



**BOTSWANA
EXAMINATIONS
COUNCIL**

DIRECTORATE OF CORPORATE SERVICES

INVITATION TO TENDER

FOR

**Supply and Delivery of Stationery, Computer Consumables and Cleaning
Chemicals to Botswana Examinations Council for a Period of Three (3) Years**

TENDER NO. BEC CS 014/18-19

Tender Collection Date: *4th February 2019*

Tender Closing Date: *8th March 2019* at 10: 00 AM @ BEC Main

| 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 |

Botswana Examinations
Council

**TENDER
TENDERING
PROCEDURES**

**TENDER NOTICE AND
INVITATION TO TENDER
VOLUME 1**

Tender No. **BEC CS 014/18-19**

INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING CHEMICALS TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS.

Bidders are invited to submit bids for Supply and Delivery of Stationery, Computer Consumables and Cleaning Chemicals to Botswana Examinations Council.

This tender is an Open Domestic tender i.e. only companies in Botswana are eligible to tender.

For computer consumables, only 100% citizen owned companies are eligible to tender.

Bidders must, in order to be considered for the award of the contract, be registered with PPADB under the following under Code 211 Sub-Code 02 for Stationery, Code 203 Sub-Code 01 for Computer Consumables and Code 211 Sub-Code 01 for Cleaning Material; be registered with BURS and be in possession of a valid Tax Clearance Certificate, and have submitted documentation from Companies and Intellectual Property Authority (CIPA) showing Shareholders and Directors of the company.

Tender documents will be available with effect from **4th February 2019** 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.

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

Contact Name: Ms T. Chifani Telephone Number: 365 0700

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

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 **one envelope system**; one original and four (4) copies **plus a soft copy in a re-writable DVD/CD** accordingly labeled with the tender number and title should be submitted in a sealed envelope and labeled as follows;

TENDER NO. BEC CS 014/18-19 - Invitation to Tender for Supply and Delivery of Stationery, Computer Consumables and Cleaning Chemicals to Botswana Examinations Council for a Period of Three Years.

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. 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 8th March 2019. 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. Bidders' responses that do not have the required number of copies shall be subject to outright disqualification.

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.

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

The Secretary Att: 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 8th March 2019. The tenders will be opened in the presence of bidders wishing to attend immediately after closing in 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 goods as required.

Important Dates:

Tender Collection: 4th February 2019

Tender Closing: 8th March 2019 at 10: 00 AM @ BEC Main Reception

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**

TENDER NO. BEC CS 014/18-19 Invitation to Tender for Supply and Delivery of Stationery, Computer Consumables and Cleaning Chemicals to Botswana Examinations Council for a Period of Three (3) Years

The conditions of tender are contained in this document.

- 1.1 The Procuring Organization is the Botswana Examinations Council.
- 1.2 The tender documents issued by the Procuring Organization 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, four (4) copies and a DVD/CD of the proposal.
 - Proof of payment of the tender fee of P 250.00;
 - PPADB Registration Certificate under Code 211 Sub-Code 02 for Stationery, Code 203 Sub-Code 01 for Computer Consumables and Code 211 Sub-Code 01 for Cleaning Material (registration will be verified on-line);
A Valid Copy of Tax Clearance Certificate (provide Certificate and Tin Number for on-line verification);
 - Completed Declaration Form 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.
- Completed and signed Form of Offer and Acceptance

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

TENDER NO. BEC CS 014/18-19; for Supply and Delivery of Stationery, Computer Consumables and Cleaning Chemicals to Botswana Examinations Council for a Period of Three (3) Years.

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

- 1.6 A one 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 initialed by the person or persons who sign the bid.
- All copies must be signed in ink by an authorized employee, agent or representative of the bidder.
- For each bid, the bidders shall prepare the number of copies indicated in the Instructions to bidders. The original bid should be marked ORIGINAL; all other copies should be marked COPY. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct and shall bear the submission address.

The original, four (4) copies and a re-writable CD/DVD of the bid shall be placed in a sealed envelope clearly marked – TENDER NO. BEC CS 014/18-19 - Supply and Delivery of Stationery, Computer Consumables and Cleaning Chemicals to Botswana Examinations Council for a Period of (Three) 3 Years and shall bear the submission address.

- Bids must arrive no later than **10:00 am** (local time) on 8th March 2019.
- 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.

This tender is open to Botswana registered companies ONLY.

For Computer Consumables, only 100% citizen owned companies are eligible to tender.

- 1.7 The closing time for submission of tender offers is: 10.00 am on 8th March 2019
- 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 am on 8th March 2019 at BEC Main Reception
- Location: Botswana Examinations Council
Plot 54864; KT Motsete Road; Gaborone.
- 1.11. The procedure for evaluation of the responsive tender offers is Least Cost Evaluation.

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 lowest compliant bidder subject to successful negotiation of the contract as in 1.15.
- 5 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.

Notes

- Subject to authorization 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 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 under Code 211 Sub-Code 02 for Stationery, Code 203 Sub-Code 01 for Computer Consumables and Code 211 Sub-Code 01 for Cleaning Material (registration will be verified on-line);
- b) A valid copy of Tax Clearance Certificate (provide Certificate and Tin Number for on-line verification);
- c) Completed and signed Form of Declaration for Tendering Purposes;
- d) Submission of Form from Companies and Intellectual Properties Authority (CIPA) and Certified Copies of Share Certificates (showing company Shareholders;
 - 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.
- e) Forms from Companies and Intellectual Property Authority (CIPA) showing the Company Directors.
- f) Completed 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 for evaluation. In the case of a consortium or joint venture, the bids will be evaluated on the combined strength of the constituent companies involved.

Bidders have to conform to all the four requirements in order to be considered at stage 3 – Cost Evaluation stage.

- a) Bank Statements – the most current (not exceeding three months from the tender closing date)
- b) At least three traceable trade references – from previously supplied customers.
- c) Delivery period must be stated and should not be more than 7 Calendar days.
- d) Conformance to the specifications as stated in the Bills of Quantities.

Bidders who do not provide this information shall be eliminated and shall not undergo the financial evaluation.

Financial Evaluation – Stage 3

The quoted prices of bidders that qualified from stage 2 above will be compared and the bidder with the lowest price will be recommended for award.

NB:

- The lowest price will be determined by the total price of the 'Lot'.
- Prices for EDD registered products will be added after applying the EDD to the price of the product.
- Correct arithmetic errors and convert bids to a common currency;
- The award shall be made to a bidder that has priced for all the items in a Lot.

The lowest responsive and compliant bidder will be recommended for award for the Lot that they are lowest in.

1.16 Basis of Award

The lowest responsive and compliant bidder who met all requirements of Stage 2 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. The successful bidder shall deliver the Services to Botswana Examinations

The Botswana Examinations Council reserves the right to award the tender in full or in parts.

Botswana Examinations
Council

**TENDER
RETURNABLE DOCUMENTS**

**LIST OF RETURNABLE
DOCUMENTS
Volume 2**

TENDER NO. BEC CS 014/18-19; FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING CHEMICALS TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

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
- Experience of the bidder
- 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;
- PPADB Registration Certificate;
- Certified copies of forms from CIPA showing Shareholders;
- Certified copies of Share Certificates;
- Certified copies of forms from CIPA showing list of Directors.

3. Returnable Documents that will be incorporated into the contract

- Response form;
- Detailed Response to all other Requirements specified in the contract part 3;
- Form of Offer & Acceptance;
- 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 a re-writable DVD/CD containing the tender response. 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 Authorized Representative | |

Botswana Examinations Council

| | |
|---|--|
| <p>TENDER</p> <p>RETURNABLE DOCUMENTS</p> | <p>TENDER SCHEDULES</p> <p>CERTIFICATE OF AUTHORITY OF SIGNATORY</p> |
|---|--|

TENDER NO. BEC CS 014/18-19; FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING CHEMICALS TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

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

| | |
|---|--|
| <p>TENDER</p> <p>RETURNABLE</p> <p>DOCUMENTS</p> | <p>TENDER SCHEDULES</p> <p>RECORD OF ADDENDA</p> <p>TO TENDER</p> <p>DOCUMENTS</p> |
|---|--|

TENDER NO. BEC CS 014/18-19; FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING CHEMICALS TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

We confirm that the following communications received from the Procuring Organisation before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

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

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

| | | |
|----------------------|---------------------------------------|--|
| Republic of Botswana | TENDER RETURNABLE DOCUMENT | DECLARATION FORM FOR TENDERING PURPOSES |
|----------------------|---------------------------------------|--|

TENDER NO. BEC CS 014/18-19; FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING CHEMICALS TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender.

PART A

I, _____ (full name), in my capacity as..... (state position in Entity)
hereby declare that on my behalf, and on behalf of the owners, partners / directors/ shareholders /administrators and/or Other (Please specify)

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

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

that, in connection with the enclosed tender,

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

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

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

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

| | | | | |
|---|--|--|--|--|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

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

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 deposited to is essential for the tender validity of (Name of company)'s

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

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

COMMISSIONER OF OATHS

CAPACITY:

Botswana Examinations Council

**CONTRACT
VOLUME 3**

TENDER NO. BEC CS 014/18-19; FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING CHEMICALS TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

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:

TENDER NO. BEC CS 014/18-19; FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING CHEMICALS TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

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.

| |
|---|
| The total of the amount tendered is _____ _____ Pula, (in words); P_____ _____ (in figures). (Not applicable for rate only contracts) |
|---|

NB: Make a Form of Offer for each Lot Tendered for.

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

For the tenderer:

Signature(s)

Name(s) _____

Capacity _____

(Insert name and address of organisation)

Name &
signature of
witness

Date

ACCEPTANCE

By attaching the signature of a duly 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 organisation)

Name & signature of witness

Date

**Botswana Examinations
Council**

**CONTRACT PART 2
PRICING DATA**

PRICING INSTRUCTIONS

TENDER NO. BEC CS 014/18-19; FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING CHEMICALS TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

Bidders should provide costing for each item they wish to tender for as specified in the schedule of quantities.

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. The tender will be awarded per LOT.
4. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules. Payment will be made within 30 days from submission of an invoice. **There shall not be advance payment.**
5. Tenders must be valid for a period of at least **120 days**.
6. Payments will be made in accordance with agreed payments schedules

Botswana Examinations
Council**CONTRACT PART 3
SCOPE OF WORK****SCOPE OF
WORK:
SUPPLIES
CONTRACT**

TENDER NO. BEC CS 014/18-19; FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING CHEMICALS TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

1. SCOPE**TABLE 1 – STATIONERY**

The Supply and Delivery of Stationery should include the below items. Delivery shall be made within 7 Calendar days.

LOT 1

| ITEM | DESCRIPTION | UNIT OF MEASURE | UNIT PRICE (Exc VAT) | VAT | UNIT PRICE (Inc VAT) |
|------|---|-------------------|----------------------|-----|----------------------|
| 1. | Highlighter-Assorted Colours | each | | | |
| 2. | Whiteboard Marker - Assorted Colours | each | | | |
| 3. | Permanent Marker - Assorted Colours | each | | | |
| 4. | Bic Crystal Ball Point Pen – Blue, Black, Red | each | | | |
| 5. | Staedler traditional 110 Pencil | each | | | |
| 6. | White Chalk | Box (100 each) | | | |
| 7. | Pentel Hybrid Gel Pen (Assorted Colours) | each | | | |
| 8. | Glue Stick 21g | each | | | |
| 9. | Paper Clips-33mm | Box (100 each) | | | |
| 10. | Paper Clips 50mm | Box (100 each) | | | |
| 11. | Paper Clips 78 mm | Box (50 each) | | | |
| 12. | Standard Staple pin | Box (5000 each) | | | |
| 13. | Heavey Duty Staple Pins | Box (5000 each) | | | |
| 14. | Bostik 120g | each | | | |
| 15. | Rubber Band # 32 (100g) | each | | | |
| 16. | Brown Packaging Cellotape 48mm X 50m | each | | | |
| 17. | Clear Cellotape 48mm X 50m | each | | | |
| 18. | Thumb pin Tacks | Box(100 each) | | | |
| 19. | File Dividers A-Z | each | | | |
| 20. | File Dividers JAN-DEC | each | | | |

| | | | | | |
|-----|-------------------------------------|-------------------|--|--|--|
| 21. | A4 Expanding Files-13 Pockets | each | | | |
| 22. | A4 Arch Lever file | each | | | |
| 23. | File Tags 152mm | Box (100 each) | | | |
| 24. | Box File REF:07002 | each | | | |
| 25. | A4 multipunched pocket files | each | | | |
| 26. | Spring Clip Box file | each | | | |
| 27. | A3 Manila 160gsm - Assorted Colours | Ream (100 each) | | | |

LOT 2

| ITEM | DESCRIPTION | UNIT OF MEASURE | UNIT PRICE (Exc VAT) | VAT | UNIT PRICE (Inc VAT) |
|------|---|-------------------|----------------------|-----|----------------------|
| 28. | A4 Minute Book | each | | | |
| 29. | A4 Executive Desk Pad 80 pages | each | | | |
| 30. | A4 Note Book 192 pages | each | | | |
| 31. | A4 Pen Carbon Book 100 pages | each | | | |
| 32. | A4 Tracing Pad 30 pages (heavy duty) | each | | | |
| 33. | A4 Writing Carbon paper | Pack (100 each) | | | |
| 34. | A4 Leatherboard - Assorted Colours | Pack(50 each) | | | |
| 35. | A4 PVC Binding Covers - Assorted Colours | Pack(100 each) | | | |
| 36. | A4 Multipurpose Labels for Inkjet and Laser Printers (24 per A4 Sheet) | Ream (100 each) | | | |
| 37. | A4 Unpunched Ruled Paper (Single Sheets) | Ream | | | |
| 38. | A3 Photocopying paper -White (80gsm) | Ream (500 each) | | | |
| 39. | A4 Photocopying paper -White (80gsm) | Ream (500 each) | | | |
| 40. | A4 Photocopying paper -Yellow (80gsm) | Ream (500 each) | | | |
| 41. | Post Pad 76mm X 76mm | each | | | |
| 42. | Post Pad 76mm X 127mm | each | | | |
| 43. | A4 Self-Adhesive Labels 99mm X 57mm (10 per A4 Sheet) | Ream (100 each) | | | |
| 44. | A4 Inkjet Laserlabels 105mm X 37mm (16 per A4 Sheet) | Ream (100 each) | | | |
| 45. | A4 Inkjet Laserlabels 70mm X 101mm (8 per A4 Sheet) | Ream (100 each) | | | |
| 46. | Inkjet Laserlabels 37mm X 70mm | Ream (100 each) | | | |
| 47. | Flip Chart Pads Bond,50 pages | each | | | |
| 48. | A4 Manila Paper - BLUE | Ream | | | |
| 49. | A4 Manila Paper - GREEN(160gsm) | Ream | | | |

| | | | | | |
|-----|--|-------------------|--|--|--|
| 50. | A4 Manila Paper - PINK(160gsm) | Ream | | | |
| 51. | A4 Photocopying paper - Green (80gsm) | Ream (500 each) | | | |
| 52. | A4 Photocopying paper - Pink (80gsm) | Ream (500 each) | | | |
| 53. | A4 Manila paper – Yellow (160gsm) | Ream | | | |
| 54. | A4 Manila paper - White(160gsm) | Ream | | | |

LOT 3

| ITEM | DESCRIPTION | UNIT OF MEASURE | UNIT PRICE (Exc VAT) | VAT | UNIT PRICE (Inc VAT) |
|------|--|------------------|----------------------|-----|----------------------|
| 55. | A4 Spiral Binding Rings 10mm | Box (100 each) | | | |
| 56. | A4 Spiral Binding Rings 12mm | Box (100 each) | | | |
| 57. | A4 Spiral Binding Rings 19mm | Box (100 each) | | | |
| 58. | A4 Spiral Binding Rings 16mm | Box (100 each) | | | |
| 59. | A4 Spiral Binding Rings 25mm | Box (100 each) | | | |
| 60. | A4 Spiral Binding Rings 20mm | Box (100 each) | | | |
| 61. | A4 Spiral Binding Rings 50mm | Box (50 each) | | | |
| 62. | A4 Spiral Binding Rings 32mm | Box (50 each) | | | |
| 63. | A4 Spiral Binding Rings 38mm | BOX (50 each) | | | |
| 64. | A4 Spiral Binding Rings 45mm | BOX (50 each) | | | |
| 65. | A4 Sliding Binders 10mm | Box (100 each) | | | |
| 66. | Heavy Duty Stapler | each | | | |
| 67. | Table Mounted Pencil Sharpener | each | | | |
| 68. | Standard Stapler | each | | | |
| 69. | Mathematical Instrument | each | | | |
| 70. | Chalk Board Duster | each | | | |
| 71. | Stamp pad Ink-Red (30ml) | each | | | |
| 72. | Stamp pad Ink-Black (30ml) | each | | | |
| 73. | Scissors - 210mm | each | | | |
| 74. | Scientific Calculator | each | | | |
| 75. | Correctional Fluid & Thinners set 20ml | each | | | |
| 76. | Standard Puncher | each | | | |
| 77. | Heavy Duty Puncher | each | | | |
| 78. | 30cm Ruler | each | | | |

| | | | | | |
|-----|--------------------------------|------|--|--|--|
| 79. | Staple Remover | each | | | |
| 80. | White Board Duster | each | | | |
| 81. | Staedler Eraser - 526 B30 | each | | | |
| 82. | Twin Cotton string roll - 500g | each | | | |

TABLE 2 - COMPUTER COMSUMABLES

The Supply and Delivery of Computer Consumables should include the below items. Delivery shall be made within 7 Calendar days.

LOT 1

| ITEM | DESCRIPTION | UNIT OF MEASURE | UNIT PRICE (Exc VAT) | VAT | UNIT PRICE (Inc VAT) |
|------|--|-----------------|----------------------|-----|----------------------|
| 1. | Hp Color Laserjet Toner Q5950A-Black | each | | | |
| 2. | Hp Color Laserjet Toner Q5951A-Cryan | each | | | |
| 3. | Hp Color Laserjet Toner Q5952A-Yellow | each | | | |
| 4. | Hp Color Laserjet Toner Q5953A-Magenta | each | | | |
| 5. | Hp Color Laserjet Toner C8543X | each | | | |
| 6. | Hp Color Laserjet Toner C9720A-Black | each | | | |
| 7. | Hp Color Laserjet Toner C9721A-Cryan | each | | | |
| 8. | Hp Color Laserjet Toner C9722A-Yellow | each | | | |
| 9. | Epson FX890 | each | | | |
| 10. | Hp Color Laserjet Toner C9723A-Magenta | each | | | |
| 11. | Hp Laserjet C7115A | each | | | |
| 12. | Hp Laserjet Q7553A | each | | | |
| 13. | Dell M5200 R0136 | each | | | |
| 14. | Document Trays - 3 Tier Frame | each | | | |
| 15. | CD - RW Printable 700MB (1-4X speed,80min) | each | | | |
| 16. | CD - R Printable 700MB(52x speed,80min) | each | | | |
| 17. | DVD-R Printable 4.7GB (16x speed,120min) | each | | | |
| 18. | DVD- RW-Re-recordable 4.7GB (16x speed,120min) | each | | | |
| 19. | HP Color Laser Jet CC530A-Blk | each | | | |
| 20. | HP Color Laser Jet CC531A-Cyan | each | | | |
| 21. | HP Color Laser Jet CC532A- yellow | each | | | |
| 22. | HP color Laser Jet CC533A-Mangenta | each | | | |
| 23. | HP lasr Jet toner CC364A | each | | | |
| 24. | Hp Laserjet Toner CE505A | each | | | |

LOT 2

| ITEM | DESCRIPTION | UNIT OF MEASURE | UNIT PRICE (Exc VAT) | VAT | UNIT PRICE (Inc VAT) |
|------|-----------------------------------|-----------------|----------------------|-----|----------------------|
| 25 | Image Fuser Kit 220V Q7503A | each | | | |
| 26 | Sharp AR -450FT Toner | each | | | |
| 27 | Toner CB380A Black | each | | | |
| 28 | Toner CB381A Cyan | each | | | |
| 29 | Toner CB382A Yellow | each | | | |
| 30 | Toner CB383A Magenta | each | | | |
| 31 | Toner CB384A Black Image Drum | each | | | |
| 32 | Toner CB385A Cyan Image Drum | each | | | |
| 33 | Toner CB386A Yellow Image Drum | each | | | |
| 34 | Toner CB387A Magenta Image Drum | each | | | |
| 35 | Q7504A Image Transfer Kit | each | | | |
| 36 | CB463A Image Transfer Kit | each | | | |
| 37 | CB 459A Roller Kit | each | | | |
| 38 | CB 458A Roller Kit(220) | each | | | |
| 39 | CB457A Fuser Kit | each | | | |
| 40 | Toner 125A CB542A | each | | | |
| 41 | Toner 125A CB543A | each | | | |
| 42 | Toner 125A CB540A | each | | | |
| 43 | Toner 125A CB541A | each | | | |
| 44 | Laserjet Toner CF280A | each | | | |
| 45 | Cartridge Canon 714 | each | | | |
| 46 | Toner for printer CP 5225 CE 740A | each | | | |
| 47 | Toner for printer CP 5225 CE 741A | each | | | |
| 48 | Toner for printer CP 5225 CE 742 | each | | | |
| 49 | Toner for printer CP 5225 CE 742A | each | | | |

LOT 3

| | | | | | |
|----|--|------|--|--|--|
| 50 | CB389A Maintenance Kit | each | | | |
| 51 | Roller Kit CB 463A | each | | | |
| 52 | Hp Color Laserjet Toner CE340A-Black | each | | | |
| 53 | Hp Color Laserjet Toner CE341A-Cyan | each | | | |
| 54 | Hp Color Laserjet Toner CE342A-Yellow | each | | | |
| 55 | Hp Color Laserjet Toner CE343A-Magenta | each | | | |
| 56 | Transfer Kit CE516A | each | | | |
| 57 | Fuser Kit 220V-CE515A | each | | | |

| | | | | | |
|-----------|--|------|--|--|--|
| 58 | Document Feeder Kit 2718A | each | | | |
| 59 | Toner C- PJIC1 (C) for EPSON Disk producer PP-100II | each | | | |
| 60 | Toner LC – PJIC2 (LC) for EPSON Disk producer PP-100II | each | | | |
| 61 | Toner LM –PJIC3 (LM) for EPSON Disk producer PP-100II | each | | | |
| 62 | Toner M- PJIC4 (M) for EPSON Disk producer PP-100II | each | | | |
| 63 | Toner Y-PJIC5 (Y) for EPSON Disk producer PP-100II | each | | | |
| 64 | Toner K-PJIC6 (K) for EPSON Disk producer PP-100II | each | | | |
| 65 | Service Kit for HP Laserjet CP6015 Color Printer | each | | | |
| 66 | Service Kit for HP Laserjet 2015dn Color Printer | each | | | |
| 67 | Service Kit for HP Laserjet 700 color MFP M775 Printer | each | | | |
| 68 | Canon Fax Cartridge 719 | each | | | |
| 69 | Hp Cplor Laser CE 980A Tonner Collection Unit | each | | | |
| 70 | HP Staple Cartridge Refill – C8091A | each | | | |
| 71 | HP Color Laserjet CF 412A Yellow | each | | | |
| 72 | HP Color Laserjet CF 413A Magenta | each | | | |
| 73 | HP Color Laserjet CF 411A Cyan | each | | | |
| 74 | HP Color Laserjet CF 410A Black | each | | | |

TABLE 3 - CLEANING MATERIAL

The Supply and Delivery of Cleaning Materials should include the below items. Delivery shall be made within 7 Calendar days.

| ITEM | DESCRIPTION | UNIT OF MEASURE | UNIT PRICE (Exc VAT) | VAT | UNIT PRICE (Inc VAT) |
|------|---|------------------|----------------------|-----|----------------------|
| 1 | Dust Mask 60 X 30 X 24cm | Box (50 each) | | | |
| 2 | Disposable Latex Medical Examination Glove - Medium | Box (100 each) | | | |
| 3 | Antibacterial Soaps 800ml | each | | | |
| 4 | Air Fresher 500ml | each | | | |
| 5 | Refuse Bag - Extra heavy Duty (Sample to be collected with the Tender Document) | Pack (100 each) | | | |
| 6 | Standard Wooden Broom | each | | | |
| 7 | Standard Wooden Mop | each | | | |
| 8 | Sunlight Liquid 1.5L | each | | | |
| 9 | Dish Cloth 45cm X 70cm | each | | | |
| 10 | Dish Swab 30cm X 30cm | each | | | |
| 11 | Sunlight Washing Powder 5kg | each | | | |
| 12 | Toilet Paper (2ply) | Pack (48 each) | | | |
| 13 | Furniture Polish - 275 ml | each | | | |
| 14 | White board Cleaning Fluid 250ml | each | | | |
| 15 | Mutton Cloth - 400g | each | | | |
| 16 | Disposable Foam Cups | Box (1000 each) | | | |
| 17 | Pine Gel – 25 Litres | Bucket | | | |
| 18 | Step One 25 Litres | Bucket | | | |
| 19 | Wax Floor Polish 20 Litres | Bucket | | | |
| 20 | Handy Andy 750ml | each | | | |

*** (Refuse Bag - Extra heavy Duty (Sample to be collected with the Tender Document) ***

2. 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 and cost 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.

2.1 Bid

Bids must include the following items preferably in this order:

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

2.1.1 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.

2.1.2 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.

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