



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF RESEARCH AND POLICY DEVELOPMENT**

**RE – TENDER**

**FOR**

**A CALL FOR PROPOSALS TO CONDUCT A NEEDS ASSESSMENT FROM JUNE TO  
SEPTEMBER 2016 FOR THE DEVELOPMENT OF A NATIONAL ASSESSMENT  
PROGRAMME FOR THE BOTSWANA EXAMINATIONS COUNCIL**

**Tender No. BEC RPD 023/15-16**

*Issue Date: 11th April 2016*

<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 5400/318 5011/393 3872 Email: <a href="mailto:procurement@bec.co.bw">procurement@bec.co.bw</a>

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**Tender No. BEC RPD 023/15-16**

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**CALL FOR PROPOSALS TO CONDUCT A NEEDS ASSESSMENT FROM JUNE TO SEPTEMBER 2016 FOR THE DEVELOPMENT OF A NATIONAL ASSESSMENT PROGRAMME FOR THE BOTSWANA EXAMINATIONS COUNCIL**

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Proposals are invited to bid for Consultancy Services to Conduct a Needs Assessment for the National Assessment Programme from June to September 2016.

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The Procuring Organisation is Botswana Examinations Council.

This call for proposal is Open Domestic bidding, i.e. it is open for local/domestic bidders only. Preference will be given to individual researchers or team of researchers or 100% citizen owned companies in accordance with the Citizen Economic Empowerment (CEE) Policy.

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For companies Bidders must, in order to be considered for the award of the contract, be registered with PPADB, be registered with the Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Clearance Certificate or an exemption thereof. Individual researchers and Teams of Researchers must submit their individual Tax Identification Numbers.

The tender response must be made in English. Bidders who are awarded the tender should by no means pass it to other parties to undertake the project.

Tender documents will be available with effect from **Monday 11<sup>th</sup> April 2016** and can be obtained from the Procurement Office of the Botswana Examinations Council at the following addresses.

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Physical Address

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.

Tel: (+267) 365 0700

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

Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

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

A non-refundable and non-transferable fee of **P500.00** should be paid during tender collection. Bids must be submitted using a **two envelope system**. One original each and four (4) duplicate copies **plus a soft copy in a Re-writable DVD**, respectively for the financial and technical bids must be submitted in two separate envelopes, one containing the Technical Bids, and the other containing the Financial Bids and both envelopes accordingly labelled with the tender number and title. The two envelopes should be sealed and placed in a third outer and larger envelope. This envelope should be sealed and labelled as follows;

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**Tender No. BEC RPD 023/15-16: Call For Proposals To Conduct A Needs Assessment From**

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Consultancy Services to Conduct a Needs Assessment for the National Assessment Programme June – September 2016

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**June To September 2016 For The Development Of A National Assessment Programme For The Botswana Examinations Council**

Bids must arrive not later than **10:00am** (local time) on **Friday 13th May 2016**. Bids received after the closing date and time will **NOT** be accepted. Telephonic, telegraphic, telex or facsimile bids will **NOT** be accepted.

**Sealed bids should be delivered to the following address:**

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

**NB.** Non-compliance to the separation of the **technical** and **financial** bids and any appearance of the financial figures in the technical bid shall be subject to outright disqualification. The same treatment will be given to the bidder's responses that do not have the required number of envelopes for the technical and financial bids.

**Responses that do not have the required number of envelopes will be disqualified. Rewritable DVDs should be separate for the technical and financial proposal. The DVD for the technical proposal should be included in the technical proposal envelope while the DVD for the financial proposal should be included in the financial proposal envelope.**

**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 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) 393 3872, 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 13th May 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.

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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 bids response must be structured in the format specified in this tender document.

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Tender Committee Secretary  
Botswana Examinations Council

**CALL FOR PROPOSALS TO CONDUCT A NEEDS ASSESSMENT FROM JUNE TO  
SEPTEMBER 2016 FOR THE DEVELOPMENT OF A NATIONAL ASSESSMENT  
PROGRAMME FOR 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

Part 2 Pricing Data

Pricing Instructions

Part 3 Scope of Work

1.3 All bidders are required to submit the following:

**FOR COMPANIES:**

- Correct number of copies, i.e. **1 Original and 5 copies** of both the technical and financial proposals.
- Copy of PPADB Registration Certificate– Certified by PPADB.
- Valid copy of Tax Clearance Certificate or exemption - certified as a true copy of the original by BURS
- Valid copy of Appropriate Licence (If applicable)
- 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
- Curriculum Vitae of personnel to be involved in the consultancy signed by the owner and each page initialled;

**FOR INDIVIDUALS & TEAM OF RESEARCHERS**

- Bidders should submit individual Tax Identification Numbers
- List of the names and certified copies of identity documents (Omang for Batswana and Passport for Non-Batswana) of each individual and team members;
- Curriculum Vitae of personnel to be involved in the consultancy signed by the owner and each page initialled;
- Certified copies of certificates for listed academic qualifications
- At least 3 traceable references on the related consultancy services or assignments from a reputable source.

**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.

All the quoted prices must be in Botswana Pula and must include VAT for VAT registered companies.

The tax laws of Botswana will apply for companies and individuals/teams of researchers.

- 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 RPD 023/15-16-Call For Proposals to Conduct a Needs Assessment from June to September 2016 For The Development of a National Assessment Programme for the Botswana Examinations Council**

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

- 1.6 A two 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 original, and **four (4) copies and re-writable DVDs** of each of the technical and financial bids shall be placed in separate and sealed envelope clearly marked – Tender No. **BEC RPD 023/15-16- Consultancy Services for Conducting Needs Assessment for the National Assessment Programme for a period from June to September 2016** and shall bear the submission address.
- **Re-writable DVDs should be separate for the technical and financial proposal. The DVD for the technical proposal should be included in the technical proposal envelope while the DVD for the financial proposal should be included in the financial proposal envelope.**
- Bids must arrive no later than 10:00 a.m. (local time) **Friday 13th May 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 renderers 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 (1) and four (4) copies of the technical bid shall be placed in a sealed envelope clearly marked:

**Technical Bid - Tender No. BEC RPD 023/15-16 - Call For Proposals to Conduct a Needs Assessment from June to September 2016 for the Development of a National Assessment Programme for the Botswana Examinations Council**

The original (1) and four (4) copies of the financial bid shall be placed in a sealed envelope clearly marked :

**Financial Bid - Tender No. BEC RPD 023/15-16 - Call For Proposals to Conduct a Needs Assessment from June to September 2016 for the Development of a National Assessment Programme for 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 RPD 023/15-16- Call For Proposals to Conduct a Needs Assessment from June to September 2016 for the Development of a National Assessment Programme for the Botswana Examinations Council**

1.7 The closing time for submission of tender offers is:

10.00 am on Friday 13th May 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 hrs on 13<sup>th</sup> May 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.

**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 financial bids of only the bidders that qualified at 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 of the evaluation process subject to successful negotiation of the contract as in 1.16.

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

Stage 2	:	80
Stage 3	:	20
Total	:	100

5. 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.

#### **1.12 Disqualification at Stage 1**

##### **FOR COMPANIES:**

A bidder whose technical bid does not meet the following requirements will be disqualified during the first scrutiny at Stage1.

- a) PPADB Registration Certificate– Certified by PPADB;
- b) Valid copy of Tax Clearance Certificate or Exemption certified by BURS;
- c) Completed Form of Declaration by Directors and Shareholders;
- d) Certified copies of Share Certificates;
- e) Forms from Companies and Intellectual Property Authority (CIPA) showing the company Directors.

##### **FOR INDIVIDUALS / TEAMS OF RESEARCHERS**

- a) List of the names and certified copies of identity documents (Omang for Batswana and



Passport for Non-Batswana) of each individual and team members;

b) Curriculum Vitae of personnel to be involved in the consultancy signed by the owner and each page initialled;

c) At least 3 traceable references on the related consultancy services or assignments.

d) Submit Individual Tax Identification Number

### 1.13 Evaluation of Bids at Stage 2

The following table shows the criteria which will be used to evaluate the proposal. The criteria will be rated on a weighted scale as shown in the table below. **Companies should specify the lead consultant.**

#### Evaluation Criteria

Marks for the evaluation shall be awarded according to the following criteria scale:

1. CAPABILITY OF THE Consultant/Researcher	SCORE=18	COMMENT
Advanced Educational Qualification	3	
Minimum 5 years of experience in evaluating and monitoring educational programmes at national and international level (1 )	6	
Number of projects conducted and references of the same (5 )		
Number of staff needed and their role	3	
Knowledge of the Botswana education landscape as well as current dynamics (As provided in the background introduction)	6	
<b>TOTAL</b>		
2. LITERATURE REVIEW	SCORE=12	COMMENT
Literature review is extensively covered	3	
The literature review is relevant to the study.	4	
The literature clearly outlines the conceptual or theoretical framework.	5	
<b>TOTAL</b>		

<b>3. METHODOLOGY</b>	<b>SCORE=37</b>	<b>COMMENT</b>
The research study design has been identified.	2	
The design/approach has been explained and is relevant.	8	
The sampling method has been determined.	2	
The sampling method is appropriate.	1	
The right sample size has been determined	5	
Data collection strategies are fully described and relevant.	5	
Collection instruments are appropriate	5	
Ethical consideration issues	4	
Data analysis procedures are fully described.	5	
<b>TOTAL</b>		
<b>4. PROJECT PLAN</b>	<b>SCORE=10</b>	<b>COMMENT</b>
A detailed time plan has been included showing how and when the activities will be achieved	10	
<b>TOTAL</b>		
<b>5. BUDGET</b>	<b>SCORE=3</b>	<b>COMMENT</b>
All activities are budgeted for in accordance with the scope of work including consultancy fees.	3	
<b>TOTAL</b>		
<b>GRAND TOTAL</b>	<b>80</b>	

### Summary

The total scores are derived from adding the scores in the score column. The cut off for progression to Stage 3 is a minimum score of 64 out of 80 (80%) and only bidders who score 64 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 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.

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>LIST OF RETURNABLE DOCUMENTS Volume 2</b>
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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

**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 four (4) duplicate copies and 2 re-writable DVDs, one containing the technical proposal and the other one containing the financial proposal. Each copy must contain the following **RESPONSE FORM**.

<b>Bidder's Name</b>	
<b>Company Registration Number</b>	
<b>VAT Number ( if applicable)</b>	
<b>Country of Registration</b>	
<b>Year of Establishment</b>	
<b>Physical Address</b>	
<b>Postal Address (if different)</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Fax Number</b>	
<b>Email and URL</b>	
<b>Contact Address in Botswana (If applicable)</b>	
<b>Project Title</b>	
<b>Tender No.</b>	
<b>Designated Authorised Representative for this Project</b>	<b>Name:</b> <b>Position:</b> <b>Qualifications:</b> <b>Tel:</b> <b>Fax:</b> <b>Email:</b>
<b>Project Referees</b> <b>(See CONTRACT PART 3, Scope of Work, item 4.</b>	1 2 3
<b>Signed:</b> <b>Bidder's Authorised Representative</b>	

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY</b>
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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

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES RECORD OF ADDENDA TO 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 \_\_\_\_\_  
 Bidders \_\_\_\_\_



<b>TENDER</b>	<b>TENDER SCHEDULES</b>
<b>RETURNABLE DOCUMENTS</b>	<b>QUALITY PLAN</b>

**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 project.



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* \_\_\_\_\_

**Tender No. BEC RPD 023/15-16 - Call For Proposals to Conduct a Needs Assessment from June to September 2016 for the Development of a National Assessment Programme for 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:

**Call For Proposals to Conduct a Needs Assessment from June to September 2016 for the Development of a National Assessment Programme for 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 \_\_\_\_\_

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:\_\_\_\_\_



**TO BE INCLUDED IN THE FINANCIAL BID ONLY.**

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.

**Example of Summary Pricing Schedule - Year 2016**

Item No	Item Name	Estimated Cost	Sub Total	VAT/Withholding Tax	Total
1	Consultancy fee per agreed work done				
				<b>Grand Total</b>	

Bidders are free to provide more details on their proposed pricing.

NB; Botswana Examinations Council shall award the tender in full.

1. All costs must include VAT, Withholding Tax and all applicable taxes. The tax laws of Botswana will apply. 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.
2. Quoted prices are to be valid for a period of at least 180 days.
3. Payments will be made in accordance with agreed payments schedules.

## **1 1. Purchaser's objectives**

The purpose of this Tender is to invite potential Botswana bidders who will conduct a Needs Assessment for the Botswana Examinations Council National Assessment Programme for a period from June to September 2016.

The Needs Assessment for the National Assessment Programme will entail collection of information through consultative process that will culminate in the development of a model of National Assessment through consensus from various views and ideas of key stakeholders.

## **2 2. Purpose of the Call for Proposals**

### **2.1 Goal and Objectives:**

The aim of the consultancy is to gather and analyse information from key stakeholders with aim of determining the level of readiness and whether the Botswana's education system can accommodate the National Assessment programme. In close collaboration with the Botswana Examinations Council, Research and Policy Development Directorate, the consultant will conduct a Needs Assessment for the National Assessment Programme (NAP) with the following specific objectives:

1. To conduct an environmental scan of the current educational assessment practices in Botswana.
2. Determine the level of stakeholder awareness about the NAP
3. Sensitise stakeholders about the NAP
4. To identify the concerns about assessment practices in Botswana
5. To determine the need indicators for NAP implementation from the stakeholders
6. To assess the extent to which there is a need for the NAP

## **3 Background and Proposed Assignment**

The Botswana education system is experiencing unprecedented transformation with the aim of developing the country's economy. With the overall aim of developing human capital to drive a robust and diversified economy some reforms have been proposed and introduced at all levels of the education system. Amongst these are the introduction of pre-primary schooling, career pathways, realignment of assessment processes, the development and implementation of standards and qualifications.

These developments occur against the background wherein Botswana made great strides in increasing children's access to basic education. Despite the efforts the quality of education has been questioned. The Revised National Policy on Education pointed out this challenge and through Recommendation 17 (b) suggested that periodic national assessments be conducted in an effort to measure the extent to which objectives of the curriculum are met. The Education and

Training Sector Strategic Plan notes the sector's underperformance and emphasises the need to improve the quality of education as a necessary step for achieving national development goals. To strengthen that initiative, the National Development Plan outlines intentions to increase the use of assessment, and achieve standards based assessments at primary and secondary schools, during the plan period.

A National Assessment Programme has been conceived as a means of systematically monitoring the quality of education in Botswana. The project has two phases, a Pre Establishment Phase and a Development Phase. This tender covers the pre-establishment phase whose major activity is to conduct a needs assessment for the programme amongst key stakeholders. It is against this background that this Call for Proposals to conduct a needs assessment for the NAP is made.

### **3 Scope of Work**

#### **Needs Assessment Survey**

1. Develop an Inception Report
2. Describe and justify the design and research techniques for the study.
3. Develop sampling frames to include key stakeholders like , MoESD Management with Regional Education Directors, primary and secondary school teachers, Department of Curriculum Development and Evaluation, Tertiary Institutions, Parents through and communities and community leaders,
4. Develop instruments to collect data from participants;
5. Collect data;
6. Collate and analyse data;
7. Report on findings;
8. Make recommendations;
9. Prepare and submit interim reports.
10. Prepare and submit the final report.

### **5 Consultant Staff**

#### **5.1 Competencies**

- An advanced University Degree in Educational Research, Measurement and Evaluation or related;
- A minimum of 5 years of experience in evaluating and monitoring educational programmes at National level. Experience at international level will be an added advantage.
- Experience in providing advice to Government and Civil Society Organisations' on education and related matters;
- Knowledge of the Botswana education landscape as well as current dynamics;
- Experience in report writing, including preparing meeting reports.
- Excellent interpersonal and networking skills;
- Excellent written and oral communication skills in English and Setswana required.

**6 Quality Control:** The awarded bidder will be reporting to various BEC Committees through the Project Manager. Reports should be prepared for presentation to Committees. The research process will be monitored by the Research and Policy Development Directorate at BEC.

## 6.1 Project Cost:

- BEC will be responsible for all the logistics involved in conducting the Needs Assessment that will include materials, transport, accommodation and meals. However, the bidders are expected to make an estimate of the expenditure in their proposed budget.
- The successful bidder will work closely with the BEC Research and Policy Development Directorate in executing the study.
- All the quoted prices must include VAT for VAT registered companies.
- Prices should remain fixed for the entire duration of the contract.
- Payment will be made no later than 30 days after the delivery of the reports and invoice.
- The consultant will be paid consultancy fees according to agreed payment schedule.

## 7 Format and Content of Responses

Bids should be concise, to the point and address all issues raised in this 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 where applicable:

- Response Form and supporting documents
- Company Profile
- Tax Clearance or Exemption Certificate
- Pricing Schedule
- All returnable documents
- Any relevant information

#### 7.1.1 Company / Individuals / Research Team Profile

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

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

	2012-2013	2013-2014	2014-2015
Annual turn over			
Annual net profit			

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

### **7.1.2 Management Summary**

The Management Summary should contain summaries of

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

### **7.1.3 Proposed Methodology and Solution**

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

#### **(a) Proposed Solution**

- Scope, approach and methodology
- Benefits of proposed solution
- Delivery strategy and milestones
- Acceptance testing approach

#### **(b) Project Management**

- Project structure
- Project reporting
- Project plan
- Quality management approach

#### **(c) Deliverables**

Progress reports and final reports for Needs Assessment Survey for NAP.

- Inception Report
- Data collection Instruments
- Progress reports
- Final Report

(d) **Bidder's Requirements**

- Supplier's requirements for the commencement of work.

**7.1.4 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 consultant must contain the information as stated in 8 below and also in accordance with the format given in Returnable Documents.

**7.1.5 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.

**7.1.6 Appendices**

Documents which cannot be incorporated in the body of bid response 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.

**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 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:

- 1 Name and date of birth;
- 2 Nationality and Identification Number (Omang for Botswana citizens or Passport Number for others);
- 3 Qualifications;
- 4 Formal Educational Qualifications (Type, Institution, Month and Year, Grade/Class/Division);

- 5 Professional Qualification (Type, institution, Month and Year, Grade/Class/Division);
- 6 Details of Experience in reverse chronological order (name of the organization, period of employment, detailed description of experience, post(s) held, roles played in specified projects);
- 7 Previous assignments similar to this project;
- 8 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**

<b>Activity</b>	<b>Completion Date</b>
<i>Issue ITT</i>	
<i>Tender Closing Date</i>	
<i>Evaluation of Responses</i>	
<i>Preferred Supplier approval by BEC Management - Technical</i>	
<i>Preferred Supplier approval by BEC Management - Financial</i>	
<i>Preferred Supplier approval by Finance &amp; procurement Committee (FPC)</i>	
<i>Contract Negotiations</i>	
<i>Contract Signed</i>	
<i>Start Project</i>	
<i>Complete Project</i>	

**\*\*\*\*\*END OF DOCUMENT\*\*\*\*\***