



BOTSWANA
EXAMINATIONS
COUNCIL

INVITATION TO TENDER

PROVISION OF CATERING SERVICES AT THE BOTSWANA EXAMINATIONS COUNCIL (BEC), HEAD OFFICE FOR A PERIOD OF TWO YEARS, 2017 TO 2018

BEC CS 005 / 16 - 17

•Tender offers are invited for the Provision of Catering Services at the Botswana Examinations Council (BEC), Head Office for a period two years, 2017 to 2018.

•The Procuring Entity is the Botswana Examinations Council (BEC).

•This tender is restricted to tenderers who are domiciled in Botswana and must, in order to be considered for the award of the contract, be duly registered with Registrar of Companies & Intellectual Properties and with the Botswana Unified Revenue Services and be in possession of a valid Tax Clearance Certificate, be registered with Public Procurement and Asset Disposal Board (PPADB) under Code 101 – Hotel and Catering (Restaurant) Services Sub- Code 03 – Canteen and Catering Services.

•Tender documents will be available with effect from **3rd February 2017** and can be obtained from the Procurement office of Botswana Examinations Council (BEC) at the following addresses:

| Postal Address | Physical Address |
|---|--|
| Botswana Examinations Council Private Bag 0070, Gaborone | Botswana Examinations Council Plot 54864, KT Motsete Road, Gaborone. |

Tel: (+267) 365 0700 Att:T. Chifani 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 P500.00 should be paid during tender collection. Bids must be submitted using the one envelope system containing a combined Technical and Financial. One original and four (4) copies plus a soft copy in a Re-writable DVD, of a combined bid must be submitted in a sealed envelope labelled with the tender number and title as follows:

Tender No: BEC CS 005/16 – 17 PROVISION OF CATERING SERVICES AT THE BOTSWANA EXAMINATIONS COUNCIL (BEC), HEAD OFFICE FOR A PERIOD OF TWO YEARS, 2017 TO 2018

Bids that do not submit the required number of copies may be disqualified at the opening.

Bids must arrive not later than 10.00am (local time) on **3rd March 2017** 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

The bidder who is awarded the tender should by no means pass it to other parties to undertake the project.

•Queries relating to the issue of these documents may be addressed to:

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

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

The tenders will be opened immediately after closing on the **3rd March 2017** in the presence of bidders wishing to attend and bidders will be expected to sign the attendance register.

Botswana Examinations Council is **NOT** bound to accept the lowest or any bid, or bear any expense in the preparation thereof. The bids must be structured in the format specified in this tender document.

Tender Committee Secretary
For/ Executive Secretary



Botswana Examinations Council



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