



INVITATION TO TENDER

Tender No. BEC DCS 014/14-15

PROVISION OF SECURITY GUARD SERVICES AT BOTSWANA EXAMINATIONS COUNCIL (HEAD OFFICE) IN GABORONE

- The Botswana Examinations Council invites tenders from local security companies with valid security license for the provision of **24 hours** Security Guard Services to the Council facilities. Bidders shall in order to be considered for the award of contract, be appropriately licensed to provide security services and be in possession of requisite documentation of such services according to the laws of Botswana.
- Tender documents will be available with effect from **18th February 2015** and can be obtained from the Reception of the Botswana Examinations Council at the following addresses:

Postal Address

Botswana Examinations Council
Private Bag 0070
Gaborone.
Tel: (+267) 365 0700
Fax: (+267) 3933872

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

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.
Fax: (+267) 316 4413, 316 4203, 318 5011
Email: procurement@bec.co.bw

Tender documents can also be accessed on BEC website: www.bec.co.bw for information purposes only.

A non-refundable fee of **P500.00** should be paid during tender collection. Bids must be submitted using the two envelope system. **One original and five copies**, respectively for the **financial** and **technical bids** and must be submitted in sealed envelopes labelled as follows: **"Tender No; BEC DCS Ref No 014/14-15 – Provision of Security Guard Services at Botswana Examinations Council"**

Sealed bids should be delivered to the following address:

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

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

Bidders who are awarded the tender should by no means pass it to other parties to undertake the project.

- Queries and questions relating to the issue of these documents will be accepted up to **14 working days** before tender closing date. The queries or questions should be in writing and should be addressed to:

The Secretary

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

Tel: (+267) 365 0866

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

Email: procurement@bec.co.bw

Bids must arrive no later than **10:00 am** (local time) on **Friday 20th March 2015**. 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. Tender opening shall commence immediately thereafter in the presence of interested bidders.

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