



**BOTSWANA
EXAMINATIONS
COUNCIL**

DIRECTORATE OF CORPORATE SERVICES

INVITATION TO TENDER

FOR

**Provision of Security Guarding and Cash-in-Transit Services at
Botswana Examination Council for a Period of 3 Years**

Tender No. BEC CS – 002/18-19

Collection Date: From Monday 14 May 2018

Closing Date: Friday 15 June 2018 at 10.00 Hours

PROCURING ORGANISATION	AGENT
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: procurement@bec.co.bw

Botswana Examinations
Council

**TENDER
TENDERING PROCEDURES**

**TENDER NOTICE AND
INVITATION TO TENDER**

Tender Ref No BEC CS – 002/18-19

Provision of Security Guarding and Cash-in-Transit Services at Botswana Examination Council for a Period of 3Years

- Bidders are invited for the Provision of Security Guarding and Cash in Transit Services for Botswana Examinations Council (BEC) for Three 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 submit the following:
 1. PPADB Registration Certificate Under Code 100 – Security Services : Sub- Codes 01- Guard Services and Sub-Code 04 Cash in Transit (Registration will be verified on-line).
 2. A copy of a valid Tax Clearance Certificate (Registration will be verified on-line).
 3. Certified copy of valid Security Licence.
 4. 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.
 5. Form from Registrar of Companies & Intellectual Property showing Company Directors
 6. Completed Form of Declaration for Tendering Purposes.
- 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:

<u>Postal Address</u>	<u>Physical Address</u>
Botswana Examinations Council Private Bag 0070 Gaborone.	Botswana Examinations Council Plot 54862, KT Motsete Road Gaborone.
Tel: (+267) 365 0700 or T. Chifani	
Fax: (+267) 3933872	
Email: procurement@bec.co.bw	

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

Bids must be submitted using the Two Envelope system. Bids must be submitted using a two envelope system. **One original and four (4) copies, plus re-writable DVD/CD** respectively for the financial and technical bids and 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 CS- 002/18-19: Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 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.**

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 BWP250.00 is payable in cash on collection of the tender documents.
 - Queries relating to the issue of these documents will be accepted up to 10 working days before tender closing date. The queries or questions should be in writing and should be addressed to:

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

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

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- Bids must arrive not later than 10:00 am (local time) on Friday **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.

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.

N.B. The selected bidder shall commence the contract on 1st August 2018

Important Dates:

Tender Collection: From Monday 14 May 2018

Tender Closing: Friday 15 June 2018 at 10.00 hrs

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

Tender Committee Secretary
For / Botswana Examinations Council

Botswana Examinations
council

**TENDER
TENDERING PROCEDURES**

TENDER DATA

Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council (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 tenders are required to submit the following:

- 1 Original and 4 copies plus a re-writable DVD/CD for both technical and financial proposals;
- PPADB Registration Certificate under Code 100 Sub-Code 01 and Sub – Code 04;
- A valid and appropriate Tax Clearance Certificate or Exception thereof;
- Certified copy of valid Security License;
- Proof of payment of the tender fee of P250.00

- 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.
- Form from Registrar of Companies & Intellectual Property showing Company Directors
- Completed Form of Declaration for Tendering Purposes.

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, four (4) duplicate copies plus 1 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**.

<i>Bidder's Name</i>	
<i>Company Registration Number</i>	
<i>Vat Number (if applicable)</i>	
<i>Country of Registration</i>	
<i>Year of Establishment</i>	
<i>Physical Address</i>	
<i>Postal Address (if different)</i>	
<i>Telephone Number</i>	

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

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 – 002/18-19 : Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council 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 of the technical bid and a rewritable DVD/CD shall be placed in a sealed envelope clearly marked Technical Bid – Tender No. BEC CS- 002/ 18-19 **Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 3 Years.**

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 – 002/18-19: **Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 3 Years.**

Both envelopes (Technical & Financial envelopes) shall be placed into an outer & larger envelope and sealed. The outer envelope shall be labelled Tender No BEC CS-002/18-19 **Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 3 Years.**

Bids must arrive no later than 10:00 am (local time) on **Friday, 15th 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:

1000hrs on Friday **15 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 : 80

Stage 3 : 20

- 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 Certificate under Code 100 – Security Services: Sub-Codes 01 – Guard Services and Sub Code 04- Cash in Transit Services

(Registration will be verified on-line);

- Submission of a valid Tax Clearance Certificate from BURS (Registration will be verified on-line);
- Submission of a certified copy of valid security licence;
- 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.

1.14 Evaluation of Bids at Stage 2

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		
Organisation	Background i.e. a brief history of the company.	4	30
	Past relevant experience(At least 5 years experience in the security industry , projects undertaken, possible size of the project and number of guards engaged in the project)	10	
	Qualifications and skills (security related course for the Project Manager as the key person, Attach certificate and CV for the project manager).	4	
	Track records and previous contracts. Attach at least 4 references from previous clients.	4	
	Capability and Commitments (statement of commitment indicating the capability to provide the required services i.e. guarding and cash-in-transit).	4	
	Company offices & communication equipment (proof of company offices and communication / radio licence from BOCRA)	4	
Methodology	Over-all approach, methodology and strategy (quality plan).	15	30
	Capacity to provide cash-in-transit services. Attach proof of vehicle used to execute the cash-in-transit services and 5 references from	10	

	previous clients.		
	Quality management, assurance and standards.	5	
Delivery and Services	Relevance to tender	10	20
	Understanding of requirements and adherence to the scope of work	10	
Total			80

The cut off for progression to Stage 3 is a minimum score of 60 i.e. 75%.

1.15 Evaluation of Financial Bids – Stage 3

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:

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

Where:

FS = financial score of a given bidder

LP = lowest price

P = the price quoted by the bidder

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

1.16 Basis of Award

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

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

**TENDER
RETURNABLE DOCUMENTS**

**LIST OF RETURNABLE
DOCUMENTS**

Tender No. BEC CS- 002/18-19: Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 3 Years.

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
- Curriculum Vitae of Key Personnel
- Experience of tenderer
- Risk management plan
- Schedule of services

2. Other Documents required for tender evaluation purposes

- PPADB Registration Certificate from PPADB;
- Tax Clearance Certificate from BURS;
- Certified copy of Certificate of registration from Non-Bank Financial Institution Regulatory Authority;
- Certified copies of Share Certificates

- Certified copy of valid security licence

- 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;

- Statement of Commitment regarding the deployment of Personnel in Core Functional Areas.

3. Returnable Documents that will be incorporated into the contract

- Quality plan

- Curricula vitae of key personnel

- Detailed Response to all other Requirements specified in the CONTRACT PART 3

- Management plan

- Schedule of products and services

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

- Statement of Commitment regarding the deployment of Personnel in Core Functional Areas

- Schedule of Services
- Management Plan

Botswana Examinations
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TENDER
RETURNABLE DOCUMENTS

TENDER SCHEDULES
CERTIFICATE OF
AUTHORITY OF SIGNATORY

Tender No. BEC CS – 002/18-19 Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 3 Years.

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 _____

Botswana Examinations
Council

**TENDER
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES
RECORD OF ADDENDA TO
TENDER DOCUMENTS**

Tender No. BEC CS- 002/18-19 Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 3 Years.

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

Tenderer

Botswana Examinations
Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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Tender No. BEC CS – 002/18-19 Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 3 Years.

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

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.

_____ *[Signature of authorized representative of the Tenderer]*

Date: _____

**Botswana Examinations
Council**

**TENDER
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES
EXPERIENCE OF
TENDERER**

Tender No. BEC CS – 002/18-19 Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 3 Years.

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

Botswana Examinations
Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES MANAGEMENT PLAN
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Tender No. BEC CS – 002/18-19 Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 3 Years.

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	TENDER RETURNABLE DOCUMENT	DECLARATION FORM FOR TENDERING PURPOSES
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Tender No. BEC CS -002/18-19 Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 3 Years.

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).....

	DIRECTORS/MEMBERS/ PARTNERS NAME and /OR Other (Please Specify).....	CAPACITY IN ENTITY	NATIONALITY	PERCENTAGE OF SHAREHOLDING
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:

Botswana Examinations Council

CONTRACT

Tender No. BEC CS- 002/18-19 Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 3 Years.

Provision of Security Guarding and Cash in Transit Services at Botswana Examination 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**

**CONTRACT PART 1
AGREEMENTS & CONTRACT
DATA**

**FORM OF OFFER AND
ACCEPTANCE**

Offer

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

Tender No. BEC CS – 002/18-19 Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 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

Botswana Examinations
Council

**CONTRACT PART 2
PRICING DATA**

PRICING INSTRUCTIONS

Tender No. BEC CS 002/18-19: Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 3 Years.

NB: TO BE INCLUDED IN THE FINANCIAL PROPOSAL ONLY

Bidders should provide costing for each of the main phases of the project 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. **NB only deliverables should be included in the technical bid but not financials, Financials should be separated from the technical bids.**

Summary pricing schedule

Pricing format (guarding services)

Item	Description	Quantity	Unit Price	VAT	Amount

Pricing format (warehouse/working area)

The security guards will be provided as and when required by BEC. The bidder must therefore provide a quote in this bid response for the rates that will be used when service is required. After service delivery, the supplier will invoice basing on the number of guards provided using the agreed rates.

Item	Description	Quantity	Unit price	Vat	Amount

Pricing format (cash-in –transit)

DESCRIPTION	Rate	Price Vat EXCL	VAT INCL
Cash collection Once as and when called	Single Trip		
Collection from Monday to Friday			
Cash collection Once a day Mon to Saturday			
Cash collection Once a day Mon to Sunday			
Cash collection during holidays			
Cash collection out of Town per KMS Per Hr as when called single trip			
	Vat @	P	
	Grand Total	P	

Consumables (plastic bags)

size	quantity	Price Vat INCL

With regards to cash-in-transit services, an invoice will be raised based on the number of collections (trips) undertaken. A receipt signed by both the driver and the BEC security official must be issued by the Service Provider as prove of service rendered. Copies of the receipts must be attached to the invoice submitted for payment.

- Bidders should indicate their rates for the following periods
 - Hourly rates
 - Daily Rates
 - Weekend rates
 - Holiday rates
 - Monthly
 - Temporary rates

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.

Botswana Examinations
Council

**CONTRACT PART 3
SCOPE OF WORK**

**SCOPE OF WORK:
SERVICES CONTRACT**

Tender No. BEC CS-002/18-19 Provision of Security Guarding and Cash in Transit Services at Botswana Examination Council for a Period of 3 Years.

1. Purchaser's objectives

The purpose of this Invitation to Tender is to invite potential bidders to the Botswana Examinations Council.

2. Overview of the required services

The purpose of this exercise is to obtain security services from reputable companies for the provision of security services to BEC. The successful Security Company will be involved in a relationship with BEC for a maximum period of 3 years on an annual contract basis, which may be terminated after one year on the basis of the bidder's unsatisfactory performance and quality of service.

3. Background and Proposed Assignment

The Botswana Examinations Council is a semi-autonomous body created by the Botswana Examinations Council Act No. 11 of 2002. The Council is mandated to provide adequate security to its confidential information, personnel and assets. Procedure to obtain such services must be in accordance with the regulations governing procurement of goods and services. It is for this reason that a reputable company be engaged to provide efficient security services.

4. THE SCOPE OF WORK

Botswana Examinations Council (BEC) invites tenders from reputable Security Companies to provide Security Guard Services at plot 54864 KT Motsete Road for a period of three years (3 years). The contractor will be expected to provide 24 hours security guard services to Botswana Examination Council assets and premises on daily basis for the duration of the contract.

The services must be provided as per the schedule below.

Main Entrance

Day Shift – 3 Guards + 1 supervisor 06:00 hrs am – 18:00 hrs - **(daily)**

Night Shift – 2 Guards + 1 supervisor 18:00 hrs – 06.00 hrs - **(daily)**

Reception No.2

Day Shift – 2 Guards 07.30 hrs– 18:00 hrs **(Weekdays only, i.e. Monday to Friday)**

Registration and Certification Area

Day Shift – 2 Guards 07:30hrs – 16:30 hrs **(Weekdays only, i.e. Monday to Friday)**

Warehouse/Working Area

Guards will be provided as and when required by the client (BEC), therefore the supplier must provide quote for that arrangement.

Cash In Transit

Cash In Transit services to be provided as and when required according to rates which will be quoted for in this bid response and agreed upon by the Client and Service provider as shall be reflected in the contract.

The terms of reference are:

- The successful bidder shall provide BEC with security guard services to safeguard BEC's property against theft, burglary and malicious damage and generally guard against any act or omission that may result in damage to BEC's property.
- The successful bidder must have the capacity to provide BEC with Cash In Transit (CIT) services.
- The successful bidder must have the capacity to provide BEC with **additional security services such as; additional security manpower** as and when required during the term of the contract.
- The contract period shall be 3 years beginning on the **1st August 2018**
- The successful bidder shall ensure that all staff employed are, at all times whilst at work on the premises, neatly dressed, presentable and demonstrate hygienic and sober habits.
- The successful bidder shall provide all the necessary uniform and protective clothing to the staff which they shall wear at all times while guarding the BEC premises.
- The successful bidder shall ensure that his/her employees comply with regulations as laid down from time to time by the Executive Secretary of BEC.
- The successful bidder shall exercise reasonable care in the use of the equipment provided by BEC and will hand such equipment over to the BEC at expiry or termination of the contract in as good condition as such equipment was in on the commencement date of the contract, fair wear and tear expected.
- The successful bidder shall be responsible for replacement of any BEC's equipment which is lost or destroyed due to negligence and/or carelessness on the part of the bidder's staff or its principals
- Give assurance that all personnel assigned do not have previous criminal convictions or pending criminal cases before the court of law or the Police.
- Bidders should indicate their rates for the following periods
 - Hourly rates

- Daily Rates
- Weekend rates
- Holiday rates
- Monthly

6 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.

6.1 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

6.1.1 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

6.1.2 Management Summary

The Management Summary should contain summaries of

- (a) approach and methodology,

- (b) the proposed solution,
- (c) technical architecture,

6.1.3 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.

6.1.4 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.

6.1.5 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.

6.1.6 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.

7 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.

8 Quality plans and control

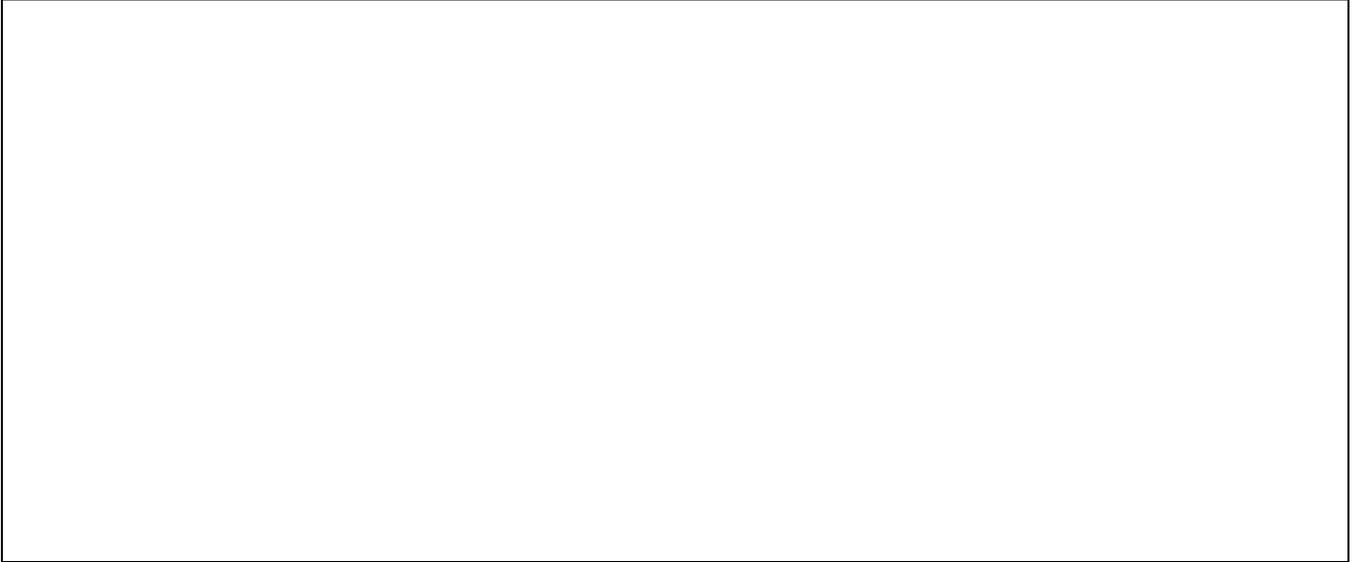
Bidders are required to outline their Quality Management and Quality Assurance methodologies and how they would be implemented in relation to the project. The following areas should be covered in this section:

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.

How contract performance guarantees are to be monitored.

What problems may occur in conducting the work, and how such problems can best be avoided.



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