

INVITATION TO TENDER

Tender No. BEC ES 008/14-15

PROVISION OF EXTERNAL AUDIT SERVICES FOR THE THREE YEARS OF 2015, 2016 & 2017.

- Bidders are invited to submit bids for provision of External Audit Services to Botswana Examinations Council for the three years of 2015, 2016 and 2017 Financial Statements.
- The Procuring Organisation is Botswana Examinations Council (BEC) and this tender is open to Botswana registered companies only.
- Bidders must, in order to be considered for the award of the contract, have not provided external audit services to BEC for more than 3 years before; be registered with PPADB on relevant codes and Sub-Codes (where applicable), be registered with BURS and be in possession of a Tax Clearance Certificate or exemption thereof, and have an appropriate license or permit to carry out Auditing Services in Botswana.
- Tender documents will be available with effect from **Monday 18th August 2014** 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.
Tel: (+267) 365 0700
Fax: (+267) 3933872

Contact Name: Ms.T.Chifani Tel:(+267) 3650 866

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.
Fax: (+267) 316 4413, 316 4203, 318 5011
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 fee of **P500.00** should be paid during tender collection. Bids must be submitted using the two envelope system. One original and five copies, respectively for the financial and technical bids and must be submitted in sealed envelopes labelled as follows:

TENDER NO. BEC ES 008/14 -15 invitation to tender for External Auditing Services to Botswana Examinations Council for the three years of 2014, 2015 and 2016 Financial Statement.

Bids must arrive not later than **10:00 am** (local time) on Friday **19th September 2014**. Bids received after the closing date and time will **NOT** be accepted. Telephonic, telegraphic, telex or facsimile bids will **NOT** be accepted.

Sealed bids should be delivered to the following address:

The Secretary

Tender Committee
Botswana Examinations Council
Plot 54864
KT Motsete Road
Gaborone.

NB. Non-compliance to the separation of the technical and financial bids is subject to outright disqualification. The same treatment will be given to bidders' responses that do not have the required number of envelopes for the technical and financial bids, i.e. Responses that do not have the required number of envelopes will be disqualified.

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 14 working days before tender closing date. The queries or questions should be in writing and should be addressed to:

The Secretary

Tender Committee, Att.T. Chifani
Botswana Examinations Council
Private Bag 0070
Gaborone
Botswana.

Tel: (+267) 365 0866

Fax: (+267) 316 4413, 316 4203, 318 5011

Email: procurement@bec.co.bw

Bids must arrive no later than **10:00 am** (local time) on Friday 19th September 2014. The tenders will be opened in the presence of bidders wishing to attend immediately after opening 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 at the beginning of May, 2015.

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/ Executive Secretary