



**BOTSWANA
EXAMINATIONS
COUNCIL**

DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND CERTIFICATION

INVITATION TO TENDER
FOR

1. PROVISION OF STANDARDISATION VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021 IN GABORONE, BOTSWANA.
2. PROVISION OF MARKING VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021 IN GABORONE, BOTSWANA.
3. PROVISION OF MODERATION VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021 IN GABORONE, BOTSWANA.
4. PROVISION OF GRADE REVIEW VENUES FOR THREE YEARS: 2020 TO 2022 IN GABORONE, BOTSWANA.

Tender No. **BEC EAC 004/18-19**

Collection Date: Monday 12th November 2018

Closing Date: Friday 7th December 2018

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: +267 393 3872 Email: procurement@bec.co.bw

TENDER TENDERING PROCEDURES	TENDER NOTICE AND INVITATION TO TENDER VOLUME 1
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Tender No. BEC EAC 004/18-19

INVITATION TO TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

- Bidders are invited to submit bids for the Provision of Standardisation, PSLE Marking, Moderation and Grade Review Venues for BEC for years: 2019 to 2021.
- This tender is an Open Domestic tender i.e. only companies in Botswana are eligible to tender.
- Bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 101: Sub-Code 04 or on relevant Codes and Sub-Codes; be registered with BURS and be in possession of a valid Tax Clearance Certificate, and have an appropriate license.

Tender documents will be available with effect from **Monday 12th November 2018** and can be obtained from the Procurement Office of the Botswana Examinations Council at the following addresses:

Postal Address

Botswana Examinations Council
Private Bag 0070
Gaborone.

Contact Name: Ms T. Chifani
Email: procurement@bec.co.bw

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

Telephone Number: 365 0700

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

A non-refundable and non-transferable fee of **P250.00** shall 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 CD/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 labeled with the tender number and title. The two envelopes should be sealed and placed in a third outer and larger envelope. This envelope should be sealed and labeled as follows;

TENDER NO. BEC EAC 004/18-19 - INVITATION TO TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021.

Bidders not able to pay at BEC Cashier counter may deposit document fees in the BEC account and provide proof of payment for collection of the bid document. The documents will however be issued after confirmation with BEC Finance Division that funds have indeed been received in the BEC Account. BEC Account Details are as follows:

Account Name: BEC
Account Number: 6222 132 9940
Branch Name: Corporate, Branch Code: 282267
Swift Code: FIRNBWGX

Bids must arrive not later than **10:00am** (local time) on **Friday 7th December 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** bid and the **financial** bid; 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 bid and the financial bid.

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 would have bought and collected the document from BEC.

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

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

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

The Secretary Attention: Ms. T. Chifani Tel: 3650700
Tender Committee; Botswana Examinations Council
Private Bag 0070; Gaborone; Botswana.
Fax: +267 393 3872
Email: procurement@bec.co.bw

Bids must arrive no later than **10:00 am** (local time) on **Friday 7th December 2018**. The tenders will be opened in the presence of bidders wishing to attend immediately after closing; at BEC premises. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.

N.B. The selected bidder shall begin work immediately and deliver the Services from May 2019 to January 2022

Important Dates:

Tender Collection: Monday 12th November 2018

Tender Closing: Friday 7th December 2018

Botswana Examinations Council

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.

Tender Committee Secretary
For/Botswana Examinations Council

**BOTSWANA
EXAMINATIONS COUNCIL**

**TENDER
TENDERING PROCEDURE**

**TENDER DATA
VOLUME 1**

INVITATION TO TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

The conditions of tender are contained in this document.

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

Three volume approach:

VOLUME 1: TENDERING PROCEDURES

Tender Notice & Invitation to Tender
Tender Data

VOLUME 2: RETURNABLE DOCUMENTS

VOLUME 3: THE CONTRACT

Part 1 - Agreements & Contract Data

Forms of Securities

Part 2 - Pricing Data

Pricing Instructions

Part 3 - Scope of Work

1.3 All bidders are required to submit the following:

- 1 original, 4 copies and DVDs of both the Technical and Financial proposals;
- Proof of payment of the tender fee of **P250.00**;
- PPADB Registration Certificate under Code 101 Sub-Code 04 or on the Relevant Codes and Sub-Codes (verification will be done on-line);
- A valid copy of tax clearance certificate (Provide Pin & Certificate Number for on-line verification);
- Completed Declaration Form for Tendering Purposes;
- Submission of certified copies of Share Certificates (Form from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders would be preferred);
 - 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.
- Completed and signed Form of Offer and Acceptance

NB: The tender response must be in English.

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

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

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

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

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

TENDER NO. *BEC EAC* 004/18-19 TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

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

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

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

- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialed by the person or persons who sign the bid.
- All copies must be signed in ink by an authorised employee, agent or representative of the bidder.
- For each bid, the bidders shall prepare the number of copies indicated in the Instructions to bidders. The original bid should be marked ORIGINAL; all other copies should be marked COPY. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct and shall bear the submission address.
- **The original document, four (4) copies and re-writable CD/DVDs of each of the technical bid and financial bid shall be placed in a separate and sealed envelope clearly marked – TENDER NO. *BEC EAC* 004/18-19 BEC TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021 and shall bear the submission address.**
- **Re-writable CD/DVDs should be separate for the technical and financial proposal. The CD/DVD for the technical proposal should be included in the technical proposal envelope while the CD/DVD for the financial proposal should be included in the financial proposal envelope.**
- Bids must arrive no later than **10:00 am** (local time) on **Monday, 12th November 2018**. The outer envelope should have the original, four (4) copies and 2 CD/DVDs of the technical and financial bids respectively. These shall be placed in a sealed larger envelope clearly marked;

BEC EAC 004/18-19 - TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

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

- Immediately after the deadline for the submission of bids, the technical bid of all the tenderers will be opened. The financial bids shall remain sealed and deposited with BEC Tender Committee until those bids meeting the technical requirements have been identified.

This tender is open to Botswana registered companies ONLY.

- 1.7 The closing time for submission of tender offers is: 10.00 am on **Friday, 7th December 2018.**
- 1.8 Telephonic, telegraphic, telex, email or facsimile tender offers will not be accepted.
- 1.9 The tender validity period is **at least 120 days** from the closing date of the tender.
- 1.10 The time and location for opening of the tender offers is:
10:00 a.m. on **Friday, 7th December 2018.**
- Location: Botswana Examinations Council
Plot 54864; KT Motsete Road; Gaborone.
- 1.11. The procedure for evaluation of the responsive tender offers is Quality and Cost Based Selection method.

The Evaluation Process

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

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

Stage 2	-	80
Stage 3	-	<u>20</u>
Total		<u>100</u>
- 6 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.
- 7 The successful bidder shall deliver the services to Botswana Examinations Council as described under Deliverables and shall be accepted after inspection to confirm conformance to specifications.

Notes

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

1.12 Disqualification at Stage 1

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

Companies must submit all of the following;

- a) PPADB Registration Certificate under Code 101 Sub-Code 04 or on the Relevant Codes and Sub-Codes (registration will be verified on-line);
- b) A valid copy of Tax Clearance Certificate (Provide Pin & Certificate Number for on-line verification);
- c) Completed Form of Declaration for Tendering Purposes;
- d) Forms from Companies and Intellectual Property Authority (CIPA) showing the Company Directors.
- e) Certified copies of Share Certificates (Forms from Companies and Intellectual Property Authority (CIPA) showing the Company Shareholders would be preferred);
 - 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.
- f) Completed and signed Form of Offer and Acceptance

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

Failure to submit the Completed and Signed Form of Offer and Acceptance will lead to outright disqualification.

1.13 Evaluation of Bids at Stage 2

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

AREA	CRITERIA	SCORES	
Organisation	<u>Past relevant experience</u> <ul style="list-style-type: none"> At least 1 year of renting out premises for Marking, Standardisation, Moderation, Grade Review purposes or conferencing. At least one (1) team member must have 2 years' experience in organising the above activities or events management. 	10	20
		10	
Methodology	<u>Capacity to implement the project</u> <ul style="list-style-type: none"> Sufficient number of rooms each able to hold capacities of up to 20 examiners per room. Refer to Scope for the number of rooms required. Desks, tables and chairs should be in sufficient numbers and suitable for use by adults. Refer to Scope for the number of desks, chairs and tables. 	10	20
		10	
	<u>Security Management</u> <ul style="list-style-type: none"> Security plan that shows the layout of the premises, the details of types of fences or perimeter walls and on-site security detail. Risk Management Plan that includes how to address security threats and unavailability of services such as water and electricity. 	10	20
		10	
	<u>Quality Management & Standards</u> <ul style="list-style-type: none"> Availability and functionality of air conditioners or ceiling fans Clean environment including ablutions, workrooms and grounds. Accessibility to clean cold water 	5	20
		10	
	5		
Total			80

The bidder should respond to the above requirements in full to guide evaluators in allocating marks for Stage 2 evaluations.

The cut off for progression to Stage 3 is a minimum score of 60 points out of 80 (75%) and only bidders who score 60 and above will have their financial proposals opened and evaluated. Botswana Examinations Council reserves the right to terminate any further evaluation of this tender at this stage.

1.14 Financial Evaluation – Stage 3

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

$$FS = 20 \times ;$$

Where:

- FS = financial score of a given bidder
- LP = lowest price
- P = the price quoted by the bidder

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

1.15 Basis of Award

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

**BOTSWANA
EXAMINATIONS COUNCIL**

**TENDER
RETURNABLE DOCUMENTS**

**LIST OF RETURNABLE
DOCUMENTS
Volume 2**

BEC EAC 004/18-19 BEC TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

The bidder must complete the following returnable documents:

1. Returnable Documents required for tender evaluation purposes

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

2. Other Documents required for tender evaluation purposes

- Copy of a Tax Clearance Certificate for Botswana Registered Companies or exemption certificate thereof from BURS (*Provide Pin No. and Certificate No. for online verification*);
- PPADB Registration Certificate (*verification will be done online*);
- Certified copies of Share Certificates (*forms from CIPA showing Shareholders would be preferred*);
- Copies of forms from CIPA showing list of Directors.

3. Returnable Documents that will be incorporated into the contract

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

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

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

**BOTSWANA
EXAMINATIONS
COUNCIL**

	TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY
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BEC EAC 004/18-19 BEC TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

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

A COMPANY	B PARTNERSHIP	C JOINT VENTURE	D SOLE PROPRIETOR

A. Certificate for company

I, _____, chairperson of the board of directors of _____ hereby confirm that by resolution of the board taken on _____ 20_____, Mr./Ms _____, acting in the capacity of _____ was authorized 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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BEC EAC 004/18-19 BEC TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

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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***BEC EAC* 004/18-19 BEC TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021**

Note to bidders:

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

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

**BOTSWANA
EXAMINATIONS
COUNCIL**

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES CURRICULUM VITAE OF KEY PERSONNEL
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BEC EAC 004/18-19 BEC TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

Name:	Date of Birth:
Profession:	Nationality:
Current Position:	Years with the firm:
<u>Qualification and Experience:</u>	
<u>Education:</u>	
<i>Professional Membership</i>	
<u>Experience Record</u>	
<u>Languages:</u>	
Certification:	
<p>I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.</p>	
_____ Date: _____	
<p><i>[Signature of authorized representative of the Tenderer]</i></p>	

BOTSWANA
EXAMINATIONS COUNCIL

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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BEC EAC 004/18-19 BEC TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

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

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

**BOTSWANA
EXAMINATIONS COUNCIL**

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES MANAGEMENT PLAN
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BEC EAC 004/18-19 BEC TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

Note to tenderers: 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.

Summary of items attached to this schedule:

Attach additional pages as required.

Signed

Date

Name

Position

Tenderer

BOTSWANA
EXAMINATIONS
COUNCIL

**TENDER
RETURNABLE DOCUMENT**

DECLARATION FORM FOR
TENDERING PURPOSES

BEC EAC 004/18-19 BEC TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

Declaration to establish that all Directors, shareholders, partners and 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. The following definitions shall apply to this declaration:

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

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

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

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

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

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

6. Undertakings

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

7. Sanctions relating to reserved treatment

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

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

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

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

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

COMMISSIONER OF OATHS

CAPACITY:

BOTSWANA
EXAMINATIONS
COUNCIL

CONTRACT
VOLUME 3

BEC EAC 004/18-19 BEC TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

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
BEC EAC 004/18-19

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:

BEC EAC 004/18-19 BEC TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

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

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

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

For the tenderer:

Signature(s)

Name(s)

Capacity

(Insert name and address of organization)

Name & signature of witness Date

ACCEPTANCE

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

The terms of the Contract, are contained in:

- Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part 2 Pricing Data
- Part 3 Scope of Work

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

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

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

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

For the Botswana Examinations Council

Signature(s)

Name(s) _____

Capacity _____

(Insert name and address of organization)

Name & signature of witness _____ Date _____

**Botswana Examinations
Council**

**CONTRACT PART 2
PRICING DATA**

PRICING INSTRUCTIONS

BEC EAC 004/18-19 BEC TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

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

SUMMARY PRICING SCHEDULE

The quoted prices should be inclusive of 12% VAT for VAT registered suppliers. VAT registered suppliers must submit their VAT registration documents.

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

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

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

**BOTSWANA EXAMINATIONS
COUNCIL**

**CONTRACT PART 3
SCOPE OF WORK
BEC EAC 004/18-**

**SCOPE OF WORK:
SUPPLIES CONTRACT**

BEC EAC 004/18-19 BEC TENDER FOR PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021

1. Purchaser's objectives

SPECIFIC REQUIREMENT LIST AND SPECIFICATIONS:

The purpose of this tender is to fairly, transparently and objectively solicit services **PROVISION OF STANDARDISATION, MARKING, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2019 TO 2021**. The Bidders should be able to provide as specified below:

PART 1

PSLE MARKING

This activity requires the use of the entire venue as follows:

SYLLABUS NAME/ACTIVITY	NUMBER OF EXAMINERS/PERSONNEL	NUMBER OF ROOMS	DATE
Setswana	400	20	October/November
English	400	20	October/November
Agriculture	400	20	October/November
BEC Office	20	1	October/November
TOTAL	1220	61	

NOTE: Alternatively one of the syllables could be allocated a hall big enough to accommodate 400 Examiners.

PART 2: STANDARDISATION SCHEDULES FOR 2019 EXAMINATION SERIES

2.1 PSLE

Syllabus	No. of participants	Standardisation Dates	No. of Rooms required
English Composition & Letter	50	30 October - 01 November	2
Setswana Composition & Letter	50	30 October - 01 November	2
Agriculture 1	50	30 October - 01 November	2
BEC Officers	10	30 October - 01 November	1
Total Number of Examiners & Officers	160	Total Number of Rooms	7

2.2 JCE

Syllabus	No. of participants	Standardisation Dates	No. of Rooms
First Week			
Moral Education 2	38	11 – 15 November 2019	1
Setswana 2	28	11 - 15 November 2019	1
Setswana 3	28	11 - 15 November 2019	1
Mathematics 2	30	11 - 15 November 2019	1
Design and Technology 2	8	11 – 15 November 2019	1
Art	6	11 – 15 November 2019	1
Second Week			
English Paper 2	30	18 - 22 November 2019	1
English Paper 3	30	18 - 22 November 2019	1
English Paper 4	8	18 - 22 November 2019	1
Home Economics 1	10	18 - 22 November 2019	1
Religious Education 2	25	18 - 22 November 2019	1
Agriculture 2	30	18 - 22 November 2019	1
Agriculture 4	3	18 – 22 November 2019	1
Social Studies 2	26	18 - 22 November 2019	1
French 1	3	18 – 22 November 2019	1
French 2	3	18 - 22 November 2019	1
French 3	3	18 - 22 November 2019	1
Physical Education 1	10	18 - 22 November 2019	1
Commerce and Office Procedures 1	6	18 - 22 November 2019	1
Commerce and Office Procedures 2	12	18 - 22 November 2019	1

Commerce and Office Procedures 4		18 - 22 November 2019	1
Commerce and Accounting 1	6	18 - 22 November 2019	1
Commerce and Accounting 2	12	18 - 22 November 2019	1
Commerce and Accounting 4		18 - 22 November 2019	1
Science 2	28	18 - 22 November 2019	1
General Science 2	2	18 - 22 November 2019	1
Music 1	5	18 - 22 November 2019	1
Music 2	5	19 - 22 November 2019	1
BEC Officers	5	11 - 22 November 2019	1
Total Number of Examiners & Officers	395	Total Number of Rooms	28

2.3 BGCSE

Subject	No. of TL/PE	Standardisation date	No of room(s)
First Week-Selection 28 & 29 October 2019			
Literature in English	3	30 Oct-02 November 2019	1
History 1	4	30 Oct-02 November 2019	1
Geography 2	7	30 Oct-02 November 2019	1
Computer Studies 1 & 2	5	30 Oct-02 November 2019	1
Music 1	2	30 Oct-02 November 2019	1
Business Studies 1	3	30 Oct-02 November 2019	1
Social Studies 3	4	30 Oct-02 November 2019	1
Accounting 2	3	30 Oct-02 November 2019	1
BEC officers	14	30 Oct-02 November 2019	1
Total	45		9
Second Week- Selection 04 & 05 November 2019			
Home Management 1	4	06-09 November 2019	1
Religious Education 1	7	06-09 November 2019	1
Business Studies 2	3	06-09 November 2019	1
Commerce 3	7	06-09 November 2019	1
Development Studies 1	4	06-09 November 2019	1
History 2	4	06-09 November 2019	1
Biology 4 & 5	5	06-09 November 2019	1
BEC officers	14	06-09 November 2019	1

Total	48		8
Third Week- Selection 11 & 12 November 2019			
Subject	No. Of TL/PE	Standardisation date	No of room(s)
Human & social Biology 2	2	13-16 November 2019	1
Development studies 2	4	13-16 November 2019	1
Social Studies 1	4	13-16 November 2019	1
Setswana 2	15	13-16 November 2019	1
Setswana 3	15	13-16 November 2019	1
English 2	19	13-16 November 2019	1
Chemistry 3, 4 & 5	7	13-16 November 2019	1
Physics 3, 4 & 5	7	13-16 November 2019	1
Mathematics 3	7	13-16 November 2019	1
Commerce 2	9	13-16 November 2019	1
Geography 3	5	13-16 November 2019	1
Fashion and Fabrics	2	13-16 November 2019	1
Religious Education 2	9	13-16 November 2019	1
Physical Education 1	3	13-16 November 2019	1
Design & Technology 1	4	13-16 November 2019	1
BEC officers	19	13-16 November 2019	1
Total	131		16
Forth Week - Selection 18 & 19 November 2019			
Mathematics 1	8	20-23 November 2019	1
Science Single Award 4 Science Double Award 4	15	20-23 November 2019	2
Mathematics 2	10	20-23 November 2019	1
Biology 3	5	20-23 November 2019	1
Setswana 1	15	20-23 November 2019	1
Geography 1	5	20-23 November 2019	1
Food and Nutrition	3	20-23 November 2019	1
Social studies 2	8	20-23 November 2019	1
Agriculture 2	10	20-23 November 2019	1
English 1	18	20-23 November 2019	1
Accounting 1	3	20-23 November 2019	1
Art 1, 2 & 3	4	20-23 November 2019	1

Science Single Award 3 Science Double Award 3	15	20-23 November 2019	2
BEC Officers	18	20-23 November 2019	1
Total	137		15

PART 3: MODERATION SCHEDULES FOR 2019 SERIES

3.1 JCE 2019 Coursework Moderation And Practical Examinations

SYLLABUS	ACTIVITY	NUMBER OF MODERATORS	DATES	No of Rooms Required
AGRICULTURE 16/3	Standardisation	11 63	13 – 14 May 2019 15 – 27 May 2019	1 Conference Room
	Compilation	63	03 – 07 June 2019	1 Conference Room
DESIGN & TECHNOLOGY 17/3	Standardisation	6 50	07 – 08 October 2019 09 - 11 October 2019	1 Conference Room
	Compilation	50	28 Oct - 01 November 2019	1 Conference Room
HOME ECONOMICS 21/2	Standardisation	11 63	23 – 25 August 2019 26 Aug - 30 Aug 2019	1 Conference Room
	Compilation	63	16-20 September 2019	1 Conference Room
HOME ECONOMICS 21/3	Standardisation	6 41	07 - 08 October 2019 09 -11 October 2019	1 Conference Room
	Compilation	41	28 October - 01 November 2019	1 Conference Room
COMMERCE & OFFICE PROCEDURES 25/3	Standardisation	7 32	21 - 22 October 2019 23 - 25 October 2019	1 Room
	Moderation	32	07 - 10 November 2019	1 Room
COMMERCE & ACCOUNTING 26/3	Standardisation	7 32	21 - 22 October 2019 23 - 25 October 2019	1 Room
	Moderation	32	07 - 10 November 2019	1 Room
MUSIC 34/3	Standardisation	5 17	23 – 25 August 2019 26 August – 01 September 2019	1 Room
	Compilation	17	16 – 20 September 2019	1 Room

Botswana Examinations Council

MUSIC 34/3	Standardisation	5 21	07 – 08 October 2019 09 – 11 October 2019	1 Room
	Compilation	21	16 – 20 September 2019	1 Room
ART 3 33/3	Standardisation	14 40	05 - 06 August 2019 07 – 09 August 2019	1 Conference Room
	Compilation	40	26 – 30 August 2019	1 Conference Room
PHYSICAL EDUCATION 35/2	Standardisation	6 26	21 - 22 October 2019 23 - 25 Oct 2019	1 Room
	Moderation	26	07 - 09 November 2019	1 Conference Room
Total number of Moderators and BEC officers		385	Total number of rooms required	23

3.2 BGCSE 2019 Coursework Moderation And Practical Examinations

Activity	Component	No of participant s	Date	No of rooms needed
Standardisation T/leaders	Physical Education 0616/02	3	14 October – 16 October	5
	Computer Studies 0597/03	2		
	Development Studies 0586/03	5		
	Agriculture 0599/03	7		
	BEC officers	3		
Standardisation and Moderation	Physical Education 0616/02	13	17 October – 01 November	3
	Computer Studies 0597/03	8		
	Development Studies 0586/03	22		
Moderation	Agriculture 0599/03	40	17 October – 01 November	1 conferen ce room
	BEC officers	3		1
Total No. of moderators & BEC officers		106		10

Part 4: BGCSE GRADE REVIEW SCHEDULE FOR 2019 SERIES

Subject & Component	Number of participants	Dates	No. of rooms required
Mathematics 1	4	28 January-01 February 2019	1
Mathematics 2	5	28 January-01 February 2019	1
Mathematics 3	5	28 January-01 February 2019	1
English Language 1	6	28 January-01 February 2019	1
English Language 2	6	28 January-01 February 2019	1
Setswana 1	8	28 January-01 February 2019	1
Setswana 2	7	28 January-01 February 2019	1
Setswana 3	7	28 January-01 February 2019	1
English Literature	3	28 January-01 February 2019	1
Science Double Award 3	6	28 January-01 February 2019	1
Science Double Award 4	6	28 January-01 February 2019	1
Physics 3	3	28 January-01 February 2019	1
Physics 4 & 5	3	28 January-01 February 2019	1
Accounting 2	3	28 January-01 February 2019	1
Accounting 3	3	28 January-01 February 2019	1
Commerce 2	6	28 January-01 February 2019	1
Commerce 3	6	28 January-01 February 2019	1
Physical Education	3	28 January-01 February 2019	1
Social Studies 1	4	28 January-01 February 2019	1
Social Studies 2	5	28 January-01 February 2019	1
Social Studies 3	4	28 January-01 February 2019	1
Business Studies 1	3	28 January-01 February 2019	1
Business Studies 2	4	28 January-01 February 2019	1
Biology 3	3	28 January-01 February 2019	1
Biology 4 & 5	3	28 January-01 February 2019	1
Human & Social Biology	3	28 January-01 February 2019	1
Fashion and Fabrics	3	28 January-01 February 2019	1
Food and nutrition	4	28 January-01 February 2019	1
Home Management	4	28 January-01 February 2019	1
Subject & Component	Number of participants	Dates	No. of rooms

			required
Computer Studies	4	28 January-01 February 2019	1
Design and Technology	4	28 January-01 February 2019	1
Music	3	28 January-01 February 2019	1
Geography 1	5	28 January-01 February 2019	1
Geography 2	6	28 January-01 February 2019	1
Geography 3	5	28 January-01 February 2019	1
History 1	5	28 January-01 February 2019	1
History 2	6	28 January-01 February 2019	1
Development Studies 1	4	28 January-01 February 2019	1
Development studies 2	4	28 January-01 February 2019	1
Science Single Award 3	3	28 January-01 February 2019	1
Science Single Award 4	3	28 January-01 February 2019	1
Chemistry 3	3	28 January-01 February 2019	1
Chemistry 4 & 5	4	28 January-01 February 2019	1
Agriculture 2	9	28 January-03 February 2015	1
Religious Education 1	4	28 January-03 February 2015	1
Religious Education 2	6	28 January-03 February 2015	1
EAC and PDS Officers	22	28 January-01 February 2019	1
TOTAL NUMBER OF EXAMINERS AND OFFICERS	231		48

Note that the schedules are for 2018 series and are being used as a guide. The schedules for years 2019, 2020 and 2021 cannot be determined since there are no school calendars for those years yet. As such, the 2018 schedules and associated figures are used to estimate for the 2019, 2020 and 2021 examination series schedules and quantities.

SCOPE

The purpose of this tender is to solicit Provision of Standardisation, Marking, Moderation

and Grade Review venues. The FOUR activities are mainly processes where examiners meet to discuss and agree on standards to be applied to candidates' work. During these activities, there is extensive use of question papers and candidates' scripts hence there should be security at all times. Strict security precautions should be taken at all times to ensure that the reliability, validity and credibility of examinations are maintained.

Checklist Items	
a)	Lockable rooms with air-conditioning or with ceiling fans
b)	Office room space for BEC officers
c)	Clean cold water for examiners three times a day
d)	Clean and functional ablution facilities and accessories
e)	Parking space for approximately 60 vehicles (including reserved spaces for 6 BEC vehicles).
f)	Suitable desks/tables and chairs for examiners (capacity of the room should allow for minimum distance of 1.25 m from centre of one desk to the next)
g)	Fenced/walled secure premises
h)	Full-time on-site security officers
i)	Meals: Morning tea, lunch and afternoon tea (For bidders who provide meals as standard service) . NB: PSLE marking will not require any provision of meals.

The tender is divided into FOUR activities:

1.0 Standardisation

- 1.1 Primary School Leaving Examination (PSLE) October/November 2019 to 2021.
- 1.2 Junior Certificate Examination (JCE) November/December 2019 to 2021.
- 1.3 Botswana General Certificate of Secondary Education (BGCSE) November/December 2019 to 2021.

2.0 Marking

- 2.1 Primary School Leaving Examination (PSLE) **October/November** 2019 to 2021.

3.0 Moderation

- 3.1 Junior Certificate Examination (JCE) October-December 2019 to 2021.
- 3.2 Botswana General Certificate of Secondary Education (BGCSE) October to December 2019 to 2021.

4.0 Grade Review

- 4.1 Botswana General Certificate of Secondary Education (BGCSE) January 2020 to January 2022.

The tender shall be awarded in parts. Bidders can bid for the whole or part of the tender as long as the following combinations are met:

- (i) **For Standardisation**
Bidders can bid for a combination of either **PSLE and JCE** or **PSLE and BGCSE activities**. (JCE and BGCSE Standardisation run concurrently and **shall not** be awarded to one bidder).
- (ii) **Marking**
Bidders can bid for Marking only at PSLE level.
- (iii) **For Moderation**
Bidders can bid for either JCE or BGCSE (moderation for these levels run concurrently and **shall not** be awarded to one bidder).
- (vi) **For Grade Review**
Bidders can bid for Grade Review at BGCSE level only. Only BGCSE has Grade Review

BEC will give a contract to the bidder who is prepared to offer services for 2019, 2020 and 2021 series. Capability as determined by the evaluation criteria in the invitation to tender remains paramount to the final decisions of award or rejection. Botswana Examinations Council is **not** bound to accept the lowest or any bid, or bear any expense in the preparation thereof.

1. Project Costing:

NB: Should be included in the Financial Proposals only.

PSLE 2019

Number	Activity	Cost per Room	Feeding Cost	12% VAT	TOTAL
1	Standardisation				
		Cost of Venue			
2	Marking				
GRAND TOTAL					

NOTE that PSLE Marking needs to occupy the entire venue.

JCE 2019

Number	Activity	Cost per Room	Feeding Cost	12% VAT	TOTAL
1	Standardisation				
2	Moderation				
GRAND TOTAL					

BGCSE 2019

Number	Activity	Cost per Room	Feeding Cost	12% VAT	TOTAL
--------	----------	---------------	--------------	---------	-------

1	Standardisation				
2	Moderation				
3	Grade Review (2020)				
GRAND TOTAL					

PSLE 2020

Number	Activity	Cost per Room	Feeding Cost	12% VAT	TOTAL
1	Standardisation				
		Cost of Venue			
2	Marking				
GRAND TOTAL					

NOTE that PSLE Marking needs to occupy the entire venue.

JCE 2020

Number	Activity	Cost per Room	Feeding Cost	12% VAT	TOTAL
1	Standardisation				
2	Moderation				
GRAND TOTAL					

BGCSE 2020

Number	Activity	Cost per Room	Feeding Cost	12% VAT	TOTAL
1	Standardisation				
2	Moderation				
3	Grade Review (2021)				
GRAND TOTAL					

PSLE 2021

Number	Activity	Cost per Room	Feeding Cost	12% VAT	TOTAL
1	Standardisation				
		Cost of Venue			
2	Marking				
GRAND TOTAL					

NOTE that PSLE Marking needs to occupy the entire venue

JCE 2021

Number	Activity	Cost per Room	Feeding Cost	12% VAT	TOTAL
1	Standardisation				
2	Moderation				
GRAND TOTAL					

BGCSE 2021

Number	Activity	Cost per Room	Feeding Cost	12% VAT	TOTAL
1	Standardisation				
2	Moderation				
3	Grade Review (2022)				
GRAND TOTAL					

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

2 Specific Requirements for PSLE Marking and Guide to Costing

ITEM		AMOUNT (P)
i)	50 standard classrooms with air-conditioning or with ceiling fans to cater for 1200 examiners	
j)	Office space for 10 BEC officers, 2 offices.	
k)	Clean and cold drinking water for 1200 people daily	
l)	Functional ablution facilities to cater for 1200 people with appropriate toiletry	
m)	Parking space for approximately 600 vehicles (including reserved space for 6 BEC vehicles).	
n)	Suitable standard desks and tables for 1200 examiners	
o)	Fenced premises with lockable marking rooms and functional windows. Marking rooms to accommodate a maximum of 30 examiners.	
p)	Clean working environment with full-time cleaners on-site.	
i)	Full-time on-site security officers to cover the whole premises on a 24-hour basis.	
Sub Total		
VAT @ 12 %		
TOTAL AMOUNT		

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

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

3. Format and Content of Responses

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

3.1 Bid

Bids must include the following items preferably in this order:

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

3.1.1 Company Profile

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

3.1.2 Appendices

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

4. Quality plans and control

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

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

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