



**BOTSWANA
EXAMINATIONS
COUNCIL**

INVITATION TO TENDER

FOR

**THE PROVISION OF CERTIFICATION SERVICES FOR QUALITY MANAGEMENT SYSTEMS
AND INFORMATION SECURITY MANAGEMENT SYSTEMS OF THE BOTSWANA
EXAMINATIONS COUNCIL**

Tender No BEC ES 016/15-16

Issue Date: 27th January 2016

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: +267 310 5400/318 5011 Email: procurement@bec.co.bw

Tender No. BEC EAC 016/15-16

THE PROVISION OF CERTIFICATION SERVICES FOR QUALITY MANAGEMENT SYSTEMS AND INFORMATION SECURITY MANAGEMENT SYSTEMS OF THE BOTSWANA EXAMINATIONS COUNCIL

- Tenders are invited for the provision of certification services for Quality Management Systems and Information Security Management Systems of the Botswana Examinations Council.
-

- The Procuring Organisation is Botswana Examinations Council.
-

This tender is an Open International tender i.e. both bidders in Botswana and outside Botswana are eligible to tender.

- For Botswana companies, bidders must, in order to be considered for the award of the contract, be registered with Public Procurement and Asset Disposal Board (PPADB) on a relevant/applicable Codes and Sub-Codes, be registered the Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Clearance Certificate or an exemption thereof.

For companies outside Botswana, bidders must in order to be considered for the award of the contract, be registered with Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Exemption Certificate for Tax Withholding purposes and be in possession of a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document).

- Tender documents will be available with effect from **Wednesday 27th January 2016** and can be obtained from Procurement Office at 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 Person: Ms T. Chifani

Tel: (+267) 365 0700

Fax: (+267) 393 3872, 316 4413, 316 4203, 318 5011

Email: procurement@bec.co.bw

Website: <http://www.bec.co.bw>

A non-refundable fee of **P500.00** should be paid during collection. Bids must be submitted using the two envelope system. **One original** and **five copies**, respectively for the financial and technical bids must be submitted in sealed packets labelled as follows:

Tender No. BEC ES 016/15-16 – Invitation to tender for The Provision of Certification Services for Quality Management System and Information Security Management System of the Botswana Examinations Council.

And should be delivered to the following address:

The Secretary
Tender Committee
Botswana Examinations Council
Plot 54864
KT Motsete Road
Gaborone
Botswana

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.

-
- Queries and questions relating to the issue of these documents will be accepted up to **10 working days** before the tender closing date. The queries or questions should be put in writing and should be addressed to:

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

Fax: (+267) 3933872, 316 4413, 316 4203, 318 5011
Email: procurement@bec.co.bw

-
- Bids must arrive no later than 10:00 am (local time) on **Friday 4th March 2016**. The tenders will be opened in the presence of bidders wishing to attend. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.

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

Tender Committee Secretary
Botswana Examinations Council

Invitation to Tender for the Provision of Certification Services for Quality Management System and Information Security Management System of the Botswana Examinations Council.

The **conditions of tender** are contained in this document.

1.1 The Procuring Organisation is the **Botswana Examinations Council**.

1.2 The tender documents issued by the Procuring Organisation comprise:

Three volume approach:

VOLUME 1: TENDERING PROCEDURES

Tender Notice & Invitation to Tender
Tender Data

VOLUME 2: RETURNABLE DOCUMENTS

List of returnable documents
Form of Offer & Acceptance
Contract Data
Pricing Schedule
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:

1.3.1 Botswana Companies

- Registration with PPADB on a relevant/applicable Codes and Sub-Codes.
- Valid copy of Tax Clearance Certificate – certified as a true copy of the original by BURS.
- Valid copy of Appropriate Licence (if applicable) – certified as a true copy of the original.
- Certified copies of Share Certificates (publicly listed companies may submit certificates of their controlling shareholders only).
- Forms from Companies and Intellectual Property Authority (CIPA) showing the company Directors.
- Completed Form of Declaration by Directors and Shareholders.

1.3.2 International Companies

- Valid copy of Tax Exemption Certificate – certified as a true copy of the original by BURS.
- Certified valid copy of Appropriate Licence or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document).
- Certified copies of Share Certificates – publicly listed companies may submit certificates of their controlling shareholders only (this document should be in English or be accompanied by a translation document).
- Forms from Register of Companies from country of origin showing the company Directors (this document should be in English or be accompanied by a translation document); certified as a true copies of the original.
- Completed Form of Declaration by Directors and Shareholders

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, Scope of Work.

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.

Botswana companies should quote in Botswana Pula while **international companies** may quote in the currency of their country of origin or any convertible currency. All the quoted prices must include VAT for Botswana VAT registered companies and Withholding Tax at the prevailing rates for foreign companies.

NB: International companies are advised to liaise with Botswana Unified Revenue Services

(BURS) for purposes of registering for Tax Exemption on the following contact Details:

PLOT 53976; KUDUMATSE ROAD

PRIVATE BAG 0013; GABORONE , BOTSWANA

TEL: 363 8000 **FAX:** 363 9999

WEBSITE: www.burs.org.bw

The validity period for the quoted prices must be at least 180 days from the closing date of the tender.

1.5 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 016/15-16 – Invitation to tender for The Provision of Certification Services for Quality Management System and Information Security Management System of the Botswana Examinations Council.

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

1.6 A two (2) envelope procedure will be followed, failing which disqualification will be promptly executed.

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

- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be 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 original marked **ORIGINAL** of the Technical Bid and five (5) copies, and the original marked **ORIGINAL** of the Financial Bid and five (5) copies should be parcelled in separate envelopes and put in one large packet. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct. Copies should be labelled **accordingly**.
- The originals and five (5) copies of each of the technical and financial bids shall be placed in a separate and sealed envelope clearly marked – **Tender No. BEC ES 016/15-16** Invitation to Tender for the printing and packaging of Standard Four Examination Papers for Botswana Examinations Council and shall bear the submission address.
- Bids must arrive no later than 10:00 am (local time) **Friday 4th March 2016**. The outer envelope will be opened immediately, and bidders may be present if they wish. Bids received 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 tenderers will be opened. The financial bids shall remain sealed and deposited with BEC Tender Committee until those bids meeting the technical requirements have been identified.

The original and five copies of the technical bid shall be placed in a sealed envelope clearly marked:

Technical Bid - Tender No. BEC ES 016/15-16 - Invitation to tender for The Provision of Certification Services for Quality Management System and Information Security Management System of the Botswana Examinations Council.

The original and five copies of the financial bid shall be placed in a sealed envelope clearly marked:

Financial Bid - Tender No. BEC ES 016/15-16 – Invitation to tender for The Provision of Certification Services for Quality Management System and Information Security Management System of the Botswana Examinations Council.

Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be clearly marked:

Tender No. BEC EAC 016/15-16 – Invitation to tender for The Provision of Certification Services for Quality Management System and Information Security Management System of the Botswana Examinations Council.

1.7 The closing time for submission of tender offers is:
10.00 am on **Friday 4th March 2016.**

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

1.9 The tender validity period is at least **180 days** from the closing date of the tender.

1.10 The tender will be opened immediately after closing:

Time: **10:00** am on **Friday 4th March 2016.**

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

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

1.11.1 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:

- a) In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
- b) The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.13.

- c) The financial bids of only the short listed bidders after Stage 2 of the evaluation process will be evaluated as stated in Stage 3 of the evaluation process. (See 1.14)
- d) The project will be provisionally awarded to the Bidder with highest combined score of Stage 2 and Stage 3 of the evaluation process subject to successful negotiation of the contract as in 1.16.
- e) The maximum scores allocated to Stage 2: Technical and Stage 3: Financial are as follows:

Stage 2	:	80
Stage 3	:	20
Total	:	100

- f) The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.

1.11.2 Notes

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

1.12 DISQUALIFICATION AT STAGE 1

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

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

1.12.1 Botswana Companies

- a) Valid copy of Tax Clearance Certificate certified by BURS
- b) Valid copy of an Appropriate Licence (where applicable) – certified by a Commissioner of Oaths
- c) Certified copies of Share Certificates
- d) Forms from Companies and Intellectual Property Authority (CIPA) showing the company Directors – certified as a true copy of the original
- e) Completed Form of Declaration by Directors and Shareholders

1.12.2 International Companies

- a) Valid copy of Tax Exemption Certificate – certified as a true copy of the original by BURS.

- b) Valid copy of Appropriate Licence or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document).
- c) Certified copies of Share Certificates – publicly listed companies may submit certificates of their controlling shareholders only (this document should be in English or be accompanied by a translation document).
- d) Forms from Register of Companies from country of origin showing the company Directors (this document should be in English or be accompanied by a translation document); – certified as a true copy of the original.
- e) Completed Form of Declaration by Directors and Shareholders.

1.13 EVALUATION OF BIDS AT STAGE 2

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.

Variable Assessed	Score	Notes
Company Background <ul style="list-style-type: none"> • International recognition (5) • Accreditation (5) 	10	
Team qualifications and relevant experience (Including number of staff and role clarity for the team) <ul style="list-style-type: none"> • Scientist/Engineer (5) • ISO 9001 Lead Auditor Course (3) • ISO/IEC 27001 Lead Auditor Course (3) • ≥10 years QMS audit experience (4) • ≥10 years ISMS audit experience (4) • International Register of Certificated Auditors (IRCA) membership; or any other similar and internationally recognised professional institution (3) • Previous involvement on similar project (3) 	25	
Understanding Requirements (SOUR) <ul style="list-style-type: none"> • Work procedures to be followed (10) • Applicable tools and relevant methods (10) • Understanding and adherence to the scope of certification for QMS/ISMS (10) 	30	
Proposed Project Plan and Quality Assurance of the deliverables <ul style="list-style-type: none"> • Proposed Project Plan / Schedule (6) • Methodology to be applied by the Team to ensure quality and timely delivery of the project. (5) • Accreditation status (4) 	15	
Total	80	

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

1.14 Evaluation of Financial Bids – Stage 3

The financial bids of the bidders from 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:

$$FS = 20 \times \frac{LP}{P}$$

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 20 points. The financial scores (*FS*) of the other financial bids will be computed using the formula above.

1.15 Basis of Award

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

1.16 BEC is not bound to award the tender to the lowest or any other bidder.

TENDER RETURNABLE DOCUMENTS	LIST OF RETURNABLE DOCUMENTS Volume 2
----------------------------------------	------------------------------------------------------

The bidders 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 Contract Part 3
- Form of Offer and Acceptance
- Form of Declaration by Directors & Shareholders
- Response form
- Quality plan
- Curriculum vitae of Key Personnel
- Experience of the bidder
- Risk management plan

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
- 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

- Quality plan
- Detailed Response to all other requirements specified in the Tender returnable documents
- Management plan
- Form of Declaration of Directors and Shareholders
- Form of Offer and Acceptance
- Curriculum Vitae of Key Personnel

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	
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, 7.4.8)	1 2 3
Signed: Bidder's Authorised Representative	

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY
----------------------------------------	-----------------------------------------------------------------------

Indicate the status of the bidders by ticking the appropriate box hereunder. The bidders 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 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

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

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
Bidders

TENDER	TENDER SCHEDULES
RETURNABLE DOCUMENTS	QUALITY PLAN

Note to Bidders: Please provide details of your quality plan here. Alternatively, you may attach a copy of your quality plan. Please describe the management arrangements for the work in this contract. You are requested to include:

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

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

Employer, contact person and telephone number	Description of contract	Value of work	Date completed

Signed _____ Date _____
 Name _____ Position _____
Bidders _____

Botswana Examinations Council

CONTRACT

VOLUME 3

Tender No. BEC ES 016/15-16

The Provision of Certification Services for Quality Management System and Information Security Management System of the Botswana Examinations Council.

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:

The Provision of Certification Services for Quality Management System and Information Security Management System of the Botswana Examinations Council.

The bidders, 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 bidders 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 bidders 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 bidders before the end of the period of validity stated in the Tender Data, whereupon the bidders 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 bidders:

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 bidders 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 bidders Offer shall form an Agreement between the Procuring Organisation and the bidders 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 bidders 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 bidders 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 bidders receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the bidders (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 _____

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....., ATAM / 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:

Detailed Pricing Structure

The bidders are required to provide detailed pricing structure covering:

- Charge out rate per auditor in the team
- The estimated total man days required to complete the audits for all the processes as per the scope of certification
- Total cost of certification fees
- Reimbursable expenses (where applicable)
- Travel, accommodation and subsistence costs
- Professional fees
- Grand total of the certification fees (including all applicable fees)

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

Summary Pricing Schedule – Quality Management System Certification

Item No	Item Name	Unit Price	VAT 12%	or withholding tax	Sub Total	Total
1						
2						
3						
4						
Grand Total						

Summary Pricing Schedule – Information Security Management System Certification

Item No	Item Name	Unit Price	VAT 12%	or withholding tax	Sub Total	Total
1						
2						
3						
4						
Grand Total						

NB; Botswana Examinations Council may award the tender in parts or in full.

1. All costs must include VAT, Withholding Tax and all applicable taxes. The tax laws of Botswana will apply where applicable.
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 a period of at least 180 days.
4. Payments will be made in accordance with agreed payments schedules.

NB: PRICING DATA SHOULD BE ONLY INCLUDED IN THE FINANCIAL PROPOSAL. THERE SHALL BE NO INFORMATION RELATING TO PRICING IN THE TECHNICAL PROPOSAL.

1 PURCHASER'S OBJECTIVES

The purpose of this Invitation to Tender is to invite potential bidders, both local and international, to the Botswana Examinations Council for The Provision of Certification Services for Quality Management System and Information Security Management System over a three (3) year period.

2 OVERVIEW OF THE REQUIRED SUPPLIES

The purpose of this Invitation To Tender is to invite potential bidders, both local and international, for the Provision of Certification Services for Quality Management System and Information Security Management System. The successful bidder will be involved in a relationship with BEC for a maximum period of three (3) years providing such service. The rate will provisionally remain fixed.

3 BACKGROUND AND PROPOSED ASSIGNMENT

3.1 Background in General

Botswana Examinations Council (BEC) was established through an Act of Parliament No. 11 of 2002 as a semi-autonomous body, governed by a Council with its primary mandate being to execute the examination of the national curriculum for the Ministry of Education and Skills Development. BEC's key business activity is the development, administration, accreditation and certification of school examinations in the primary and secondary education sub-sectors.

The BEC is implementing ISO 9001:2008 and ISO/IEC 27001:2013 international standards for its Quality Management System and Information Security Management System respectively. The two systems are at different stages of implementation. The Council intends to engage certification services for both the systems from a single Certification Body.

3.2 Quality Management System

The BEC initiated the implementation of ISO 9001:2008 international standard in 2009 and the project was initially planned to be completed in 2011. Due to challenges experienced by BEC during that period, this objective's timeline was revised to the end of 2012 but was not achieved. The current plans project the completion to be in April 2016.

To date, most of the QMS documentation has been established and implementation is ongoing. The review of documents for continued relevance is also ongoing to ensure effective implementation of the system.

It should also be noted that during the development of the current BEC Strategy, this project was identified to be one of the Strategy priority Projects. This therefore means that implementation of ISO 9001:2008 standard is key to achieving BEC' strategic goals. Transition to ISO 9001:2015 is also planned to commence immediately after certification to

ISO 9001:2008 has been achieved.

In order to attain and maintain its certification, BEC wishes to appoint a Certification Body to undertake the certification of its Quality Management Systems in accordance with the terms of reference / objectives given in Section 4 below.

3.3 Information Security Management System (ISMS)

The BEC initiated the implementation of Information Security Management System compliant to ISO/IEC 27001:2013 international standard in 2015.

Even though not so much progress has been made to date, some of the ISMS documentation has been established and implementation is ongoing. It is necessary to review key documents for adequacy and for guidance to be provided to ensure effective implementation of the system.

In order to attain and maintain its certification, BEC wishes to appoint a Certification Body to undertake the certification of its Information Security Management Systems in accordance with the terms of reference / objectives given in Section 4 below.

4 SPECIFIC OBJECTIVES

4.1. Quality Management System

4.1.1 General

In order to attain and maintain its certification, BEC wishes to appoint a Certification Body to establish compliance with the Assessment Standard and in accordance with the Assessment Scope and Surveillance Schedule at the site referenced below:

4.1.1.1 Reference Standard

ISO 9001:2008, Quality Management Systems – Requirements

4.1.1.2 Assessment Scope

- The Gaborone Headquarters – Development of examinations material; administration of school examinations and any other examinations; issue certificates in respect of these examinations; and all related and supporting functions. The national school examinations are;
 - Primary School Leaving Examination (PSLE);
 - Junior Certificate Examinations (JCE); and
 - Botswana General Certificate of Secondary Education (BGCSE).
- Surveillance Audit every 12 months or as may be recommended.

4.1.2 The key deliverables from the expected bidders are:

4.1.2.1 To carry out 3rd party audits to verify compliance of BEC's QMS to ISO 9001:2008 requirements.

4.1.2.2 Issue on completion of satisfactory assessment a certificate of compliance,

any accreditation marks and logos.

4.1.2.3 Carry out surveillance visits at periods indicated above.

4.1.2.4 Issue audit reports after each assessment outlining any positive and negative findings identified and the overall performance of the QMS and request a follow-up visit to verify corrective actions, if necessary.

4.1.2.5 Provide suitable qualified personnel to perform the services

4.2. Information Security Management System (ISMS)

4.2.1 General

In order to attain and maintain its certification, BEC wishes to appoint a Certification Body to establish compliance with the Assessment Standard and in accordance with the Assessment Scope and Surveillance Schedule at the site(s) referenced below:

4.2.2 Reference Standard

ISO 27001:2013, Information Security Management Systems – Requirements

4.2.3 Assessment Scope

- The scope of the BEC ISMS applies to the production of examination papers from its Head Office in Gaborone. It covers the management of information and business activities that support the examinations paper development function; in accordance with the ISMS Statement of Applicability, latest revision.
- The scope includes staff and assets that support this function based at Head Office.
- The scope also includes BEC's partners that support this function based at the following third party locations spread throughout the country:
 - Primary School Leaving Examination (PSLE) centers;
 - Junior Certificate Examinations (JCE) centers; and
 - Botswana General Certificate of Secondary Education (BGCSE) centers.
- The scope further includes staff and assets that transport examination papers from the BEC head office to the Examination centers.
- The third party Examination Centers are covered by virtue of them hosting live examination papers in accordance with BEC's examination handling guidelines; therefore the scope will be limited to any aspect relating to the live examination papers such as its storage before exam time and 24 hours after exam time; and the physical location (i.e. security and utilities) of the rooms in which the exam will be written.
- Surveillance Audit every 12 months or as may be recommended.

4.2.4 Key Deliverables

4.2.4.1 To carry out 3rd party audits to verify compliance of BEC's ISMS to ISO/IEC 27001:2013 requirements.

4.2.4.2 Issue on completion of satisfactory assessment a certificate of compliance, any accreditation marks and logos.

4.2.4.3 Carry out surveillance visits at periods indicated above.

4.2.4.4 Issue audit reports after each assessment outlining any positive and negative findings identified and the overall performance of the ISMS and request a follow-up visit to verify corrective actions, if necessary.

4.2.4.5 Provide suitable qualified personnel to perform the services.

6 SCHEDULE OF REQUIREMENTS

- a) Relevant Experience: Years spent conducting third party certification audits for QMS and ISMS.
- b) Quality: How will the organisation ensure that the work done is to the specification and requirements of the user?
- c) Project Cost: Bidders should provide the total cost of the contract including all expenses. Sufficient breakdown of each element should be indicated.
- d) **For Botswana Companies**, prices should be quoted in Botswana Pula (BWP) or any other convertible currency.
- e) **International Companies** may quote in the currency of their country of origin or any convertible currency.
- f) All the quoted prices must include VAT for Botswana VAT registered companies and Withholding Tax at the prevailing rates for foreign companies i.e. should be compliant with Botswana tax laws.
- g) Prices should remain fixed for the entire duration of the contract except if the change of the syllabus could drastically affect changes in page numbers.
- h) Payment will be made no later than 30 days after the delivery of the goods and issuance of the invoice.

NOTE: Prices should appear on the Financial Proposal only and must not appear anywhere on the technical proposal.

7 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.

7.1 Bid

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile
- Licence Documents (where applicable)
- Tax Clearance or Exemption Certificate
- Pricing Schedule
- All returnable documents
- Any relevant information

7.2 General Conditions

The respondents must be able to demonstrate the following:

- a) A clear understanding of the requirements and technical issues associated with the tender.
- b) Demonstrate ability provide the certification services on agreed schedule and within budget limits.
- c) Thorough knowledge of the quality management system and integrated management systems.
- d) The availability of auditors with suitable qualifications and experience.
- e) A clear understanding of the business and technical issues associated with the tender.
- f) A structured approach throughout the cycle of the audit and quality assurance of deliverables.

7.3 Format of Response

Bidders' response **must be arranged** in the following sections:

- i) Form response
- ii) Management Summary
- iii) Proposed Solutions
- iv) Proposed Project Plan
- v) Company Profile
- vi) Personnel and Resumes including Project Manager or Coordinator
- vii) References
- viii) Validity of Response and Costs
- ix) Quality Assurance
- x) **Signed** Statement of Capability and Compliance

xi) **Signed** Statement of Commitment

xii) Appendices (if any)

7.4 Form Response

Company Name	
Company Registration Number	
Country of registration	
Physical Address	
Postal Address	
Telephone Number(s)	
Fax Number(s)	
E-mail Address	
Contact Details of Designated Authorized Representative for the Project	Name: Position: Qualifications: Telephone: Mobile: Fax: E-mail:
Supplier References	1. 2. 3.
Signed: Respondent's Authorised Representative	

7.4.1 Management Summary

This section must be a summary of the bidder's response to tender. The summary indicates clearly who the team would be and the responsibilities and proposed total time input, for example, the cost per man days, and any other associated costs. The total costs must include the total cost of certification for the whole cycle.

7.4.2 Proposed Solution

7.4.2.1 The bidder is required to demonstrate its understanding of requirements as set out in the Statement of Requirements. The bidder must detail their proposed solution clearly indicating how they intend to manage the certification throughout the cycle.

7.4.2.2 Bidders are required to clearly state their approach and methodology that will be adopted to undertake the third party certification. The methodology to be used should be outlined in the tender, in comprehensible format and should include quality control measures where available.

7.4.2.3 Bidders are invited to indicate their response for their choices. Bidders should also refer to the Statement of Requirements for further details regarding these items.

7.4.3 Proposed Project Plan

The bidder is required to provide a proposed audit schedule indicating the major milestone throughout the audit cycle, proposed project deliverables, key decision points and resource allocation plan.

7.4.4 Company Profile

7.4.4.1 The bidder is required to outline the details of their company including, company background, accreditation similar projects successfully carried out in the past or at present and their worth.

7.4.4.2 The bidder is also required to provide an organogram of their organisation.

7.4.4.3 Proof of shareholding and citizen must be submitted.

7.4.5 Personnel and Resumes

7.4.5.1 General Requirements

- The bidder is required is to provide details of specified Management Personnel to be engaged in the delivery of this third party certification. For each member, the following must be provided in the resume:
 - Name and age of team member.
 - Qualification – bidders should indicate qualifications of each of the team members. Members of the team should possess at least a basic degree in Education, Science, ICT, Information Security, Engineering or a related qualification in the area. In addition, the team leader and members should have an accredited training in Quality Management and Information Security Management.
 - Experience bidders should indicate clearly their relevant experience in conducting certification audits in similar organization. Detailed and up to date Curriculum Vitae of each member of the team should be submitted.
 - Previous role within project.
 - Proposed role within project.
 - Application, tools and methods experience of relevance to the proposed project.

7.4.5.2 Proposed Project Team Personnel

The bidder must provide information on the personnel who will be engaged in this project. A detailed C.V. of each team member must contain the information as stated in item 8 below and also in accordance with the format given in Returnable Documents.

7.4.6 Reference Project Details

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

- Project Name
- Project Value (specify currency)
- Length of project 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 project and their roles.

7.4.7 Referees

Prospective suppliers are required to provide at least three (3) names of referees relating to work of similar nature and comparable size to the proposed project.

7.4.8 Validity of Response

The bidder is required to confirm the validity of its offer for a minimum period of 120 days.

7.4.9 Quality Assurance

7.4.9.1 Bidders are required to detail their accreditation status and any other technical reviews methodologies and how they would be implemented in relation to the provision of the solution as set out in the STATEMENT OF REQUIREMENTS.

7.4.9.2 The following areas should be covered in this section:

- How technical quality is to be ensured
- How contracted performance are to be monitored
- What problems may occur in conducting the work and how they can be addressed and resolved?

7.4.10 Statement of Capability and Compliance

7.4.10.1 The bidder is required to provide a detailed account of relevant experience and capabilities in the provision or implementation of similar solutions to that defined in the Statement of Requirement document.

7.4.10.2 The respondent is required to submit a signed declaration that the services offered are in full compliance with all standards documented within this tender invitation.

7.4.11 Statement of Commitment

The bidder is required to provide a signed Statement of Commitment in which they confirm their concurrence with the condition of the proposed contract as envisaged by the parties through the content of the Invitation to Tender and through the Statement of Requirements documents.

7.4.12 Appendices

7.4.12.1 Documents which are referred to in the bidder's response and which cannot be incorporated in the body of the particular Response Schedule should be indexed and attached in the response.

7.4.12.2 The bidder is invited to provide any further information which may enhance the assessment of the response.

8 KEY PERSONNEL

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

Bidders should provide detailed information according to the guidelines given below using

the format given in Annexure 4, 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 project teams:

Name and date of birth;

- i) Nationality and Identification Number (Oman for Botswana citizens or Passport Number for others);
- ii) Qualifications;
- iii) Formal Educational Qualifications (Type, Institution, Month and Year, Grade/Class/Division);
- iv) Professional Qualification (Type, institution, Month and Year, Grade/Class/Division);
- v) 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 projects);
- vi) Previous assignments similar to this project;
- vii) Details of other skills and competencies.

9 QUALITY PLANS AND CONTROL

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

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

How quality management is to be ensured during the project.

How contract performance guarantees are to be monitored.

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

10 TENDER SCHEDULE

Activity	Completion Date
Issue ITT	
Tender Closing Date	
Evaluation of Responses	
Preferred Supplier approval by BEC Management	
Contract Negotiations	
BEC Tender Committee	
Tender Award	
Start Project	
Complete Project	

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

