examinations services including marking venues and associated fittings, equipment and installations.
3. Recommend fee structure for all services provided by contract examinations personnel. The services are as reflected in the introductory section in 2 above.
4. Recommended allowances and other benefits that may be considered necessary for contract staff to perform their duties more effectively.
5. Recommend contract staff performance assessment, training and development and retention.
6. Recommend the most convenient and acceptable model of taxation taking into consideration the applicable tax laws and the need to reduce the burden on contract staff.
7. Recommend any other changes or initiatives that would lead to improved management of examinations especially those that affect contract staff.
8. In executing the above terms of reference, the consultancy should engage all relevant stake holders in order to learn from their expectations.
9. The consultant must draw knowledge from practices and experiences from other organizations within the country, the region and internationally.
10. Determine inherent financial implications to Botswana Examinations Council
11. The consultancy should provide feedback and provide deliverables as contained in the tender documents and contract

Botswana Examinations Council is **not** bound to accept the lowest or any bid, or bear any expense in the preparation thereof.

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

### **PROVISION OF CONSULTANCY SERVICES FOR CONTRACT EXAMINATIONS PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL**

Tender Secretary  
Botswana Examinations Council

Plot 54864, KT Motsete Road, Gaborone

1.5 Parts of each tender offer communicated on paper shall be submitted as an original, four (4) duplicate copies plus 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>Bidder's Name</b>	
<b>Company Registration Number</b>	
<b>Vat Number ( if applicable)</b>	
<b>Country of Registration</b>	
<b>Year of Establishment</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>	1 2 3
<b>Signed: Bidder's Authorised Representative</b>	

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**1.6** A two-envelope procedure will be followed.

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

- The financial bid will only be examined if the respondent's technical bid meets the requirements of BEC.
- The technical bid **should not** include any figures relating to cost but must include a statement stipulating the validity period of the tender bid.
- 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 of the technical bid and the financial 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.

The original, four (4) copies of the technical bid and a rewritable DVD/CD shall be placed in a sealed envelope clearly marked Technical Bid – Tender No. BEC HR 003/18-19 **Provision of Consultancy Services for Contract Examinations Personnel for the Botswana Examinations Council**

The original and four (4) copies of the financial bid and a rewritable DVD/CD shall be placed in a sealed envelope clearly marked Financial Bid - Tender No. BEC HR 003/18-19 **Provision of Consultancy Services for Contract Examinations Personnel for the Botswana Examinations Council**

Both envelopes (Technical & Financial envelopes) shall be placed into an outer & larger envelope and sealed. The outer envelope shall be labelled Tender No. BEC HR 003/18-19 **Provision of Consultancy Services for Contract Examinations Personnel for the Botswana Examinations Council**

Bids must arrive no later than **10:00 am** (local time) on **Friday 22<sup>nd</sup> June 2018**. The outer envelope should have one (1) original and four (4) copies of the technical and financial bids and a rewritable DVD/CD respectively. These shall be placed in one large sealed envelope clearly marked – **TENDER NO. BEC HR 003/18-19 , PROVISION OF CONSULTANCY ON REVIEW OF CONTRACT EXAMINATIONS PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL.**

Bids will be opened immediately, in the presence of bidders willing to attend. 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. 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** Telephonic, telegraphic, telex, email or facsimile tender offers will not be accepted.
- 1.9** The tender validity period is at least 120 days from the closing date of the tender.
- 1.10** The time and location for opening of the tender offers is:  
Time: 10.00 am on the Friday 6<sup>th</sup> July 2018  
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 1.14).
- 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 scores allocated to Stage 2: Technical and Stage 3: Financial are as follows:

Stage 2: Technical Evaluation	80
Stage 3: Financial Evaluation	<u>20</u>
Total	<u>100</u>

- 6 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.

### 1.12 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.

- PPADB Registration Certificate under Code 315 Sub-Code 02, 03, 05, 06 or any other relevant Codes and sub- Codes (Registration will be verified online);
- Valid copy of Tax Clearance Certificate (Registration will be verified online);
- A 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 Companies & Intellectual Property Authority (CIPA) showing the company Directors;
- Completed and signed Certificate of Authority of Signatory;
- Completed and signed Form of Offer and Acceptance.

### 1.13 Evaluation of Bids at Stage 2

The following table shows the criteria which will be used. The criteria will be rated on scores 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. Each level will be evaluated based on this criteria

No	Criteria	Description	Marks
1	Capability of the company, consortium or joint venture	<ul style="list-style-type: none"> <li>Experience in the provision of consultancy services (at least 10 years) in the re-organization and re-structuring of large organizations (Attach at least 3 traceable referees).</li> </ul>	10
		<ul style="list-style-type: none"> <li>Financial capability of the company, consortium or joint venture, should have an annual turnover of P1 Million or more (Attach of proof of annual turnover). ALTERNATIVELY               <ul style="list-style-type: none"> <li>Should show proof of financial capacity through guarantee letter from a recognised financial institution.</li> </ul> </li> </ul>	10
2	Capability of the proposed Project Team	<ul style="list-style-type: none"> <li>Qualification and experience of team members in relation to organizational restructuring. The team leader should hold a degree and masters in Human Resources Management or related area, as well as a Project Management qualification with atleast 5 years post qualification experience in human resources with expertise in remuneration and organisational development (Attach references, academic certificates and CVs)</li> </ul>	15
		<ul style="list-style-type: none"> <li>At least 2 employees should have a degree in Human Resources Management or related field and 5 years post qualification, they should be registered members of any human resources professional body. (Attach references, academic certificates and CVs)</li> </ul>	15
3	Methodology, Quality Management and Assurance	<ul style="list-style-type: none"> <li>Methodology to be applied by the project team to ensure quality and timely delivery of the BEC requirements.</li> </ul>	30
		<ul style="list-style-type: none"> <li>Indicate adherence and understanding of Botswana labour laws and international standards.</li> </ul>	20
<b>Maximum Marks for Stage 2</b>			<b>100</b>

The cut off for progression to Stage 3 is a minimum score of 75 points out of the possible 100 points and only bidders who score 75 and above will have their financial proposals opened and evaluated. Botswana Examinations Council reserves the right to terminate any

further evaluation of this tender at this stage.

Weightings:

Technical Evaluation = 80%

Financial Evaluation = 20%

#### 1.14

##### **Evaluation of Financial Bids – Stage 3**

NB: Financial bids should be submitted in a separate sealed envelope. The qualifying bids will be evaluated based on the following factors: The following formula will be used to rate the quoted prices:

$$FS = 20 \times \frac{LP}{P} \quad \text{Where:}$$

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 will be recommended for the award to BEC Management Tender Committee subject to an agreed signed 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.

**Botswana Examinations  
Council**

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>LIST OF RETURNABLE DOCUMENTS</b>
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BEC HR 003/18-19 **PROVISION OF CONSULTANCY SERVICES FOR THE  
REVIEW OF CONDITIONS OF SERVICE FOR CONTRACT EXAMINATIONS  
PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL**



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 Requirements specified in the CONTRACT PART 3
- Form of Offer and Acceptance
- Form of Declaration For Tendering Purposes
- Response form
- Quality plan
- Experience of the bidder
- Risk management plan

**2. Other Documents Required for Tender Evaluation Purposes**

- PPADB Registration Certificate from PPADB;
- Tax Clearance Certificate from BURS;
- 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**

- Response form
- Quality plan
- Detailed Response to all other Requirements specified in the Contract Part 3
- Form of Offer and Acceptance



Republic of Botswana	<b>TENDER RETURNABLE DOCUMENT</b>	DECLARATION FORM FOR TENDERING PURPOSES
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**BEC HR 003/18-19 -----PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW OF CONDITIONS OF SERVICE FOR CONTRACT EXAMINATIONS PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL**

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				

	<b>SHAREHOLDERS NAME</b>	<b>NATIONALITY</b>	<b>PERCENTAGE OF SHAREHOLDING</b>
1			
2			
3			
4			
5			
6			
7			

**If more 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 deposed 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:

Botswana Examinations Council

<p><b>TENDER</b> <b>RETURNABLE DOCUMENTS</b> <b>BEC HR 003/18-19</b></p>	<p><b>TENDER SCHEDULES</b> <b>CERTIFICATE OF</b> <b>AUTHORITY OF SIGNATORY</b></p>
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**BEC HR 003/18-19 -----PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW OF CONDITIONS OF SERVICE FOR CONTRACT EXAMINATIONS PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL**

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</b>  <b>RETURNABLE DOCUMENTS</b> <b>BEC HR 003/18-19</b>	<b>TENDER SCHEDULES</b>  <b>RECORD OF ADDENDA TO</b> <b>TENDER DOCUMENTS</b>
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BEC HR 003/18-19 -----PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW OF CONDITIONS OF SERVICE FOR CONTRACT EXAMINATIONS PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL

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:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Bidder



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<b>TENDER RETURNABLE DOCUMENTS BEC HR 003/18-19</b>	<b>TENDER SCHEDULES QUALITY PLAN</b>
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BEC HR 003/18-19 -----PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW OF CONDITIONS OF SERVICE FOR CONTRACT EXAMINATIONS PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL

Note to tenderers: Please provide details of your quality plan here. Alternatively, you may attach a copy of your quality plan. Please describe the management arrangements for the work in this contract. You are requested to include:

1. An organisation 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.

**Botswana Examinations  
Council**

**TENDER  
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES  
CURRICULUM VITAE OF KEY  
PERSONNEL**

**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]*

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES  EXPERIENCE OF TENDERER
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BEC HR 003/18-19 -----PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW OF CONDITIONS OF SERVICE FOR CONTRACT EXAMINATIONS PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL

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

Bidder



Botswana Examinations Council

**CONTRACT**  
**VOLUME 3**

BEC HR 003/18-19 -----PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW OF CONDITIONS OF SERVICE FOR CONTRACT EXAMINATIONS PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL

**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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**OFFER**

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

**BEC HR 003/18-19 ----PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW OF CONDITIONS OF SERVICE FOR CONTRACT EXAMINATIONS PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL**

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 authorised 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.

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 authorised representative to this part of this Form of Offer and Acceptance, the Procuring Organisation accepts the bidder’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 bidder’s Offer shall form an Agreement between the Procuring Organisation 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 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 bidder 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 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 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 \_\_\_\_\_

**Botswana Examinations  
Council**

**CONTRACT PART 2  
PRICING DATA**

**PRICING INSTRUCTIONS**

BEC HR 003/18-19 [PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW OF CONDITIONS OF SERVICE FOR CONTRACT EXAMINATIONS PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL](#)

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**

***(NB: TO BE INCLUDED IN THE FINANCIAL PROPOSAL ONLY)***

NB; Botswana Examinations Council may award the tender in parts or in full.

1. All costs must include VAT for VAT registered companies, 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 be charged.
3. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
4. The tender shall be valid for a period of at least 120 days.
5. Payments will be made in accordance with agreed payments schedules to be agreed at the date of signing the contract.



**Botswana Examinations  
Council**

<b>CONTRACT PART 3 SCOPE OF WORK</b>	<b>SCOPE OF WORK: SUPPLIES CONTRACT</b>

**BEC HR 003/18-19 PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW OF CONDITIONS OF SERVICE FOR CONTRACT EXAMINATIONS PERSONNEL FOR THE BOTSWANA EXAMINATIONS COUNCIL**

### **1. BEC's objectives**

The Botswana Examinations Council wishes to engage consultancy services for the review of conditions of service for contract examinations personnel. Contract examinations personnel are temporary service providers who are engaged by the Council during each examination cycle to perform such duties as examinations paper setting (item writing), grading, grade review, moderation, standardization, marking, checking, shading, quality control and driving of moderators across the country. The services rendered by these contract personnel are meant to provide assistance to the Council in the conduct of examinations for the Primary School Leaving Certificate (PSLE), Junior Secondary School Certificate (JCE) and the Botswana General Certificate of Secondary Education (BGCSE).

The main objective of the project is to establish sustainable remuneration and working conditions for BEC contract examination personnel, who provide crucial operational services. The revised conditions of service and remuneration should facilitate the required motivation and commitment to BEC and promote staff retention for success and credibility of the National Examinations system.

## **2 Specific Requirement List and Specifications**

### **3.1 SPECIFIC TASKS**

- (a) Identify and conduct in- depth consultations with key internal and external stakeholders in order to solicit inputs.
- (b) Conduct an analysis of BEC national and international context and identification of contract examinations personnel management and relationship challenges
- (c) Review BEC mandate, plans, governance and management structures and systems in order to determine contract examination personnel conditions of service and remuneration challenges
- (d) Conduct desk research, identify, analyse and document models of structures and systems that are relevant to the Botswana Examinations Council in view of identified weaknesses.
- (e) Recommend conditions of service and remuneration framework which will be reflective of the national and international contexts.

- (f) Recommend a competency matrix for contract examinations personnel at all levels of examinations (PSLE, JCE and BGCSE)
- (g) Recommend human capital development initiatives that could enhance contract examinations personnel capacity
- (h) Recommend an implementation plan for the proposed changes

**Relevant Experience:** Years spent in human capital consulting.

**Quality:** Quality check list:

An inception/project initiation report

Draft report

Final report

Turnaround time

Capacity and readiness

Proper record keeping

**Project Cost:** Provide total cost. Sufficient breakdown of unit cost should be indicated. Nb:

NB: This should be included in the financial proposal envelope

- Prices should be quoted in Botswana Pula only and should be compliant with Botswana tax laws.
- Payment will be made no later than 30 days check with Finance Division after the delivery of the final report 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 the annexure 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
- Pricing schedule should be not included anywhere in technical proposal as it is a two envelope system.
- 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.

##### 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** -----