



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND  
CERTIFICATION**

**INVITATION TO TENDER**

**FOR**

- 1. PROVISION OF STANDARDISATION VENUES FOR BEC FOR THREE YEARS: 2015 TO 2017**
- 2. PROVISION OF MODERATION VENUES FOR BEC FOR THREE YEARS: 2015 TO 2017**
- 3. PROVISION OF GRADE REVIEW VENUES FOR THREE YEARS: 2015 TO 2017**

**Tender No. BEC EAC-018/14-15**

**Date: 11 MAY 2015**

<b>PROCURING ORGANISATION</b>	<b>AGENT</b>
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 Email: <a href="mailto:procurement@bec.co.bw">procurement@bec.co.bw</a>

Botswana Examinations Council

**TENDER  
TENDERING PROCEDURES  
BEC EAC-018/14-15**

**TENDER NOTICE AND  
INVITATION TO TENDER  
VOLUME 1**

**Tender No. BEC EAC-018/14-15****INVITATION TO TENDER FOR PROVISION OF STANDARDISATION, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2015 TO 2017**

Bidders are invited to submit bids for the Provision of Standardisation, Moderation and Grade Review Venues for BEC for years: 2015 to 2017.

The Procuring Organisation is Botswana Examinations Council (BEC) and this is an Open Domestic tender.

- Bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 101: Sub-Code 04 or any other relevant Codes and sub- Codes, and be in possession of a valid Tax Clearance Certificate or an exemption thereof.
- Tender documents will be available with effect from **Monday 11<sup>th</sup> May 2015** and can be obtained from the procurement office of the Botswana Examinations Council at the following addresses:

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Tel: (+267) 365 0700  
Fax: (+267) 316 4413, 316 4203, 318 5011  
Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

Physical Address

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.

Tender documents can also be accessed on BEC Website: [www.bec.co.bw](http://www.bec.co.bw)

A non-refundable fee of **P500.00** should be paid during tender collections. Bids must be submitted using a two envelope system. **One original each and five (5) duplicate copies**, respectively for the financial and technical bids must be submitted. The two envelopes (technical proposal and financial proposal) must be put together in one larger sealed envelope/package labelled as follows:

**Tender No. BEC EAC-018/14-15: Invitation To Tender For Provision of Standardisation, Moderation and Grade Review Venues for BEC for three years: 2015 to 2017.**

And 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. Bidders' responses that do not have the required number of envelopes (1 original plus 5 copies) for the technical and financial bids will also be disqualified.

Bidders who are awarded the tender should by no means pass it to other parties to undertake the project, i.e. sub-contracting will not be allowed.

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

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

Contact Name: Ms T. Chifani  
Telephone Number: 365 0700 / 365 0866  
Fax: (+267) 316 4413, 316 4203, 318 5011  
Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

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- Bids must arrive no later than **10:00 am** (local time) on **Friday 12<sup>th</sup> June 2015**. 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.
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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.

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The Secretary; Tender Committee  
Botswana Examinations Council

**Botswana Examinations  
Council**

**TENDER  
TENDERING PROCEDURE  
BEC EAC-018/14-15**

**TENDER DATA  
VOLUME 1**

**TENDER FOR STANDARDISATION, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2015 TO 2017**

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**

**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:

- One (1) original plus five (5) copies of both the technical and financial proposals.
- Proof of payment of the tender fee of **P500.00**.
- Valid copy of Tax Clearance Certificate - certified true copy by BURS
- Copy of PPADB Registration Certificate under Code 101: Sub-Code 04 or any other relevant Codes and sub-Codes – certified by PPADB.
- Valid copy of appropriate trading licence or permit (if applicable)
- A completed Form of Declaration by Directors & Shareholders
- Certified copies of Share Certificates
- Forms from Companies & Intellectual Property Authority (CIPA) showing the company Directors

- 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.

Bidders should quote in Botswana Pula only. All the quoted prices must include VAT for VAT registered companies. The validity period of the tender must be at least 180 days from the closing date of the tender.

## BACKGROUND

The Botswana Examinations Council is a semi-autonomous institution that is mandated by the Botswana Examination Act no. 11 of 2002, among others, to design, develop and administer school examinations. The Council is charged with the responsibility of conducting standardisations of marking for all levels, (i) PSLE, JCE and BGCSE, (ii) Moderation of JCE and BGCSE, (iii) Grade Review of BGCSE. To achieve this, venues are required for up to 30 examiners/moderators per room per component or paper. It is in pursuance of such mandate, that the Council wishes to engage facility owners to provide venues for the years 2015, 2016 and 2017 for:

- Primary School Leaving Examinations (PSLE),
- Junior Certificate Examinations (JCE) and
- Botswana General Certificate and Secondary Education (BGCSE)

Prospective bidders should have a large-scale facility that has the capacity and is secure to carry out these exercises. Bidders should submit separate technical and financial proposals that they will be assessed on before the award of the tender.

## GENERAL REQUIREMENTS

### Part 1: STANDARDISATION SCHEDULES FOR 2015 CYCLE

#### 1.1 PSLE

Syllabus	NO. OF TL/PE/APE	Standardisation Dates	No. of Rooms required
English Composition & Letter	44	20 – 23 October 2015	2
Setswana Composition & Letter	44	20 – 23 October 2015	2
Agriculture 1	44	20 – 23 October 2015	2
BEC Officers	5	20 – 23 October 2015	1
<b>Total Number of Examiners &amp; Officers</b>	<b>137</b>	<b>Total Number of Rooms</b>	<b>7</b>

## 1.2 JCE

Syllabus	NO. OF TL/PE/APE	Standardisation Dates	No. of Rooms
<b>First Week</b>			
Agriculture 2	31	2 – 6 November 2015	1
Agriculture 4	3	2 – 6 November 2015	1
Moral Education 2	34	2 – 6 November 2015	1
Social Studies 2	23	2 – 6 November 2015	1
Art 2	6	2 – 6 November 2015	1
<b>Second Week</b>			
Religious Education 2	23	9 – 13 November 2015	1
English Paper 2	31	9 – 13 November 2015	1
English Paper 3	31	9 – 13 November 2015	1
English Paper 4	8	9 – 13 November 2015	1
Science 2	26	9 – 13 November 2015	1
General Science 2	2	9 – 13 November 2015	1
Setswana 2	26	9 – 13 November 2015	1
Setswana 3	26	9 – 13 November 2015	1
Mathematics 2	29	9 – 13 November 2015	1
Design and Technology 2	8	9 – 13 November 2015	1
Home Economics 1	10	9 – 13 November 2015	1
<b>Third Week</b>			
Music 2	5	16 – 20 November 2015	1
Physical Education 1	11	16 – 20 November 2015	1
French 2	3	16 – 20 November 2015	1
French 3	3	16 – 20 November 2015	1
Commerce and Office Procedures 1	6	16 – 20 November 2015	1
Commerce and Office Procedures 2	6	16 – 20 November 2015	1
Commerce and Office Procedures 4	6	16 – 20 November 2015	1
Commerce and Accounting 1	6	16 – 20 November 2015	1
Commerce and Accounting 2	7	16 – 20 November 2015	1
Commerce and Accounting 4	5	16 – 20 November 2015	1
Music 1	5	16 – 20 November 2015	1
BEC Officers	5	2 – 20 November 2015	1
<b>Total Number of Examiners &amp; Officers</b>	<b>385</b>	<b>Total Number of Rooms</b>	<b>28</b>

## 1.3 BGCSE

Subject	No. of TL/PE	Standardisation date	No of room(s) required
<b>First Week</b>			
Accounting 1	3	4 -7 November 2015	1
Food & Nutrition 1	3	4 -7 November 2015	1
Fashion & Fabrics 1	2	4 -7 November 2015	1
Chemistry 4 & 5	4	4 -7 November 2015	1
Geography 2	7	4 -7 November 2015	1
Computer Studies 1	1	4 -7 November 2015	1
Physical Education	3	4 -7 November 2015	1
Human & Social Biology 2	2	4 -7 November 2015	1
Biology 4 & 5	3	4 -7 November 2015	1
Accounting 2	3	4 -7 November 2015	1
Physics 4 & 5	3	4 - 7 November 2015	1
<b>Second Week</b>			
Home Management 1	4	11 - 14 November 2015	1
Religious Education 1	7	11 -14 November 2015	1
Biology 3	3	11 -14 November 2015	1
Literature in English 1	3	11 -14 November 2015	1
Agriculture 2	10	11 -14 November 2015	1
Business Studies 2	3	11 -14 November 2015	1
Commerce 2	8	11 -14 November 2015	1
Human & Social Biology	2	11 -14 November 2015	1
Development Studies 2	4	11 -14 November 2015	1
Social Studies 1	3	11 -14 November 2015	1
English Language 1	19	11 -14 November 2015	1
Setswana 3	13	11 - 14 November 2015	1
<b>Third Week</b>			
Commerce 3	7	18 - 21 November 2015	1
Computer Studies 2	2	18 - 21 November 2015	1
Business Studies 1	3	18 - 21 November 2015	1
Social Studies 3	4	18 - 21 November 2015	1
Chemistry 3	3	18 - 21 November 2015	1

History 2	4	18 - 21 November 2015	1
Science Single Award 3	2	18 - 21 November 2015	1
Science Double Award 3	13	18 - 21 November 2015	1
Physics 3	3	18 - 21 November 2015	1
Mathematics 1	8	18 - 21 November 2015	1
Mathematics 2	10	18 - 21 November 2015	1
Development Studies 1	4	18 - 21 November 2015	1
Setswana 2	14	18 - 21 November 2015	1
Geography 3	5	18 – 21 November 2015	1
<b>Forth Week</b>			
History 1	4	25 - 28 November 2015	1
Mathematics 3	10	25 -28 November 2015	1
Science Single Award 4	2	25 -28 November 2015	1
Science Double Award 4	12	25 -28 November 2015	1
Religious Education 2	9	25 -28 November 2015	1
Geography 1	5	25 -28 November 2015	1
Social Studies 2	9	25 -28 November 2015	1
Setswana 1	15	25 -28 November 2015	1
English Language 2	17	25 -28 November 2015	1
Design & Technology 1	4	25 - 28 November 2015	1
Music 1	2	25 - 28 November 2015	1
BEC Officers	5	4 – 28 November 2015	1
<b>Total Number of Examiners &amp; BEC Officers</b>	<b>291</b>	<b>Total Number of Rooms</b>	<b>53</b>



**PART 2: MODERATION SCHEDULES FOR 2015 CYCLE****2.1 JCE 2015 Coursework And Practical Examinations**

<b>SYLLABUS</b>	<b>ACTIVITY</b>	<b>NUMBER OF MODERATORS</b>	<b>DATES</b>	<b>No of Rooms Required</b>
<b>DESIGN &amp; TECHNOLOGY</b>	Standardisation	70	12 to 16 October 2015	1 Conference Room
	Compilation	70	2 to 6 November 2015	1 Conference Room
<b>HOME ECONOMICS 21/2</b>	Standardisation	74	7 to 11 September 2015	1 Conference Room
	Compilation	74	5 to 9 October 2015	1 Conference Room
<b>HOME ECONOMICS 21/3</b>	Standardisation	52	7 to 11 September 2015	1 Conference Room
	Compilation	52	5 to 9 October 2015	1 Conference Room 1
<b>COMMERCE &amp; OP</b>	Standardisation	6	28 to 30 October 2015	1 Room
	Moderation	35	2 to 27 November 2015	1 Room
<b>COMMERCE &amp; ACC</b>	Standardisation	6	28 to 30 October 2015	1 Room
	Moderation	35	2 to 27 November 2015	1 Room
<b>ART 3</b>	Standardisation	52	12 to 14 August 2015	1 Conference Room
	Compilation	52	31 August to 4 September 2015	1 Conference Room
<b>PHYSICAL EDUCATION</b>	Standardisation	6	28 to 30 October 2015	1 Room
	Moderation	40	2 to 27 November 2015	1 Conference Room
<b>Total number of Moderators and BEC officers</b>		<b>629</b>	<b>Total number of rooms required</b>	

**Total Number of rooms required per session for BEC Officers**

Session	Number of rooms
12 – 14 August 2015	1
31 – 04 September 2015	1
07 – 11 September 2015	1
05 – 09 October 2015	1
12 – 16 October 2015	1
28 – 30 October 2015	1
02 – 06 November 2015	1
02 – 27 November 2015	1

**2.2 BGCSE 2015 Coursework And Practical Examinations**

Activity	Component	No of participants (Moderators)	Date	No. of rooms needed
Post Exam meeting	Food and Nutrition practical exam 0611/02	31	12 -16 October 2015	1
Post Exam meeting	Home Management 0613/02	14	19 - 23 October 2015	1
Post Exam meeting	Food and Nutrition 0611/03	13	19 - 23 October 2015	1
Standardisation	Physical Education 0616/02	13	22 - 23 October 2015	1
Standardisation	Business Studies 0615/03	13	22 - 23 October 2015	1
Standardisation	Computer Studies 0597/03	9	22 - 23 October 2015	1
Standardisation	Development Studies 0586/03	22	22 - 23 October 2015	1
Standardisation	Music 0617/03	5	22 - 23 October 2015	1
Moderation	Development Studies 0586/03	22	24 October to 5 November 2015	1
Moderation	Business Studies 0615/03	13	24 October to 5 November 2015	1
Moderation	Physical Education 0616/02	13	24 October to 5 November 2015	1
Moderation	Computer Studies 0597/03	9	24 October to 5 November 2015	1
Moderation	Music 0617/03	5	24 October to 5 November 2015	1

Post moderation meeting	Design and Technology 0595/02	18	16 -18 November 2015	1
BEC officers at Venue (Subject officers and EAC)		8	22 October - 5 November 2015	1
BEC officers at Venue (Subject officers and EAC)		2	12 - 16 October 2015	1
BEC officers at Venue (Subject officers and EAC)		3	19 - 23 October 2015	1
BEC officers at Venue (Subject officers and EAC)		2	16 -18 October 2015	1
<b>Total number of moderators and BEC officers</b>		<b>215</b>	<b>Total Number of Rooms Required</b>	<b>18</b>

**Part 3: BGCSE GRADE REVIEW SCHEDULE FOR 2015 CYCLE**

Subject & Component	Number of participants	Dates	Number of rooms required
Mathematics 1	4	3 - 7 February 2016	1
Mathematics 2	5	3 - 7 February 2016	1
Mathematics 3	5	3 - 7 February 2016	1
English Language 1	6	3 - 7 February 2016	1
English Language 2	6	3 - 7 February 2016	1
Setswana 1	8	3 - 7 February 2016	1
Setswana 2	7	3 - 7 February 2016	1
Setswana 3	7	3 - 7 February 2016	1
English Literature	3	3 - 7 February 2016	1
Science Double Award 3	6	3 - 7 February 2016	1
Science Double Award 4	6	3 - 7 February 2016	1
Physics 3	3	3 - 7 February 2016	1
Physics 4 & 5	3	3 - 7 February 2016	1
Accounting 2	3	3 - 7 February 2016	1
Accounting 3	3	3 - 7 February 2016	1
Commerce	3	3 - 7 February 2016	1
Commerce	3	3 - 7 February 2016	1
Physical Education	3	3 - 7 February 2016	1
Social Studies 1	4	3 - 7 February 2016	1
Social Studies 2	5	3 - 7 February 2016	1
Social Studies 3	4	3 - 7 February 2016	1

Business Studies 1	3	3 - 7 February 2016	1
Business Studies 2	4	3 - 7 February 2016	1
Biology 3	3	3 - 7 February 2016	1
Biology 4 & 5	3	3 - 7 February 2016	1
Human & Social Biology	3	3 - 7 February 2016	1
Fashion and Fabrics	3	3 - 7 February 2016	1
Food and nutrition	4	3 - 7 February 2016	1
Home Management	4	3 - 7 February 2016	1
Computer studies	4	3 - 7 February 2016	1
Design and Technology	4	3 - 7 February 2016	1
Music	3	3 - 7 February 2016	1
Geography 1	5	3 - 7 February 2016	1
Geography 2	6	3 - 7 February 2016	1
Geography 3	5	3 - 7 February 2016	1
History 1	4	3 - 7 February 2016	1
History 2	3	3 - 7 February 2016	1
Development Studies 1	4	3 - 7 February 2016	1
Development studies 2	4	3 - 7 February 2016	1
Science Single Award 3	3	3 - 7 February 2016	1
Science Single Award 4	3	3 - 7 February 2016	1
Chemistry 3	3	3 - 7 February 2016	1
Chemistry 4 & 5	4	3 - 7 February 2016	1
EAC and PDS Officers	22	3 - 7 February 2016	1
<b>TOTAL NUMBER OF EXAMINERS AND OFFICERS</b>	<b>182</b>	<b>TOTAL NUMBER OF ROOMS REQUIRED</b>	<b>45</b>

Note that the schedules are for 2015 cycle. The cycles for years 2016 and 2017 cannot be determined since there are no school calendars for those years. As such, the 2015 schedules and associated figures may be used to estimate for the 2016 and 2017 cycles

## SCOPE

The purpose of this tender is to solicit provision of Standardisation, Moderation and Grade Review venues. The three exercises are mainly processes where examiners meet to discuss the schedules and strategise about how the respective exercises should be conducted. During these exercises there is extensive use of question papers and candidates scripts and hence there should be security at all times. Strict security

precautions should be taken at all times to ensure that the reliability, validity and credibility of examinations are maintained.

**Checklist**

<b>ITEM</b>	
a)	Air-conditioned or with ceiling fans standard classrooms / rooms.
b)	Office room space for BEC officers
c)	Clean cold water for examiners three times daily
d)	Functional ablution facilities and accessories
e)	Parking space for approximately 60 vehicles (including reserved spaces for 6 BEC vehicles).
f)	Suitable desks and tables for examiners
g)	Fenced premises with lockable rooms
h)	Full-time on-site security officers
i)	Meals: Morning tea and lunch only (For bidders who provide meals as standard service)

The tender is divided into three levels:

- Part 1            **Standardisation**
  - 1.1    Primary School Leaving Examination (PSLE)
  - 1.2    Junior Certificate Examination (JCE)
  - 1.3    Botswana General Certificate of Secondary Education (BGCSE)
  
- Part 2            **Moderation**
  - 2.1    Junior Certificate Examination (JCE)
  - 2.2    Botswana General Certificate of Secondary Education (BGCSE)
  
- Part 3            **Grade Review** for Botswana General Certificate of Secondary Education (BGCSE)

**BEC reserves the right to award the whole tender or part of the tender to one bidder.**

A bidder could offer or choose to provide the service for all the levels or in part such as

Part 1.1, 1.2, or 1.3 for Standardisation venues; Part 2.1 or 2.2 for Moderation venues; or Part 3 for Grade Review venues. Capability as determined by the evaluation criteria in the invitation to tender remains paramount to the final decisions of award or rejection.

Botswana Examinations Council is **not** bound to accept the lowest or any bid, or bear any expense in the preparation thereof.

### **Price Adjustment**

Price adjustment may be sanctioned after the twelve (12) months period from contract signatures subject to provision of supporting documents on the increased prices.

- 1.5 The Procuring Organisation's address for delivery of tender offers, tender and other identification details to be shown on each tender offer package are:

**PROVISION OF STANDARDISATION, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR YEARS: 2015 TO 2017.**

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

- 1.6 A two-envelope procedure will be followed.

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 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 and shall bear the submission address.

Bids must arrive no later than **10:00 am** (local time) on **Friday 12<sup>th</sup> June 2015**. The outer envelope should have the original and five copies of the technical and financial bids respectively. These shall be placed in one large sealed envelope clearly marked – **Tender No. BEC EAC-018/14-15:**

- 1. PROVISION OF STANDARDISATION VENUES FOR BEC FOR YEARS: 2015 TO 2017.**
- 2. PROVISION OF MODERATION VENUES FOR BEC FOR YEARS: 2015 TO 2017**
- 3. PROVISION OF GRADE REVIEW VENUES FOR BEC FOR YEARS: 2015 TO 2017**

Bids will be opened immediately, in the presence of bidders willing to attend. Bids received after the closing date and time will not be accepted. Email or Facsimile bids will not be accepted.

- 1.7 The closing time for submission of tender offers is: **10.00 am on Friday 12<sup>th</sup> June 2015.**
- 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 12<sup>th</sup> June 2015**

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.

**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:

- 1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.13.
- 3 The technical bids of 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).
- 4 The project will be provisionally awarded to the bidder with highest combined score of Stage 2 and Stage 3 and of the evaluation process subject to successful negotiation of the contract as in 1.15.
- 5 The maximum scores allocated to Stage 2: Technical and Stage 3:Financial are as follows:

Stage 2: Technical Evaluation	80
Stage 3: Financial Evaluation	<u>20</u>
Total	<u>100</u>

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

**Notes**

- 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.

- 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.
- **NB.** Site inspection of the facilities and logistics that would be availed to execute and complete the project is a necessity that should not be over-looked.

### 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 Stage1.

- Valid copy of Tax Clearance Certificate - certified true copy by BURS.
- Valid copy of an appropriate licence or permit (where applicable) – certified by a Commissioner of Oaths.
- PPADB Registration Certificate under Code 101: Sub-Code 04 or any other relevant Codes and sub- Codes – certified by PPADB.
- A completed Form of Declaration by Directors & Shareholders
- Certified copies of Share Certificates or Exemption.
- Forms from Companies & Intellectual Property Authority ( CIPA) showing the company Directors

Bids that do not meet anyone of this criteria will be disqualified

### 1.13 Evaluation of Bids at Stage 2

The following table shows the criteria which will be used. The criteria will be rated on scores 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. Each level will be evaluated based on this criteria

AREA	CRITERIA	SCORES	
Organisation	Past relevant experience in provision of venues.	10	30
	Track records in provision of rooms .	10	
	Capability and commitment including mechanism for updating BEC on status of rooms.	10	
Methodology	Overall project approach, methodology and logistics.	5	30
	Capacity to implement the project;		
	• Sufficient number of rooms and conference rooms.	10	
	• Security and quality plan.	5	
	• Quality Management & Standards	10	
• Risk Management Plan	10		
Understanding of Requirements and Adherence to Scope of Work	10		
<b>Total</b>			<b>80</b>

The cut off for progression to Stage 3 is a minimum score of 60 points out of 80 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

NB: Financial bids should be submitted in a separate sealed envelope. The qualifying bids will be evaluated based on the following factors: The following formula will be used to rate the quoted prices:

$$FS = 20 \times \frac{LP}{P} \text{ where:}$$

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 Committee subject to an agreed contract. If the contract negotiations fail, then the next preferred supplier will be engaged for contract negotiations and recommended for the award.

The award will be on unit prices as the masses / weights given are estimates and may go up or down.

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.

**Botswana Examinations  
Council**

<b>TENDER</b>  <b>RETURNABLE DOCUMENTS</b> <b>BEC EAC-018/14-15</b>	<b>LIST OF RETURNABLE DOCUMENTS</b>  <b>Volume 2</b>
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The tenderer 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 for 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
- PPADB registration certificate – certified by PPADB
- 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, 8.1.5)	1 2 3
Signed: Bidder's Authorised Representative	

Republic of Botswana	<b>TENDER RETURNABLE DOCUMENT</b>	DECLARATION BY DIRECTORS AND SHAREHOLDERS
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**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.

	<b>Directors name</b>	<b>Nationality</b>	<b>Shareholders name</b>	<b>No. Of shares/percentage of shareholding</b>	<b>Nationality</b>
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: \_\_\_\_\_

Botswana Examinations Council

<p><b>TENDER</b></p> <p><b>RETURNABLE DOCUMENTS</b></p> <p><b>BEC EAC-018/14-15</b></p>	<p><b>TENDER SCHEDULES</b></p> <p><b>CERTIFICATE OF</b></p> <p><b>AUTHORITY OF SIGNATORY</b></p>
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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 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
<i>Lead partner</i>		

**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

Botswana Examinations Council

<b>TENDER</b>  <b>RETURNABLE DOCUMENTS</b> <b>BEC EAC-018/14-15</b>	<b>TENDER SCHEDULES</b>  <b>RECORD OF ADDENDA TO</b> <b>TENDER DOCUMENTS</b>
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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

Bidder

Botswana Examinations Council

<p><b>TENDER</b></p> <p><b>RETURNABLE DOCUMENTS</b></p> <p><b>BEC EAC-018/14-15</b></p>	<p><b>TENDER SCHEDULES</b></p> <p><b>QUALITY PLAN</b></p>
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Note to tenderers: 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 project.

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES EXPERIENCE OF TENDERER
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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

Bidder

**Botswana Examinations Council**



**Tender No. BEC EAC-018/14-15: PROVISION OF:**

- 1. STANDARDISATION VENUES FOR BEC FOR YEARS: 2015 TO 2017.**
- 2. MODERATION VENUES FOR BEC FOR YEARS: 2015 TO 2017**
- 3. GRADE REVIEW VENUES FOR BEC FOR YEARS: 2015 TO 2017**

**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

Botswana Examinations Council

<b>CONTRACT PART 1 AGREEMENTS &amp; CONTRACT DATA BEC EAC-018/14-15</b>	<b>FORM OF OFFER AND ACCEPTANCE</b>
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**OFFER**

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

- 1. Standardisation venues for BEC for three years: 2015 to 2017.**
- 2. Moderation venues for BEC for three years: 2015 to 2017.**
- 3. Grade Review venues for BEC for three years: 2015 to 2017.**

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 tenderer:

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 .....



**Botswana Examinations  
Council**

**CONTRACT PART 2  
PRICING DATA  
BEC EAC-018/14-15**

**PRICING  
INSTRUCTIONS**

Bidders should provide costing for each event they wish to tender for 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; Botswana Examinations Council may award the tender in parts or in full.**

1. All costs must include VAT for VAT registered companies, 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.
3. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
4. The tender shall be valid for a period of at least 180 days.
5. Payments will be made in accordance with agreed payments schedules to be agreed at the date of signing the contract.

Botswana Examinations  
Council

**CONTRACT PART 3  
SCOPE OF WORK  
BEC EAC-018/14-15**

**SCOPE OF WORK:  
SUPPLIES CONTRACT**

## 1 BEC's objectives

The purpose of this Invitation to Tender is to invite potential bidders to provide secure venues for Standardisation, Moderation and Grade Review venues for BEC examinations for three years: 2015 to 2017. The winning bidder would provide such service for the number of years mentioned.

The job is generally regular and takes place towards end of the year to beginning of the following year. It is quite extensive in terms of preparations and requires the correct number of rooms with specifications outlined in the scope of work. Examination materials are sensitive and hence require service providers who are security conscious and responsive to various security threats.

## 2 Specific Requirement List and Specifications

- a) Security: Fenced premises and lockable rooms.
- b) Technical requirements for provision of examination venues:
  - Provision of adequate and functional ablution facilities with sufficient toiletry that can cater for the specified numbers of Examiners.
  - Adequate furniture that includes desks and chairs.
  - Rooms should be air conditioned or ceiling fans should be available.
  - Premises must be fenced with on-site security officers.
  - Clean environment ideal for the health of examiners doing standardisation, moderation and grade review exercises.
  - Provision of office facilities for administration of the Standardisation, Moderation and Grade Review exercises.
  - A risk management plan will also be required to ensure that a bidder who is given the job will always deliver regardless of the unforeseen circumstances.
  - A strategic management plan should also be provided to ensure that a secure environment is maintained during Standardisation, Moderation and Grade Review exercises.
  - Previous experience in providing similar services will also be taken into consideration.

**Relevant Experience:** At least one (1) year of renting premises for Marking/Standardisation/Moderation or Grade Review purposes will be an added advantage.

**Quality:** Quality should be based on:

- capacity and readiness
- security logistics

- personnel accountability and capability
- clean and hygienic premises
- air conditioned rooms or availability of ceiling fans
- provision of toiletry ablution rooms
- accessibility of clean water for drinking

**Project Cost:** Provide the total cost including all expenses separate for each year and each level and/or part. Sufficient breakdown of each element and unit cost should be indicated.

**Summary Pricing Schedule (NB: TO BE INCLUDED IN THE FINANCIAL PROPOSAL ONLY).**

**Part 1: Standardisation**

Year	Level	Quotes	Levies	Total
2015	1.1 PSLE			
	1.2 JCE			
	1.3 BGCSE			
2016	1.1 PSLE			
	1.2 JCE			
	1.3 BGCSE			
2017	1.1 PSLE			
	1.2 JCE			
	1.3 BGCSE			
<b>Total</b>				
<b>VAT</b>				
<b>Grand Total</b>				

**Part 2: Moderation**

Year	Level	Quotes	Levies	Total
2015	2.1 JCE			
	2.2 BGCSE			
2016	2.1 JCE			
	2.2 BGCSE			
2017	2.1 JCE			
	2.2 BGCSE			
<b>Total</b>				
<b>VAT</b>				
<b>Grand Total</b>				

**Part 3: Grade Review**

Year	Level	Quotes	Levies	Total
2015	BGCSE			
2016	BGCSE			
2017	BGCSE			
<b>Total</b>				
<b>VAT</b>				
<b>Grand Total</b>				

**NB: This should be included in the Financial Proposal envelope.**

Standardisation, Moderation and grade review of:

1. STANDARDISATION VENUES FOR PSLE, JCE AND/OR BGCSE FOR YEARS: 2015, 2016 and 2017.
  2. MODERATION VENUES FOR JCE AND/OR BGCSE FOR YEARS: 2015, 2016 AND 2017
  3. GRADE REVIEW VENUES FOR BGCSE FOR YEARS: 2015, 2016 AND 2017
- Prices should be quoted in Botswana Pula only and should be compliant with Botswana tax laws.

- Prices should remain fixed for the entire duration of the contract unless they could be caused by changes in the syllabus and or number of schools and candidates affect changes in volumes of material.
- Payment will be made no later than 30 days after the delivery of the goods and issuance of the invoice.

### 3 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 as they form part of the evaluation.

#### 3.1 Bid

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile
- Pricing schedule should be included anywhere in technical proposal as it is a two envelope system.
- All returnable documents
- Any relevant information

##### 3.1.1 Company Profile

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

##### 3.1.2 Appendices

Documents which cannot be incorporated in the body of the 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.

#### 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.

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