



**BOTSWANA
EXAMINATIONS
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND
CERTIFICATION**

INVITATION TO TENDER

FOR

- 1. PROVISION OF STANDARDISATION VENUES FOR BEC FOR THREE YEARS: 2016 TO 2018**
- 2. PROVISION OF MODERATION VENUES FOR BEC FOR THREE YEARS: 2016 TO 2018**
- 3. PROVISION OF GRADE REVIEW VENUES FOR THREE YEARS: 2016 TO 2018**

Tender No. BEC EAC 017/15-16

Date: 11th APRIL 2016

PROCURING ORGANISATION	AGENT
Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana	The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267 365 0700 Fax: +267 310 5400,393 3872 Email: procurement@bec.co.bw

Botswana Examinations Council

**TENDER
TENDERING PROCEDURES
BEC EAC 017/15-16**

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

Tender No. BEC EAC 017/15-16**INVITATION TO TENDER FOR PROVISION OF STANDARDISATION, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR THREE YEARS: 2016 TO 2018**

- Bidders are invited to submit bids for the Provision of Standardisation, Moderation and Grade Review Venues for BEC for years: 2016 to 2018.

- 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 11th 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.

Tel: (+267) 365 0700

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

Email: 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 for information purpose only

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;

Tender No. BEC EAC 017/15-16: Invitation To Tender For Provision of Standardisation, Moderation and Grade Review Venues for BEC for the years: 2016 to 2018.

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. 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.

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
Fax: (+267) 316 4413, 316 4203, 318 5011, 393 3872
Email: 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 Botswana Examinations Council also reserves the right to award the tender in full or in parts.

The Secretary; Tender Committee
For/ Executive Secretary

**Botswana Examinations
Council**

**TENDER
TENDERING PROCEDURE
BEC EAC 017/15-16**

**TENDER DATA
VOLUME 1**

**TENDER FOR PROVISION OF STANDARDISATION, MODERATION AND GRADE REVIEW
VENUES FOR BEC FOR THE YEARS: 2016 TO 2018**

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 four (4) copies of both the technical and financial proposals;
- 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;
- 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:

- (i) Standardisations of marking for all levels: Primary School Leaving Examinations (PSLE), Junior Certificate Examinations (JCE) and Botswana General Certificate and Secondary Education (BGCSE);
- (ii) Moderation of JCE and BGCSE levels; and
- (iii) Grade Review at BGCSE level.

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 2016, 2017 and 2018 activities for the three levels.

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 2016 EXAMINATION SERIES

1.1 PSLE

Syllabus	No. of participants	Standardisation Dates	No. of Rooms required
English Composition & Letter	45	18 – 21 October 2016	2
Setswana Composition & Letter	45	18 – 21 October 2016	2
Agriculture 1	45	18 – 21 October 2016	2
BEC Officers	5	18 – 21 October 2016	1
Total Number of Examiners & Officers	140	Total Number of Rooms	7

1.2 JCE

Syllabus	No. of participants	Standardisation Dates	No. of Rooms
First Week			
English Paper 2	31	7 – 11 November 2016	1
English Paper 3	31	7 – 11 November 2016	1
English Paper 4	8	7 – 11 November 2016	1
Mathematics 2	29	7 - 11 November 2016	1
Home Economics 1	10	7 - 11 November 2016	1
Second Week			
Religious Education 2	23	14 – 18 November 2016	1
Agriculture 2	31	14 – 18 November 2016	1
Agriculture 4	3	14 – 18 November 2016	1
Moral Education 2	34	14 – 18 November 2016	1
Social Studies 2	23	14 – 18 November 2016	1
French 3	3	14 – 18 November 2016	1
Setswana 2	26	14 - 18 November 2016	1
Setswana 3	26	14 - 18 November 2016	1
Commerce and Office Procedures 1	6	14 - 18 November 2016	1
Commerce and Office Procedures 2	6	14 - 18 November 2016	1
Commerce and Office Procedures 4	6	14 - 18 November 2016	1
Commerce and Accounting 1	6	14 - 18 November 2016	1
Commerce and Accounting 2	7	14 - 18 November 2016	1
Commerce and Accounting 4	5	14 - 18 November 2016	1
Third Week			
Music 2	5	21 - 25 November 2016	1
Physical Education 1	11	21 - 25 November 2016	1
French 2	3	21 - 25 November 2016	1
Science 2	26	21 - 25 November 2016	1
General Science 2	2	21 - 25 November 2016	1
Design and Technology 2	8	21 - 25 November 2016	1
Music 1	5	21 - 25 November 2016	1
BEC Officers	5	7 – 25 November 2016	1
Total Number of Examiners & Officers	385	Total Number of Rooms	28

1.3 BGCSE

Subject	No. of participants	Standardisation date	No of room(s) required
First Week			
Literature in English	4	02-05 November 2016	1
Food & Nutrition 1	3	02-05 November 2016	1
Fashion & Fabrics 1	2	02-05 November 2016	1
History 1	4	02-05 November 2016	1
Geography 2	7	02 November 2016	1
Computer Studies 1	2	02 November 2016	1
Physical Education	3	02-05 November 2016	1
Music 1	2	02-05 November 2016	1
Business Studies 2	3	02-05 November 2016	1
English Language 2	20	02-05 November 2015	1
Physics 4 & 5	3	02-05 November 2016	1
BEC office	14	02-05 November 2016	1
Total	67		12
Second Week			
Home Management 1	4	09-12 November 2016	1
Religious Education 1	7	09-12 November 2016	1
Design & Technology	4	09-12 November 2016	1
Mathematics 3	7	09-12 November 2016	1
Accounting 1	3	09-12 November 2016	1
Business Studies 1	3	09-12 November 2016	1
Commerce 3	7	09-12 November 2016	1
Development Studies 1	4	09-12 November 2016	1
English Language 1	20	09-12 November 2016	1
Setswana 3	13	09-12 November 2016	1
Biology 3	3	09-12 November 2016	1
BEC officers	14	09-12 November 2016	1
Total	89		12
Third Week			
Chemistry 4 &5	5	16-19 November 2016	1
Computer Studies 2	3	16-19 November 2016	1
Biology 4&5	3	16-19 November 2016	1

Social Studies 3	4	16-19 November 2016	1
Human & Social Biology 2	2	16-19 November 2016	1
Development Studies 2	4	16-19 November 2016	1
Science Single Award 4	2	16-19 November 2016	1
Science Double Award 4	13	16-19 November 2016	1
Social Studies 1	4	16-19 November 2016	1
Accounting 2	3	16-19 November 2016	1
Mathematics 2	10	16-19 November 2016	1
Development Studies 1	4	16-19 November 2016	1
Setswana 1	15	16-19 November 2016	1
Geography 3	5	16-19 November 2016	1
Agriculture 2	10	16-19 November 2016	1
BEC Officers	17	16-19 November 2016	
Total	100		15
Fourth Week			
History 2	4	23-26 November 2016	1
Mathematics 1	8	23-26 November 2016	1
Science Single Award 3	2	23-26 November 2016	1
Science Double Award 3	12	23-26 November 2016	1
Religious Education 2	9	23-26 November 2016	1
Geography 1	5	23-26 November 2016	1
Social Studies 2	8	23-26 November 2016	1
Setswana 2	15	23-26 November 2016	1
Physics 3	3	23-26 November 2016	1
Chemistry 3	4	23-26 November 2016	1
Commerce 2	9	23-26 November 2016	1
BEC Officers	16	23-26 November 2016	1
Total	95	Total Number of Rooms	12

PART 2: MODERATION SCHEDULES FOR 2016 SERIES**2.1 JCE 2016 Coursework Moderation And Practical Examinations**

SYLLABUS	ACTIVITY	NUMBER OF MODERATORS	DATES	No of Rooms Required
AGRICULTURE 16/3	Standardisation	14 66	11 – 13 May 2016 16 – 20 May 2016	1 Conference Room
	Compilation	66	06 – 10 June 2016	
DESIGN & TECHNOLOGY 17/3	Standardisation	9 53	05 – 07 October 2016 10 - 14 October 2016	1 Conference Room
	Compilation	53	31 Oct - 4 November 2016	1 Conference Room
HOME ECONOMICS 21/2	Standardisation	14 64	24 – 26 August 2016 29 Aug - 2 September 2016	1 Conference Room
	Compilation	64	19 - 23 September 2016	1 Conference Room
HOME ECONOMICS 21/3	Standardisation	14 53	05 - 07 October 2016 10 -14 October 2016	1 Conference Room
	Compilation	53	31 Oct - 04 November 2016	1 Conference Room 1
COMMERCE & OP 25/3	Standardisation	10 35	26 - 30 October 2016 31 Oct – 06 Nov 2016	1 Room
	Moderation	35	07 - 25 November 2016	1 Room
COMMERCE & ACC 26/3	Standardisation	10 35	26 - 30 October 2016 31 Oct – 06 Nov 2016	1 Room
	Moderation	35	07 - 25 November 2016	1 Room
ART 3 33/3	Standardisation	17 43	08 - 09 August 2016 10 – 12 August 2016	1 Conference Room
	Compilation	43	29 – 31 August 2016	1 Conference Room

PHYSICAL EDUCATION 35/2	Standardisation	9 39	26 - 30 October 2016 31 Oct – 06 Nov 2016	1 Room
	Moderation	39	07 - 25 November 2016	1 Conference Room
Total number of Moderators and BEC officers		388	Total number of rooms required	21

2.2 BGCSE 2016 Coursework Moderation And Practical Examinations

Activity	Component	No of participants (Moderators)	Date	No. of rooms needed
Moderation	Agriculture	41	27 Aug to 10 September 2016	6
Post Exam meeting	Food and Nutrition practical exam 0611/02	32	10 to 14 October 2016	1
Post Exam meeting	Home Management 0613/02	15	17 to 21 October 2016	1
Post Exam meeting	Food and Nutrition 0611/03	14	17 to 21 October 2016	1
Moderation	Development Studies 0586/03	23	20 October to 4 November 2016	1
Moderation	Business Studies 0615/03	14	20 October to 4 November 2016	1
Moderation	Physical Education 0616/02	14	20 October to 4 November 2016	1
Moderation	Computer Studies 0597/03	10	20 October to 4 November 2016	1
Moderation	Music 0617/03	6	20 October to 4 November 2016	1
BEC officers		2	27 Aug to 10 September 2016	1
BEC officers		3	20 October - 4 November 2016	1
BEC officers		2	10 - 14 October 2016	1
BEC officers		2	17 - 21 October 2016	1
Total number of moderators and BEC officers		178	Total Number of Rooms Required for 2016	18

Part 3: BGCSE GRADE REVIEW SCHEDULE FOR 2016 SERIES

Subject & Component	Number of participants	Dates	Number of rooms required
Mathematics 1	4	30 January-03 February 2017	1
Mathematics 2	5	30 January-03 February 2017	1
Mathematics 3	5	30 January-03 February 2017	1
English Language 1	6	30 January-03 February 2017	1
English Language 2	6	30 January-03 February 2017	1
Setswana 1	8	30 January-03 February 2017	1
Setswana 2	7	30 January-03 February 2017	1
Setswana 3	7	30 January-03 February 2017	1
English Literature	3	30 January-03 February 2017	1
Science Double Award 3	6	30 January-03 February 2017	1
Science Double Award 4	6	30 January-03 February 2017	1
Physics 3	3	30 January-03 February 2017	1
Physics 4 & 5	3	30 January-03 February 2017	1
Accounting 2	3	30 January-03 February 2017	1
Accounting 3	3	30 January-03 February 2017	1
Commerce 2	6	30 January-03 February 2017	1
Commerce 3	6	30 January-03 February 2017	1
Physical Education	3	30 January-03 February 2017	1
Social Studies 1	4	30 January-03 February 2017	1
Social Studies 2	5	30 January-03 February 2017	1
Social Studies 3	4	30 January-03 February 2017	1
Business Studies 1	3	30 January-03 February 2017	1
Business Studies 2	4	30 January-03 February 2017	1
Biology 3	3	30 January-03 February 2017	1
Biology 4 & 5	3	30 January-03 February 2017	1
Human & Social Biology	3	30 January-03 February 2017	1
Fashion and Fabrics	3	30 January-03 February 2017	1
Food and nutrition	4	30 January-03 February 2017	1
Home Management	4	30 January-03 February 2017	1

Computer studies	4	30 January-03 February 2017	1
Design and Technology	4	30 January-03 February 2017	1
Music	3	30 January-03 February 2017	1
Geography 1	5	30 January-03 February 2017	1
Geography 2	6	30 January-03 February 2017	1
Geography 3	5	30 January-03 February 2017	1
History 1	5	30 January-03 February 2017	1
History 2	6	30 January-03 February 2017	1
Development Studies 1	4	30 January-03 February 2017	1
Development studies 2	4	30 January-03 February 2017	1
Science Single Award 3	3	30 January-03 February 2017	1
Science Single Award 4	3	30 January-03 February 2017	1
Chemistry 3	3	30 January-03 February 2017	1
Chemistry 4 & 5	4	30 January-03 February 2017	1
Agriculture 2	9	30 January-03 February 2015	1
Religious Education 1	4	30 January-03 February 2015	1
Religious Education 2	6	30 January-03 February 2015	1
EAC and PDS Officers	22	30 January-03 February 2017	1
TOTAL NUMBER OF EXAMINERS AND OFFICERS	231		48

Note that the schedules are for 2016 series. The schedules for years 2017 and 2018 cannot be determined since there are no school calendars for those years. As such, the 2016 schedules and associated figures may be used to estimate for the 2017 and 2018 examination series schedules and quantities.

SCOPE

The purpose of this tender is to solicit Provision of Standardisation, Moderation and Grade Review venues. The three activities are mainly processes where examiners meet to discuss and agree on standards to be applied to candidates' work. During these activities, there is extensive use of question papers and candidates' scripts 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 Items	
a)	Lockable rooms with air-conditioning or with ceiling fans
b)	Office room space for BEC officers
c)	Clean cold water for examiners three times a day
d)	Clean and functional ablution facilities and accessories
e)	Parking space for approximately 60 vehicles (including reserved spaces for 6 BEC vehicles).
f)	Suitable desks/tables and chairs for examiners (capacity of the room should allow for minimum distance of 1.25m from centre of one desk to the next)
g)	Fenced/walled secure premises
h)	Full-time on-site security officers
i)	Meals: Morning tea, lunch and afternoon tea (For bidders who provide meals as standard service)

The tender is divided into three activities:

1.0 Standardisation

- 1.1 Primary School Leaving Examination (PSLE)
- 1.2 Junior Certificate Examination (JCE)
- 1.3 Botswana General Certificate of Secondary Education (BGCSE)

2.0 Moderation

- 2.1 Junior Certificate Examination (JCE)
- 2.2 Botswana General Certificate of Secondary Education (BGCSE)

3.0 Grade Review

- 3.1 Botswana General Certificate of Secondary Education (BGCSE)

BEC reserves the right to award the whole tender or part of the tender to one bidder. Bidders can bid for the whole or part of the tender as long as the following combinations are met:

(i) For Standardisation

Bidders can bid for either PSLE and JCE or PSLE and BGCSE. (JCE and BGCSE standardisation run concurrently).

(ii) For Moderation

Bidders can bid for either JCE or BGCSE (moderation for these levels run concurrently).

(iii) For Grade Review

Bidders can bid for Grade Review at BGCSE level.

BEC will give a contract to the bidder who is prepared to offer services for 2016, 2017 and 2018 series. 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:

TENDER NO. BEC EAC 017/15-16 - PROVISION OF STANDARDISATION, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR YEARS 2016 TO 2018

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 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.
- **The original, four (4) copies and re-writable DVDs of each of the technical and financial bids shall be placed in a separate and sealed envelope clearly marked – Tender No. BEC EAC 017/15-16; PROVISION OF STANDARDISATION, MODERATION AND GRADE REVIEW VENUES FOR BEC FOR YEARS 2016 TO 2018 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 am** (local time) on **Friday 13th May 2016**. 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-017/15-16:

- **PROVISION OF STANDARDISATION VENUES FOR BEC FOR YEARS 2016 TO 2018.**
- **PROVISION OF MODERATION VENUES FOR BEC FOR YEARS 2016 TO 2018**
- **PROVISION OF GRADE REVIEW VENUES FOR BEC FOR YEARS 2016 TO 2018**

The Technical 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: 10.00am 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: 10.00am on **Friday 13th 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 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.
- 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

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 (at least 1 year of renting premises for marking/ Standardisation, Moderation and Grade Review purposes)	5	5
Methodology	<u>Capacity to implement the project</u>		
	• Sufficient number of rooms	20	40
	• Suitable desks/tables and chairs	10	
• Understanding of Requirements (site visits needed)	10		
Methodology	<u>Security Management</u>		
	• Security plan.	5	15
	• Risk Management Plan	5	
• Premises fenced/walled with on-site security officers	5		
Methodology	<u>Quality Management & Standards</u>		
	• Air conditioners or ceiling fans	5	20
	• Clean environment including ablutions	10	
• Accessibility to clean cold water	5		
Total			80

The bidder should respond to the above requirements in full to guide evaluators in allocating marks for stage 2 evaluations.

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 quantities 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**

<p>TENDER</p> <p>RETURNABLE DOCUMENTS</p> <p>BEC EAC 017/15-16</p>	<p>LIST OF RETURNABLE DOCUMENTS</p> <p>Volume 2</p>
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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 – Certified by BURS
- PPADB Registration Certificate – under Code 101: Sub-Code 04 or any other relevant Codes and Sub-codes – 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 by 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.

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	TENDER RETURNABLE DOCUMENT	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.

	Directors name	Nationality	Shareholders name	No. Of shares/percentage of shareholding	Nationality
1					
2					
3					
4					
5					
6					
7					

If more space is required attach additional sheet. Note: Public listed companies should state which stock exchange the company is listed under.

5. We further acknowledge that should any of the directors, partners, and shareholders be found to be associated in a similar or other manner in another company/entity, participating in this tender and/or bid for the same items/products, this shall disqualify this company, and whichever company the said director/partner/shareholder is consequently involved in.
6. We further acknowledge that should the company or any of its affiliates or subsidiaries be found to have participated in the same tender and/or bid for the same items/products, the said company and its affiliates or subsidiaries shall be disqualified.
7. The Company, through its agents, employees or directors has not illegally communicated with any member of the procuring department or the Public Procurement and Asset Disposal Board, except as may be permitted in the relevant "instructions to tenderers" or by law.
8. The Company, through its agents, employees or directors has not paid or offered to pay any consideration, favour or promise to any member of the procuring department or any person employed by or associated with Public Procurement and Asset Disposal Board.
9. We declare that this tender is submitted in our own right and we have not colluded in any way with any other potential tenderer in the production and submission of this tender other than in the establishment of a joint venture or sub-contractor arrangement as fully and correctly declared in the tender.
10. We acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring department and/or PPADB shall be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

SIGNED: NAME:

DATED:.....

.....
Company Stamp

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT _____ ON THIS _____ DAY OF _____ 20____, 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>TENDER RETURNABLE DOCUMENTS BEC EAC 017/15-16</p>	<p>TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY</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

TENDER RETURNABLE DOCUMENTS BEC EAC 017/15-16	TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS
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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

TENDER RETURNABLE DOCUMENTS BEC EAC 017/15-16	TENDER SCHEDULES QUALITY PLAN
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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 017/15-16: PROVISION OF:

1. STANDARDISATION VENUES FOR BEC FOR THE YEARS 2016 TO 2018
2. MODERATION VENUES FOR BEC FOR THE YEARS 2016 TO 2018
3. GRADE REVIEW VENUES FOR BEC FOR THE YEARS 2016 TO 2018

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

CONTRACT PART 1 AGREEMENTS & CONTRACT DATA BEC EAC 017/15-16	FORM OF OFFER AND ACCEPTANCE
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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 THE YEARS 2016 TO 2018.**
- 2. MODERATION VENUES FOR BEC FOR THE YEARS 2016 TO 2018.**
- 3. GRADE REVIEW VENUES FOR BEC FOR THE YEARS 2016 TO 2018.**

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 017/15-16**

**PRICING
INSTRUCTIONS**

NB: PRICES SHOULD APPEAR IN THE FINANCIAL PROPOSAL ONLY – THERE SHOULD NOT BE ANY PRICE OR FIGURES ANYWHERE IN THE TECHNICAL PROPOSAL.

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.
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 017/15-16**

**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/or part of the Activities. 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	VAT	Total
2016	1.1 PSLE			
	1.2 JCE			
	1.3 BGCSE			
Grand Total				

Year	Level	Quotes	VAT	Total
2017	1.1 PSLE			
	1.2 JCE			
	1.3 BGCSE			
Grand Total				

Year	Level	Quotes	VAT	Total
2018	1.1 PSLE			
	1.2 JCE			
	1.3 BGCSE			
Grand Total				

Total Standardisation bid for years 2016 to 2018 is P _____

Part 2: Moderation

Year	Level	Quotes	VAT	Total
2016	2.1 JCE			
	2.2 BGCSE			
Grand Total				

Year	Level	Quotes	VAT	Total
2017	2.1 JCE			
	2.2 BGCSE			
Grand Total				

Year	Level	Quotes	VAT	Total
2018	2.1 JCE			
	2.2 BGCSE			
Grand Total				

Total Moderation bid for years 2016 to 2018 is P _____

Part 3: Grade Review

Year	Level	Quotes	VAT	Total
2016	BGCSE			
2017	BGCSE			
2018	BGCSE			
Grand Total				

Total Grade Review bid for years 2016 to 2018 is P _____

NB: 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 capacity 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 **not** 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
