



**BOTSWANA
EXAMINATIONS
COUNCIL**

EXECUTIVE SECRETARY'S OFFICE

INVITATION TO TENDER

FOR

PROVISION OF EXTERNAL AUDIT SERVICES

Tender No BEC ES 008/14-15

Date: August 2014

PROCURING ORGANISATION	AGENT
Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana	The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +2673650 700 Fax: +267 310 5400 Email: procurement@bec.co.bw

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 4th 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.

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

Contact Name: Ms T. Chifani
Telephone Number: 3650866
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 **10:00am** (local time) on **Friday 5th 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: Ms T. Chifani
Botswana Examinations Council
Private Bag 0070
Gaborone
Botswana.

Tel: 365 7000 / Tel: 365 0866
Fax: (+267) 393 3872
Email: procurement@bec.co.bw

- Bids must arrive no later than **10:00 am** (local time) on **Friday 5th 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

PROVISION OF EXTERNAL AUDIT SERVICES FOR FINANCIAL AUDITING FOR THE THREE YEARS OF 2015,16 AND 17 FINANCIAL STATEMENTS

The **conditions of tender** are contained in this document.
This tender is for Botswana Registered companies only.

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

List of returnable documents
Form of Offer & Acceptance
Contract Data
Pricing Data
Tender Schedules

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 and 5 copies for both the technical and financial proposals.

- Proof of payment of the tender fee of **P500.00**
- A valid copy of Tax Clearance Certificate, certified as a true copy by BURS
- Copy of PPADB registration certified by PPADB
- Valid copy of an appropriate License or permit, certified by the issuer.
- Copy of Certificate of Incorporation
- Certified copies of Share Certificates
- Forms from the Register of Companies and Intellectual Property (ROCIP) showing the company Directors
- A copy of a Practising Certificate certified by the issuer
- Proof of Indemnity Insurance.

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 audit services as stated under Scope of Work. Bidders should note that the total cost of the audit services should not include any variable components based on exchange rates. Where disbursements are based on actual expenditure, bidders should estimate the maximum expected costs, which will be reimbursed based on actual expenditure incurred.

Bidders should quote in Botswana Pula only.

All the quoted prices must be VAT inclusive for VAT registered companies and proof of VAT Registration Certificate must be attached for reference purposes.

The validity period of the tender shall be at least 180 days from the closing date of the tender.

In addition to the pricing schedules specified in CONTRACT PART 2, Pricing Schedules, the bidders must provide a detailed breakdown of the major cost components in a format of their choice.

1.5 Parts of each tender offer communicated on paper shall be submitted as an original, plus five (5) duplicate copies. Each copy must contain the following **RESPONSE FORM**.

Bidder's Name	
Entity 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 Audit	Name: Position: Qualifications: Tel: Fax: Email:
Audit Referees (see CONTRACT PART 3, Scope of Work, 8.1.5)	1 2 3
Signed:	

<i>Bidder's Authorised Representative</i>	
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- 1.6 The Procuring Organisation's address for delivery of tender offers and identification details to be shown on each tender offer package are:

Tender No BEC ES 008/14-15 – Provision of External Audit Services for the three years of 2015, 2016 & 2017 Financial Statements

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

- 1.7 A two-envelope procedure will be followed.

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

- The financial bid will only be examined if the respondent's Technical bid meets the requirements of BEC as set out in this ITT.
- The technical bid should not include any figures relating to cost but must include a statement stipulating the validity period of the tender.
- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialled by the person or persons who sign the bid.
- All copies must be signed in ink by an authorised employee, agent or representative of the bidder.
- For each bid, the bidders shall prepare the number of copies indicated in the Instructions to Bidders. The originals of the Technical Bid and the Financial 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.

The original and FIVE copies of the Technical Bid shall be placed in a sealed envelope clearly marked Technical Bid – Tender No BEC ES 008/14-15 – Provision of External Audit Services for the three years of 2015,2016 & 2017.

The original and FIVE copies of the Financial Bid shall be placed in a sealed envelope clearly marked Financial Bid - Tender No BEC ES 008/14-15 – Provision of External Audit Services for the three years of 2015,2016 & 2017. - DO NOT OPEN WITH THE TECHNICAL BID.

Both envelopes shall be placed into an outer larger envelope and sealed. The outer envelope shall be labelled Tender Number BEC ES 008/14-15 - Provision of External Audit Services for the three years of 2015,2016 & 2017 and shall bear the submission address.

- Bids must arrive no later than 10:00 am (local time) on **Friday 5th September 2014**. Bids will be opened immediately after closing and bidders may be present if they wish. Bids submitted after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.
- Immediately after the deadline for the submission of bids, the technical bid of all the bidders will be opened. The financial bids shall remain sealed and deposited with BEC Tender Committee Secretariat until those bids meeting the technical requirements have been identified. The financial bids of those that do not meet the technical requirements will be sent back to the respondents unopened and sealed in their original envelopes.

1.8 The closing time for submission of tender offers is:

10.00 hrs Friday 5th September 2014.

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

1.1 The tender validity period is at least 180 days from the closing date of the tender.
0

1.1 The time and location for opening of the tender offers is:
1

Time: immediately after opening on the Friday 5th September 2014.

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

1.1 The procedure for evaluation of the responsive tender offers is the quality and cost based selection method.
2

The Evaluation Process

A Tender Evaluation Committee (TEC) will be constituted by the Executive Secretary 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 1.13.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.14.
- 3 The financial bids of only the short listed bidders after Stage 2 of the evaluation process will be evaluated as stated in Stage 4 of the evaluation process. (See 1.16)
- 4 The audit will be provisionally awarded to the Bidder with highest combined score of Stage 2, Stage 3 and Stage 4 of the evaluation process subject to successful

negotiation of the contract as in 1.17.

The maximum scores allocated to Stage 2: Technical and Stage 3: Financial are as follows:

Stage 2	: 75
Stage 3	: 25
Total	: 100

- 5 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the audit.

Notes

- All important information required for the audit shall be included in the bid, so that at contract negotiation stage there are no major issues that could call for the change of award.

1.1 Disqualification at Stage 1

3

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

- Non Payment of BWP500.00
- Submission of a copy of a valid Tax Clearance Certificate exemption certificate thereof from BURS and certified by BURS.
- Submission of a certified copy of an appropriate licence certified true copy by the issuer.
- Submission of PPADB registration certificate on the relevant Codes & Sub-Codes – certified by PPADB.
- Submission of separate envelopes of the technical proposal and the financial bids – five (5) copies of each.
- Submission of a copy of a practicing certificate certified by the issuer.
- Submission of an Indemnity Insurance certificate.
- Submission of certified copies of Shareholders
- Submission of form from ROCIP showing company Directors.

NB: Service Providers must not be guilty of malpractice.

Malpractice is defined as corrupt or fraudulent practices as stated below:

- “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection or procurement process, or in contract execution; and
- “fraudulent practice” means a misrepresentation of facts in order to influence a selection or procurement process, or the execution of a contract to the detriment

of the Client, and includes collusive practices amongst bidder (prior to or after bid submission) designed to establish bid prices at artificial and non-competitive levels and to deprive the Client of the benefits of free and open competition.

1.1 Technical Stage 2

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

No	Criteria	Description	Score
1	Capability of the entity, consortium or joint venture	<ul style="list-style-type: none"> • Relevant manpower profile- Engagement Partner should have professional qualifications in Auditing services. • Ten years' experience in the provision of External Audit Services • Financial capability of the entity, consortium or joint venture (Audited two years Financial Statements 2012 and 2013). • Audits Successfully completed- Submit at least two traceable references 	15
2	Capability of the proposed Audit Team	<ul style="list-style-type: none"> • Composition of the team – Relevant Knowledge & Skills in auditing . • Qualification and experience of team members and technical support and advice on improvements of Financial Statements. 	15
3	Solution and Methodology	<ul style="list-style-type: none"> • Understanding of the requirements by the bidder. • Audit Methodology to be applied by the audit team to ensure quality and timely delivery of the requirements. • Proposed contents of Kick off meeting with BEC, that is, meeting to discuss project flow for Audit. • Proposed contents of De-briefing Meeting with BEC at which stage the Management Letter will be presented. • Post service technical support. 	40
4	Document Presentation	<ul style="list-style-type: none"> • Presentation of the technical bids, i.e., information is easily accessible. 	5
Maximum Score for Stage 2			75

The cut off for progression to Stage 3 is a minimum score of 60.

NB: Bidders that score the cut-off points may be requested to make a presentation of their proposal to BEC Evaluation Committee.

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

5

The financial bids of the bidders who qualified at Stage 2 will be opened at this stage.

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

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

$$FS = 25 \times LP / P$$

Where:

FS = financial score of a given bidder

LP = lowest price

P = the price quoted by the bidder

The lowest financial bid (*LP*) will be given a financial score (*FS*) of 25 points. The financial scores (*FS*) of the other financial bids will be computed using the formula above.

1.1 **Basis of Award**

6

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

Botswana Examinations Council	SCOPE OF WORK	SCOPE OF WORK: SERVICE CONTRACT
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PURCHASER'S OBJECTIVES

The purpose of this Invitation to Tender is to invite potential bidders for the provision of External Audit Services to the Botswana Examinations Council.

1. BACKGROUND AND PROPOSED ASSIGNMENT

The Botswana Examinations Council is a semi-autonomous body created by the Botswana Examinations Council Act NO 11 of 2002. Botswana Examinations Council is a Parastatal organisation under the Ministry of Education, Skills and Development. BEC took over the mandate of examinations from Examinations, Research and Testing Division (ERTD) of the Ministry of Education, Skill and Development from June 1, 2007. The mandate of BEC is to conduct school examinations and any other examinations for the Ministry of Education, Skill and Development, to award certificates in respect of the examinations it operates and to accredit external school qualifications.

2. OBJECTIVES AND SCOPE OF THE ASSIGNMENT

Below are a list of expectations from the completion of the exercise :

The audit firm will be expected, inter alia, to:

- Audit the financial statements of Botswana Examinations Council (BEC) for a contract period of three (3) years of 2015, 2016 & 2017.
- BEC may request the External Auditor to rotate key personnel during the period of serving term of office if BEC is not satisfied with the performance of a senior person from the external audit firm.
- Provide a detailed management letter citing areas of improvement.
- Provide an audit opinion.
- Other audit related duties as may be agreed during audit execution.

3. SPECIFIC OBJECTIVES

1. To report on the reliability and integrity of financial statements
2. To render an independent professional opinion on the financial statements and their compliance with IFRS's to the extent that is required by the International Auditing Standards or generally accepted auditing .
3. To add credibility to the Financial Statements of management by scrutinising the internal controls of Botswana Examinations Council.
4. To objectively evaluate the Financial Statements of Botswana Examinations Council and provide professional advice.
5. Provide a detailed management letter citing areas for improvement.
6. Present audited financial statements to BEC management as well as Council by 30th June of every year following the end of the financial year.
7. To finish the exercise within the stipulated timelines so as to give Council enough time to report to the Ministry in accordance with the requirements of the Act.

TENDER RETURNABLE DOCUMENTS	LIST OF RETURNABLE DOCUMENTS
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Annexure 1 List of returnable documents

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 all other Requirements specified in the Tender returnable documents
- Curriculum Vitae of Key Personnel
- Experience of tenderer
- Management plan

- Declaration by Directors and Shareholders

2. Other Documents required for tender evaluation purposes

- Copy of a Tax Clearance Certificate for Botswana Registered Companies or exemption certificate thereof from BURS- certified by BURS
- Statement of Commitment regarding the deployment of Personnel in Core Functional Areas.
- A practicing certificate
- PPADB Registration Certificate – Certified by PPADB
- Certified copies of Share Certificates
- Certified copies of forms from ROCIP showing list of Directors

3. Returnable Documents that will be incorporated into the contract

- Quality plan

- Curriculum vitae of key personnel
- Detailed Response to all other Requirements specified in the Tender returnable documents.
- Management plan
- Form of Declaration of Directors & Shareholders

4. Other returnable documents that will be incorporated into the contract

- Offer of Acceptance
- Statement of Commitment regarding the deployment of Personnel in Core Functional Areas
- Implementation Plan

DECLARATION ON BEHALF OF OWNERS, PARTNERS/ SHAREHOLDERS AND /OR DIRECTORS

I, _____ (full name), in my capacity as a director/shareholder/partner/owner (tick as applicable)

hereby declare that on my behalf, and on behalf of the owners, partners and /or directors

of:

..... (name of company)

of:

.....

..... (Postal/physical address)

that, in connection with the enclosed tender,

1. All information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the company and/or its representatives.
2. I state that the resolution executed by the Board of Directors of in pursuance of this tender, was executed following a declaration by all Directors present or by proxy confirming that they have not, through other registered companies, participated in the same tender and/or bid for the same items/products.
3. I,....., in my capacity as aforesaid, declare and confirm that we have in fact not participated in the same tender and/or bid for the same items/products, through any other registered company or other entity.
4. I hereby provide a current list of Directors and Shareholders for the company and attach certified copies authenticated and certified by the Company Registration Authority or Chamber of Commerce or the equivalent thereof from the country of origin.

	DIRECTORS NAME	NATIONALITY	SHAREHOLDERS NAME	NO. OF SHARES/PERCENTAGE OF SHAREHOLDING	NATIONALITY
1					
2					
3					
4					
5					
6					
7					

If more space is required attach additional sheet. Note: Public listed companies should state which stock exchange the company is listed under.

5. We further acknowledge that should any of the directors, partners, and shareholders be found to be associated in a similar or other manner in another company/entity, participating in this tender and/or bid for the same items/products, this shall disqualify this company, and whichever company the said director/partner/shareholder is consequently involved in.
6. We further acknowledge that should the company or any of its affiliates or subsidiaries be found to have participated in the same tender and/or bid for the same items/products, the said company and its affiliates or subsidiaries shall be disqualified.
7. The Company, 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.
8. The Company, through its agents, employees 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.
9. We declare that this tender is submitted 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.
10. We 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.

SIGNED: NAME:

DATED:.....

.....
Company Stamp

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:

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY
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Annexure 2 Certificate of Authority

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 authorised to sign all documents in connection with this tender offer and any contract resulting from it on behalf of the entity.

As witnesses:-

1. _____
2. _____

_____ Chairperson
_____ 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 entity _____, 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

D. Certificate for sole proprietor.

I, _____, hereby confirm that I am the sole owner of the business trading as _____.

As witnesses:-

1. _____

2. _____

Signature: Sole owner

Date

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS
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Annexure 3 Records of Addenda

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.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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Annexure 4 Quality Plan

Note to bidders: Please provide details of your quality plan here. Alternatively, you may attach a copy of your quality plan.

Annexure 5 Curriculum Vitae of key personnel

Name	
Date of Birth	
Nationality and ID number	
Designation	
Number of years in current post	
Address	
E mail	
Telephone, Fax	

Education (Latest first and from Post Secondary Education)

Degree/ Diploma/ Certificate	Year of graduation	Name of Institution	Main area of study	Class/Division

Professional qualification

ACCA/CPA/CIMA Certificate	Year of graduation	Name of Institution	Main area of study	Class/Division

Experience

Total relevant experience in years _____

Details of Experience (Latest first)

Entity Name	Designation /Position	Brief job description	Duration in years/months

Major Audit Assignments Completed

Use the following format to provide details of audits undertaken.

Entity Name	
Employment Period	From : To :
Position Held	
Audit Assignment Title and	
Audit Assignment Duration Number of Team Members	
Role in the Audit Assignment	

References (At least two)

Referee Name	Designation and Entity	Postal Address	Fax number	Telephone Number

Annexure 6 Audit References (Audited Clients)

Details of at least two references .

Audit Assignment Name/Title	
Client Entity	
Audit Assignment value (specify currency)	
Nature and Scope of the Assignment	
Duration and Year Finished	
Any Major Achievement during the Assignment	
Physical Address of the Client	
Postal Address of the Client	
Client Telephone Number	
Client Fax Number	
Email and URL	
Clients Principal Representative	Name: Position: Tel: Fax: Email:
Key Personnel involved and their role in the audit assignment	1. Name and Role 2. Name and Role 3. Name and Role

Signed

Date

Name

Position

Tenderer

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES MANAGEMENT PLAN
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Annexure 7 Management Plan

Note to bidders: Please describe the management arrangements for the work in this contract. You are requested to include:

1. An organisation chart showing onsite 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 audit assignment.

Summary of items attached to this schedule:

Attach additional pages as required.

Signed	Date
Name	Position
.....
<i>Tenderer</i>	

Format and Content of Responses

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

6.1 Bid

Bids must include the following items preferably in this order:

Response Form and supporting documents

Entity Profile

Management Summary

Proposed Methodology and Solution

Proposed Audit Team – (Any changes to the proposed audit team must approved by the client)

Details of References

Quality Assurance

6.1.1 Entity Profile

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

Bidders should also provide an overview of the entity structure including any subsidiary companies, holding companies and financial backers. A description of the history of the entity, including growth and number of staff, should be provided. Information relating to turnover and profits should also be provided for the last three financial years, preferable in the following format:

	2011-12	2012-13	2013-14
Annual turn over			
Annual net profit			

If the bid is from a consortium, joint venture, partnership or subcontracting, the information should be included for each of the companies to be involved in the audit.

6.1.2 Management Summary

The Management Summary should contain summaries of

- (a) approach and methodology,
- (b) the proposed solution,

6.1.3 Proposed Methodology and Solution

Bidders should provide a detailed description of the proposed methodology and solution. The description should address the following aspects of the proposal:

- (a) **Proposed Solution**
 - Scope, approach and methodology
 - Benefits of proposed solution
 - Delivery strategy and milestones
- (b) **Audit Management**
 - Audit structure
 - Audit reporting
 - Audit plan
 - Quality management approach
- (c) **Deliverables (see specific objectives under scope of work)**
- (d) **Bidder's Requirements**
 - Bidder's requirements for the commencement of work.

6.1.4 Proposed Audit Team Personnel

The bidder must provide information on the personnel who will be engaged in this audit assignment. must contain the information as stated in accordance with the format given in Returnable Documents.

Any changes to the proposed team MUST be approved by the client.

6.1.5 Reference Audit Assignment Details

The bidder is required to provide at least two references relating to work of a similar nature and comparable in size to this audit. Each reference should include the following information as a minimum:

Audit Assignment Name

Audit Assignment Value (specify currency)

Length of assignment and whether contractual completion date was met

Name, address and other relevant particulars of the client

Name, position and contact details of the client principal contact

Nature and scope of the assignment

Personnel involved in the assignment and their roles.

6.1.6 Appendices

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

Key Personnel

Bidders are required to provide detailed Curriculum Vitae of each member of the proposed audit team.

Bidders should provide detailed information according to the guidelines given below using the format given in Annexure 5, and not in a format of their choice. Non-compliance in this respect may have a negative impact on the evaluation of the bid.

Bidders are required to provide the following information about each member of the proposed audit teams:

- 1 Name and date of birth;
- 2 Nationality and Identification Number (Oman for Botswana citizens or Passport Number for others);
- 3 Qualifications;
- 4 Formal Educational Qualifications (Type, Institution, Month and Year, Grade/Class/Division);
- 5 Professional Qualification (Type, institution, Month and Year, Grade/Class/Division);
- 6 Details of Experience in reverse chronological order (name of the organization, period of employment, detailed description of experience, post(s) held, roles played in specified audits);
- 7 Previous assignments similar to this assignment;
- 8 Details of other skills and competencies.

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 audit assignment. The following areas should be covered in this section:

How the work is going to be completed to the required standard, within the audit assignment cost and on time.

How quality management is to be ensured during the assignment.

How contract performance guarantees are to be monitored.

What problems may occur in conducting the work, and how such problems can best be avoided.

PROVISION OF EXTERNAL AUDIT SERVICES

Botswana Examinations Council

CONTRACT

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

Offer

The Botswana Examinations Council, P Bag 0070, Gaborone, has solicited offers to enter into a contract for the procurement of:

**TO PROVIDE EXTERNAL AUDIT SERVICES FOR THREE YEARS (2015, 2016 AND 20 17)
FINANCIAL STATEMENTS**

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 authorised 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 bidder:

Signature(s)

Name(s)

Capacity

.....
(Insert name and address of organisation)

.....
Name &
signature of
witness

.....
Date

Acceptance

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the Procuring Organisation accepts the bidder's Offer. In consideration thereof, the Procuring Organisation shall pay the Contractor, (or the Consultant or the Supplier as the case may be) the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the bidder's Offer shall form an Agreement between the Procuring Organisation 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 Organisation during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be signed by the duly authorised representative(s) for both parties.

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

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the 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 Organisation in writing of any reason why he cannot accept the contents of this Form of Offer and Acceptance, this Agreement shall constitute a binding contract between the Parties.

For the Botswana Examinations Council

Signature(s)

Name(s)

Capacity

(Insert name and address of organisation)

Name &
signature of
witness

Date

NB: THIS SHOULD BE INCLUDED IN THE FINANCIAL PROPOSALS ONLY.

Bidders should provide costing for each of the main phases of the audit as specified in the Technical Bid. The phases in the table below are intended as a guideline, and bidders are free to specify phases which are consistent with their Technical Bid. **NB only deliverables should be included in the technical bid but not financials, Financials should be separated from the technical bids.**

Summary pricing schedule

Fees	Proposed Scope of Audit and Areas of Focus	Number of personnel	Rate per Hour	Total Hrs	Total Cost (BWP)
Partner					
Manager					
Supervisor					
Audit Senior					
Audit Assistants					
Other costs can be listed below.					
	Total				
	VAT @ 12%				
	Sub Total				
	Grand Total				
	Level of fees in succeeding years				
Year Two	Percentage increment				
Year Three	Percentage increment				

1. All costs must include VAT for VAT registered companies and all applicable taxes. The tax laws of Botswana will apply.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated as the maximum to be charged, Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
3. Quoted prices are to be valid for the entire duration of the contract
4. Payments will be made in accordance with agreed payments schedules.
5. State the price and explain the basis for pricing over the 3 year period.

Tender Schedule

<i>Activity</i>	<i>Completion Date</i>
<i>Issue ITT</i>	
<i>Tender Closing Date</i>	
<i>Evaluation of Responses</i>	
<i>Preferred Supplier approval by BEC Management</i>	
<i>Contract Negotiations</i>	
<i>BEC Tender Committee</i>	
<i>Tender Award</i>	
<i>Start Audit</i>	
<i>Complete Audit</i>	

END OF DOCUMENT