



**BOTSWANA
EXAMINATIONS
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND
CERTIFICATION**

INVITATION TO TENDER

FOR

**THE PROVISION OF BRAILLE SERVICES FOR
PRIMARY SCHOOL LEAVING EXAMINATIONS (PSLE),
JUNIOR CERTIFICATE EXAMINATIONS (JCE) AND
BOTSWANA GENERAL CERTIFICATE OF SECONDARY EDUCATION
(BGCSE) EXAMINATIONS QUESTION PAPERS FOR 2018-2020.**

Tender No BEC EAC NO. 007/17-18

Issue Date: Monday 29 January 2018

Closing Date: 09 March 2018

PROCURING ORGANISATION	AGENT
Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana	The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267365 700 Fax: +267 310 5400 Email: procurement@bec.co.bw

Botswana Examinations
Council**TENDER
TENDERING PROCEDURES****TENDER NOTICE AND
INVITATION TO TENDER
VOLUME 1*****Tender No. BEC EAC 007/17 - 18*****INVITATION TO TENDER FOR THE SECURE BRAILLING OF PSLE, JCE and BGCSE EXAMINATIONS QUESTION PAPERS FOR THREE YEARS FROM 2018 TO 2020.**

- Braille Production companies are invited to submit bids for the **Braille and Packaging of PSLE, JCE and BGCSE Examinations Question papers for the years 2018 to 2020.**
- This tender is an Open International tender i.e. both bidders in Botswana and outside Botswana are eligible to tender.
The Procuring Organisation is Botswana Examinations Council and this is a two envelope procedure.
- For Botswana companies, bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 201 Sub-Code 01 or any other relevant codes and Sub-Codes; be registered with BURS and be in possession of a Tax Clearance Certificate and have an appropriate license.

For companies outside Botswana, bidders must in order to be considered for the award of the contract, be registered with Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Exemption Certificate for Tax Withholding purposes and be in possession of a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document). BURS may be contacted on the following:

PLOT 53976; KUDUMATSE ROAD**PRIVATE BAG 0013; GABORONE , BOTSWANA****TEL:** 363 8000 **FAX:** 363 9999; **WEBSITE:** www.burs.org.bw

- Tender documents will be available with effect from **Monday 29 January, 2018** and can be obtained from the procurement office of the Botswana Examinations Council at the following addresses:

Postal AddressBotswana Examinations Council
Private Bag 0070
Gaborone.Physical AddressBotswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

Tel: (+267) 365 0700

Fax: (+267) 3933872

Email: procurement@bec.co.bw

Fax: (+267) 3933872

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

NB: All companies, whether within Botswana or outside, are required to make their own arrangements for payment and for collection of the bid documents.

A non-refundable fee of **P500.00** should be paid during tender collection. Bids must be submitted using the **two envelope system**; one original and four (4) copies **plus a soft copy in a Re-writable DVD**, 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 EAC 007/17 - 18: Invitation To Tender For The Braille and Packaging of PSLE, JCE and BGCSE Examinations Question papers for the years 2018 to 2020.

Bids must arrive not later than **10.00am** (local time) on **Friday 09 March, 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 and any appearance of the financial figures in the technical bid shall be subject to outright disqualification. The same treatment will be given to bidders' responses that do not have the required number of envelopes for the technical and financial bids.

The tender 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

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

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- Queries and questions relating to the issue of these documents will be accepted up to **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.
Fax: (+267) 316 4413, 316 4203, 318 5011
Email: procurement@bec.co.bw

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- Bids must arrive no later than **10:00 am** (local time) on **Friday 09 March, 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.

Important Date:

Tender Collection: From Monday, 29 January 2018

Tender Closing: Friday at 10.00hrs

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
Private Bag 0070
Gaborone

Botswana Examinations Council

**TENDER
TENDERING PROCEDURES**
**TENDER DATA
VOLUME 1**
INVITATION TO TENDER FOR THE BRAILLING AND PACKAGING OF PSLE, JCE AND BGCSE EXAMINATIONS QUESTION PAPERS FOR THE YEARS 2018 TO 2020.

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:

BOTSWANA COMPANIES:

- 1 original, 4 copies and DVDs of both the Technical and Financial proposals.
- Proof of payment of the tender fee of **P500.00**;
- PPADB Registration Certificate under Code 201 Sub-Code 01 or any other relevant Code and Sub-Code (registration will be verified on-line);
- A valid copy of tax clearance certificate (registration will be verified on-line);
- 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 and Intellectual Property Authority (CIPA) showing the Company Directors.

INTERNATIONAL COMPANIES

- 1 Original, 4 copies and a DVD of both the Technical and Financial proposals.
- Proof of payment of the tender fee of **P500.00**
- Valid copy of Tax Exemption Certificate;
- Valid copy of Appropriate Licence or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document).
- Completed Form of Declaration for Tendering Purposes;
- Certified copies of Share Certificates;
 - Publicly listed companies may submit certificates of their controlling shareholders only (this document should be in English or be accompanied by a translation document).
 - 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 Register of Companies from country of origin showing the company Directors (this document should be in English or be accompanied by a translation document).

NB: The tender response must be made in English.

- 1.4** All bidders are required to provide the pricing schedule in the format provided in CONTRACT PART 2, Pricing Data. Bidders must also provide a detailed breakdown of the cost covering all components of the project as stated in CONTRACT PART 3, 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 or withholding tax for international companies. The validity period for the quoted prices must be at least 180 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 to design, develop and administer school examinations. In respect of the aforesaid obligations, the Council is charged with the responsibility to provide brailled question papers for candidates with visual impairment. The Botswana Examinations Council has been providing brailled and transcription services for Examination Question papers for candidates with visual impairment who are profoundly blind or are low vision braille users. Candidates who are blind or have a profound loss of vision use a system of touch reading and writing represented by braille notations. Braille is a tactile writing language for use by braille competent users. The language is made up of a series of raised dots. There are two forms of braille; Contracted (Grade 2 braille) and Un-contracted (Grade 2 braille). Contracted braille is used as a standard for all question papers at BGCSE level except Setswana question papers. Un-contracted is used to braille the Setswana question papers.

It is in pursuance of such prerogatives that the Council wishes to engage a braille production company to braille and package PSLE, JCE and BGCSE question papers for the years 2018, 2019 and 2020 examinations. Prospective bidders should be capable of handling the technical requirements for brailing and should be braille competent. Both quality and security is emphasised in this undertaking, hence both the technical and financial proposals will be assessed before the award of the tender.

General Printing Requirements

Brailled and Transcribed Packaged BGCSE Question Papers and Scripts as guided by the following specifications and requirements:

EXAMINATION PAPER SIZE:	As per the standard braille paper 11.0
MATERIAL:	White Braille paper
COLOUR:	Black and White
FINISHING:	Folded, inset, spring bound with embossed diagrams bound separately
ENVELOPING:	Labelled clearly to indicate syllabus, Component number and number of question papers enclosed.
PACK/ DESPATCH:	Suitably packed for despatch to Botswana Examinations Council per centre.

SCOPE OF WORK

The purpose of this tender is to fairly, transparently and objectively solicit services for the brailing and packaging of PSLE, JCE and BGCSE Examinations question papers. Further, transcription services will be provided for BGCSE braille scripts for all syllabuses except Setswana. Among the main attributes that the Braille Production company should have is the capability, capacity, sound technical logistics, understanding of the requirements, a clear plan of execution and production of quality braille products.

The Brailled examinations question papers and transcribed BGCSE specified scripts should be produced to specified numbers and given technical specifications. The braille and Zytex papers should be of reasonable quality internationally. The Braille company should prioritise the security of the examination papers; including secure packaging. The work will not be satisfactorily completed without the security aspect failure of which payment will be withheld until such packaging is effected. All quotes should be inclusive of VAT.

Rationale of the Request of the Service

Botswana Examinations Council is committed to ensuring that all examinations products are accessible including question papers for candidates with Special Needs comprising braille users. The conversion to braille is important as this is the mode of learning/reading in which the candidates are able to access question papers offered by BEC. This service is offered at PSLE, JCE & BGCSE resulting in capacity constraints for braille specialist personnel available to Botswana Examinations Council.

Another factor is time taken to braille PSLE, JCE & BGCSE question papers; it is not possible to complete the required brailing due to the high numbers of components across the three levels. The need to have more time to complete the task poses a security risk within BEC. Not only will security be compromised, the quality of work will be affected by long periods resulting in loss of focus and fatigue.

DELIVERABLES

The braille papers for all PSLE, JCE & BGCSE components for 2018, 2019 & 2020 for registered visually impaired candidates and transcription of BGCSE braille scripts for specified syllabuses except Setswana. The production should take into consideration quality of the products and security printing and packaging. This is important as examinations are high stake assessments with impact on progression to higher secondary learning including tertiary education and determination of employment requirements. For the credibility of BEC, it may also lead to loss of accreditation if there is non-conformance to the required and agreed standards.

Time Frame

Brailing of the question papers should commence by 01 May until August of each year through a pre-determined schedule for the three levels so that the braille question papers may be received in time for despatch to centres before the start of examinations. Early material question papers that require braille will be specified for their early completion. A braille copy of each of the components should be accompanied by three (3) print copies packaged separately from the main copy.

Transcription of the BGCSE braille scripts will be sent weekly from the specified first week of the start of examinations in October of every year until the written examination is completed

to ensure timely receipt to ensure that the transcribed scripts are available to examiners for marking.

DESCRIPTION OF TASK AND PRODUCT

The service provider should:

Produce quality brailled questions papers and tactile diagrams which are accessible for candidates with visual impairment as per their syllabus requirements in time for the writing of the examinations.

Reformat and convert print question papers using Contracted braille for all syllabuses except Setswana (Un-contracted braille).

Produce accurate transcript of the BGCSE Braille Scripts.

Identify braille challenges and recommend corrective actions.

Replace tables, diagrams and images with the relevant braille equivalent e.g. embossed diagrams and special characters.

Ensure that the braille conforms to current conventions and retains the current content and context of the original document without compromising accessibility for the braille user (candidate).

Ensure that the braille question papers are checked for accuracy and quality.

Provide recommendations for overall improved braille services for the PSLE, JCE & BGCSE Examination through a detailed and comprehensive report submitted to BEC after brailing.

Please use the table below for guidance.

The breakdown of quotes/rates/totals should appear as follows:

NB: This should be submitted with the financial proposal and not the technical proposal

Year	LEVEL	Quotes Rate per page	Rate per diagram	Total
2018	PSLE			
	JCE			
	BGCSE			
2019	PSLE			
	JCE			
	BGCSE			
2020	PSLE			
	JCE			
	BGCSE			

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

THE BRAILLING AND PACKAGING OF PSLE, JCE AND BGCSE EXAMINATIONS
QUESTION PAPERS FOR 2018 - 2020

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

- 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 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.

Bids must arrive no later than **10:00 am** (local time) **on Friday 09 March 2018**. The outer envelope should have the original, four copies and a re-writable CD. These shall be placed in sealed envelopes clearly marked – **Tender No. BEC EAC 007/17-18. BRAILLING AND PACKAGING OF PSLE, JCE and BGCSE EXAMINATIONS QUESTION PAPERS FOR 2018 - 2020**.

Bids will be opened immediately, and bidders may be present if they wish. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.

- 1.7** The closing time for submission of tender offers is:

10.00hrs on Friday 09 March 2018.

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

- 1.9** The tender validity period is at least 180 days from the closing date of the tender.

- 1.1** The time and location for opening of the tender offers is:

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Time: **10:00 am on Friday 09 March 2018.**

Location: Botswana Examinations Council
Plot 54864
KT Motsete Road
Gaborone.

- 1.1 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 only 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 1.16 then this should be a two envelope system. The maximum scores allocated to Stage 2:Technical and Stage 3:Financial are as follows:

Stage 2 : 80

Stage 3 : 20

Total : 100

- 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.

1.1 Disqualification at Stage 1

2

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

BOTSWANA COMPANIES:

- PPADB Registration Certificate under Code 201 Sub-Code 01 or any other relevant Code and Sub-Code (registration will be verified on-line);
- A valid copy of tax clearance certificate (registration will be verified on-line);
- Completed Form of Declaration for Tendering Purposes;

- 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 and Intellectual Property Authority (CIPA) showing the Company Directors.

NB: In the case of a consortium or joint venture, partners will be evaluated for compliance separately.

INTERNATIONAL COMPANIES

- Valid copy of Tax Exemption Certificate;
- Valid copy of Appropriate Licence or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document).
- Completed Form of Declaration for Tendering Purposes
- Certified copies of Share Certificates -publicly listed companies may submit certificates of their controlling shareholders only (this document should be in English or be accompanied by a translation document). 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 Register of Companies from country of origin showing the company Directors (this document should be in English or be accompanied by a translation document).NB: In the case of a consortium or joint venture, partners will be evaluated for compliance separately.

1.1 Evaluation of Bids at Stage 2**3**

The following table shows the criteria which will be used for evaluation. 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.

No	Criteria	Description	Marks
1	Capability and capacity	<ul style="list-style-type: none"> • At least a certificate in braille or equivalence of on the Job experience (Provision of signed declaration statement of braille competency - 4 • Minimum experience of 3 years in the provision of Braille or related services – 4 • Proven track record through provision of at least two relevant copies of references from past clients - 4 • Financial capability of the company, consortium or joint venture (Proof of Account/Letter from Bank) - 3 	15
2	Technical logistics	<ul style="list-style-type: none"> • Relevant production machinery e.g. Embossers, Zyfuse machines. 5 • Attach pictures of the machinery. 5 • A site visit is optional but maybe undertaken. 	10
3	Solution and Methodology	<ul style="list-style-type: none"> • Understanding of the requirements including detailed description of the use of braille and Zytex papers and how embossed diagrams will be produced including the packaging and security measures- 10 • Providing of a comprehensive plan of execution inclusive of production plan outlining stages and personnel involved- 5 	15
4	Product quality	<ul style="list-style-type: none"> • Quality of samples produced such as braille papers provide sample of work- 15 • Quality of embossed diagrams – provide sample of embossed diagrams - 15 • Quality of braille paper to be used, 5 • – provide sample - 5 	40
Maximum Marks for Stage 2			80

The cut off for progression to Stage 3 is a minimum score of 60 and only bidders who score 60 and above will have their financial proposal evaluated.

1.1 Evaluation of Financial Bids – Stage 3**4**

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

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

$$FS = 20 \times \frac{LP}{P}$$

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.

1.1 Basis of Award**5**

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**

TENDER RETURNABLE DOCUMENTS	LIST OF RETURNABLE DOCUMENTS Volume 2
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The tenderer must complete the following returnable documents:

1. Returnable Documents required for tender evaluation purposes

- PPADB Registration Certificate Code 201 Sub-Code 01 or any other relevant Code and Sub-Code;
- Valid copy of Tax Clearance from BURS or Tax Exception Certificate
- Completed Form of Declaration for Tendering Purposes; ;
- Certified copies of Share certificate;
- Forms from Director of Companies showing the company Directors
- Certificate for Authority of Signatory;
- Record of Addenda to Tender Documents;
- Detailed Response to Requirements specified in the CONTRACT PART 3;
- Response Form;
- Quality Plan;
- Experience of the Bidder.

2. 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

Parts of each tender offer communicated on paper shall be submitted as an original, four (4) duplicate copies and a re-writable DVD. 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>	
<i>Mobile Number</i>	
<i>Fax Number</i>	
<i>Email and URL</i>	
<i>Contact Address in Botswana (If applicable)</i>	
<i>Project Title</i>	
<i>Tender No.</i>	
<i>Designated Authorised Representative for this Project</i>	<i>Name:</i> <i>Position:</i> <i>Qualifications:</i> <i>Tel:</i> <i>Fax:</i> <i>Email:</i>
<i>Project Referees (see CONTRACT PART 3, Scope of Work, 8.1.5)</i>	1 2 3
<i>Signed:</i> <i>Bidder's Authorised Representative</i>	

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY
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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. _____

Signature: Sole owner

2. _____

Date

**Botswana Examinations
Council**

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS
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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

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

PART A

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

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

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

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

that, in connection with the enclosed tender,

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

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

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

	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			

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. 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:

Date

**Botswana Examinations
Council**

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
--	--

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 and subsequent maintenance periods.

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES EXPERIENCE OF TENDERER
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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

**CONTRACT
VOLUME 3**

INVITATION TO TENDER FOR THE PRINTING AND PACKAGING OF PSLE, JCE and BGCSE EXAMINATIONS STATIONERY FOR 2013.

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

The Braille and Packaging of PSLE, JCE and BGCSE Examination Question papers for the years 2018 to 2020.

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

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.

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 for international companies 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, 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 180 days.
4. Payments will be made in accordance with agreed payments schedules.

**Botswana Examinations
Council**

**CONTRACT PART 3
SCOPE OF WORK**

**SCOPE OF WORK:
SUPPLIES CONTRACT**

1 Purchaser's objectives

The purpose of this Invitation to Tender is to invite potential bidders to tender for Brailing and Packaging of PSLE, JCE and BGCSE Examinations Question papers for years 2018, 2019 and 2020.

2 Specific Requirement List and Specifications

(a) **Security:** Describe the security features in your premises and outline how brailing process can contribute to the sustenance of security of the examination papers.

(b) **Brailing and Proof Reading:**

- feedback on the braille question papers material
- access to computers and braille software
- back-up facility and storage
- handling and communication of errors
- responsibility for errors

Production: A detailed explanation on the processes of how the question papers are going to be brailed and packed as per examination centre.

(c) **Relevant Experience:** Years spent brailing similar examinations material.

(d) **Quality:** How will the organisation ensure that the work done is to the specification and requirements of the user? The quality should be based on:

- (e)
- Braille process
 - delivery process
 - packaging
 - material used
 - paper used

(f) **Project Cost:** Provide the total cost including all expenses. Sufficient breakdown of each element should be indicated.

- Brailing cost per page
- Packaging material cost
- Centre consignments

- Transport
- Prices should be quoted in Botswana Pula only and should be compliant with Botswana tax laws such as VAT inclusive.
- Prices should remain fixed for the entire duration of the contract. Payment will be made no later than 30 days after the delivery of the goods 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

All returnable documents

Any relevant information

3.1.1 **Company Profile**

Bidders should highlight the capability of the organisation to undertake this project and list any similar assignments which have been successfully undertaken in the past.

Bidders should note that companies who have successfully implemented similar projects in the past will have an added advantage.

3.1.2 **Appendices**

Documents which cannot be incorporated in the body of 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**-----