



INVITATION TO TENDER

Tender No. BEC CS 003/2014-15

SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR TWO (2) YEARS OF 2014 TO 2016

- Tender offers are invited for Supply and Delivery of Stationery, Computer Consumables and Cleaning Materials to Botswana Examinations Council, Head Office for a Twenty Four (24) months period.
- The Procuring Entity is the Directorate of Corporate Services.
- Companies who are domiciled in Botswana and are authorised to trade and/or manufacture in Botswana and must be registered with BURS and be in possession of a Tax Clearance Certificate or exemption thereof, and have a trade license, and be registered with PPADB under Code 211 Sub-Code 02 for Stationery, 203 Sub-Code 01 for Computer Consumables and Code 211 Sub-Code 01 for Cleaning Material in order to be considered for the award of the contract.
- Tender documents will be available with effect from 2nd June 2014 and can be obtained from the procurement office of the Botswana Examinations Council at the following addresses:

Postal Address

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

Attention: Kaone Sebaka Tel: (+267) 3650 906

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.
Fax: (+267) 3933872
Email: procurement@bec.co.bw

Bids must be submitted using the one envelope system. The original and four copies of the bids must be submitted in a single envelope accordingly labelled with the tender number and title.

Tender No; BEC CS 003/2014-15 – Supply and Delivery of Stationery, Computer Consumables and Cleaning Material to Botswana Examinations Council For 2014 - 2016.

Bids must arrive not later than 10.00am (local time) on 27th June 2014. Bids received after the closing date and time will not be accepted. Telephonic, telegraphic, telex or facsimile bids will not be accepted.

Sealed bids should be delivered to the following address:

The Secretary

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

- Tenderers must pay a non-refundable deposit of **BWP 500.00** by cash to the Botswana Examinations Council before collection of the tender documents.
- Queries relating to the issue of these documents may be addressed to:

The Secretary

Tender Committee
Botswana Examinations Council
Private Bag 0070
Gaborone
Botswana.

Attention: Kaone Sebaka

Tel: (+267) 365 0906
Fax: (+267) 3933872
Email: procurement@bec.co.bw

The tenders will be opened immediately after closing in the presence of bidders wishing to attend.

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

Tender Committee Secretary
For/Caretaker Executive Secretary