



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND  
CERTIFICATION**

**INVITATION TO TENDER**

**FOR**

**THE PROVISION OF EXAMINATION MARKING VENUES TO BEC FOR  
THE YEARS 2016, 2017 AND 2018**

**TENDER NO. BEC EAC – 018/15-16**

**Date: 11<sup>th</sup> 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 Email: <a href="mailto:procurement@bec.co.bw">procurement@bec.co.bw</a>

Botswana Examinations  
Council

**TENDER  
TENDERING PROCEDURES**

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

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***Tender No. BEC EAC – 018/15-16***

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**INVITATION TO TENDER FOR THE PROVISION OF MARKING VENUES TO BEC FOR THE YEARS 2016, 2017 AND 2018**

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- The Procuring Organisation is Botswana Examinations Council.  
This is an open domestic tender
- Bidders must, in order to be considered for the award of the contract, be registered with BURS and be in possession of a valid Tax Clearance Certificate or exemption thereof, and have an appropriate license or permit and be registered with PPADB under Code 101: Sub-Code 04.

This tender follows a fixed budget evaluation method where the budget for the two (2) levels are to be specified on the tender document. Bidders exceeding the budget will not be considered.

Bidders are advised that they may bid for both or one of the levels, i.e. for all the two levels of PSLE and JCE or one of them. Further, bidders may bid for part of a level if they do not have enough capacity for the whole level.

- Tender documents will be available with effect **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.

Tel: (+267) 365 0700

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

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

Physical Address

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.

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

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

**TENDER NO. BEC EAC – 018/15-16** Invitation To Tender for Provision of Marking Venues to Botswana Examinations Council for the year 2016, 2017 and 2018.

Bids must arrive not later than **11:00am** (local time) on **13<sup>th</sup> 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 Motet 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 bidders' 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.**

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

The Secretary Att: Ms T. Chifani Tel: 365 0700 / 365 0866  
Tender Committee  
Botswana Examinations Council  
Private Bag 0070  
Gaborone  
Botswana.

Fax: (+267) 316 4413, 316 4203, 318 5011, 393 3872  
Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

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The tenders will be opened in the presence of bidders wishing to attend immediately after opening at BEC premises. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, e-mail or Facsimile bids will not be accepted.

N.B. The selected bidder shall begin work at the beginning of **October, 2016**.

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**Botswana Examinations Council**

Botswana Examinations Council is **not** bound to accept the lowest or any bid, or bear any expense in the preparation thereof. The Botswana Examinations Council also reserves the right to award the tender in full or in parts.

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Tender Committee  
Executive Secretary

Botswana Examinations  
Council

**TENDER  
TENDERING PROCEDURE**

**TENDER DATA  
VOLUME 1**

**TENDER FOR PROVISION OF EXAMINATION MARKING VENUES FOR THE YEARS 2016, 2017  
AND 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:

- 1 original and 4 copies of both the technical and financial bid
- Proof of payment of the tender fee of **P500.00**
- A valid copy of Tax Clearance Certificate, certified as a true copy by BURS
- PPADB Registration Certificate under Code 101: Sub-Code 04, certified true copy by PPADB.
- Valid copy of trading documents or permit (If applicable)
- Completed Form of Declaration by Directors and Shareholders

## Botswana Examinations Council

- Certified copies of Share Certificates
- Forms from the Companies and 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, 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 for the tender must be at least 180 days from the closing date of the tender.

The budget estimate for this project (all the two levels of PSLE and JCE) is as follows:

PSLE: P30, 000.00 per day for 14 days

JCE: P35, 000.00 per day for 17days

Bidders exceeding the budget will not be considered.

### **BACKGROUND**

Botswana Examinations Council is a semi-autonomous institution that is mandated by the Botswana Examinations Council Act no. 11 of 2002, among others, to design, develop and administer school examinations. The Council is charged with among others, the responsibility to organize marking venues in which a number of examiners work for a given period of time until they complete their assignment. This period could range from one to three weeks depending on the candidature size, the number of scripts to be marked and the complexity of the examination papers.

The marking venues selected will be used for marking one or two examinations at different times for Primary School Leaving Examinations (PSLE) and Junior Certificate Examinations (JCE) for the years 2016, 2017 and 2018. Bidders are advised to quote differently for the respective levels. BEC may give one or two levels of the examination to a bidder depending on the capacity and capability as established by the evaluating committee's findings.

## GENERAL REQUIREMENTS

Technical information needed to assess the tender will include the following:

Secure premises with controlled access points and a parking area that could accommodate about 1000 motor vehicles. Secure and lockable marking rooms that can, in total accommodate the following:

- 1 200 PSLE examiners usually start marking in October for a period of 14 days.
- 2 300 examiners for JCE start marking in December for a period of 17 days.
- Provision of adequate and functional ablution facilities with sufficient toiletry that can cater for the specified numbers above.
- Adequate furniture that includes desks and chairs.
- Rooms should be air conditioned or fitted with ceiling fans.
- Premises must have intact perimeter fence or wall with on-site Security Officers.
- Clean environment ideal for the health of workers doing marking.
- Clean and cold drinking water daily for all marking personnel.
- Adequate parking space for the examiners.
- Provision of office facilities for administration of the marking exercise.
- There must be a hall with adequate lighting, chairs and tables enough to accommodate examiners marking one level of examination during orientation and standardization
- 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 marking.
- Previous experience in providing similar services will also be taken into consideration.

## SCOPE

The purpose of this tender is to fairly, transparently and objectively solicit services for the provision of examination marking venues. Among the main attributes that an ideal venue should provide are the premises that offer maximum security to safeguard the integrity of the examination, the environment that abides by good occupational health and sanitary standards. The dignity, social status and professionalism of the examiners should be recognized by the adequacy of facilities such as ablution rooms, classrooms, parking space and air-conditioning to cater for the extremely high temperatures during the marking period.

The marking period takes place at the end of every year between October and December. The marking of PSLE takes place first, at the beginning of October and it lasts for two weeks. This level is marked and completed before the marking of JCE which begins early December. JCE is also marked within a period of two to three weeks.

**Specific Requirements for PSLE**

ITEM	AMOUNT
a) 50 standard classrooms with air-conditioning or with ceiling fans to cater for 1200 examiners	
b) Office space for 10 BEC officers	
c) Clean and cold drinking water for 1200 people daily	
d) Functional ablution facilities to cater for 1200 people with appropriate toiletry	
e) Parking space for approximately 600 vehicles (including reserved space for 6 BEC vehicles).	
f) Suitable standard desks and tables for 1200 examiners	
g) Fenced premises with lockable marking rooms and functional windows. Marking rooms to accommodate a maximum of 30 examiners.	
h) Clean working environment with full-time cleaners on-site.	
i) Full-time on-site security officers to cover the whole premises on a 24-hour basis.	
Sub Total	
VAT @ 12 %	
<b>TOTAL AMOUNT</b>	<b>P</b>



**Specific Requirements for JCE**

ITEM	AMOUNT
a) 80 standard rooms with air-conditioning or ceiling fans to cater for 2300 examiners.	
b) 1 hall with air-conditioned or ceiling fans.	
c) Office space for 25 BEC officers	
d) Clean and cold drinking water for 2400 people daily	
e) Functional ablution facilities to cater for 2400 people with appropriate toiletry.	
f) Parking space for approximately 1000 vehicles (including reserved space for 10 vehicles).	
g) Suitable standard desks and tables for 2400 examiners	
h) Fenced premises with lockable marking rooms and functional windows.	
i) Full-time on-site security officers to cover the whole premises on a 24-hour basis.	
j) Clean working environment with fulltime cleaners	
Sub Total	
VAT @ 12 %	
<b>TOTAL AMOUNT</b>	<b>P</b>

**Botswana Examinations Council**

<b>SCHOOL LEVEL</b>	<b>PRICE QUOTED</b>		
	<b>2016</b>	<b>2017</b>	<b>2018</b>
PSLE			
JCE			

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

Capability as determined by the evaluation criteria in the invitation to tender remains paramount to the final decisions for award/ or rejection.

Bidders are advised that they may bid for all or part of the tender, i.e. for all the two levels of PSLE and JCE. Further, bidders may bid for part of a level if they do not have enough capacity for the whole level and the cost per day should be pro-rated accordingly.

- 1.5 The Procuring Organization'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 – 018/15-16 FOR PROVISION OF EXAMINATION MARKING VENUES FOR THE YEARS 2016, 2017 and 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-018/15-16. TENDER FOR PROVISION OF EXAMINATION MARKING VENUES FOR THE YEARS 2016, 2017 and 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 shall be included in the financial proposal envelope.
- Bids must arrive no later than 10:00 am (local time) on **13<sup>th</sup> May 2016**. The outer envelope should have the original and five copies of the technical and financial bids respectively. These shall be placed in sealed envelopes clearly marked.

**.TENDER NO. BEC EAC-018/15-16. TENDER FOR PROVISION OF EXAMINATION MARKING VENUES FOR THE YEARS 2016, 2017 and 2018**

## Botswana Examinations Council

- Bids will be opened immediately after closing, and bidders may be present if they wish. 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: 11.00 am on **13<sup>th</sup> May 2016**.
- 1.8** Telephonic, telegraphic, telex, email or facsimile tender offers will not be accepted.
- 1.9** The tender validity period is 180 days from the closing date of the tender.
- 1.10** The time and location for opening of the tender offers is:  
11:00 am on **13<sup>th</sup> April 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.
- 4 The project will be provisionally awarded to the bidder with highest technical score within budget subject to successful negotiation of the contract as in 1.15.

## Botswana Examinations Council

- 5 The maximum scores allocated to Stage 2: Technical and Stage 3: Financial are as follows:
- Stage 2 - 80
- 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 Stage 1.

- Valid copy of Tax Clearance Certificate certified true copy by BURS
- PPADB Registration Certificate under Code 101: Sub-Code 04, certified true copy by PPADB.
- Appropriate copy of trading license (if applicable) or permit
- Completed Form of Declaration by Directors and Shareholders
- Certified copies of Share certificate or exemption
- Forms from the Companies and 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 criterion.

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	<p><b><u>Capacity to implement the project</u></b></p> <ul style="list-style-type: none"> <li>• Sufficient number of rooms</li> <li>• Suitable desks/tables and chairs</li> <li>• Understanding of Requirements (site visits needed)</li> </ul>	10	30	
	<p><b><u>Security Management</u></b></p> <ul style="list-style-type: none"> <li>• Security plan.</li> <li>• Risk Management Plan</li> <li>• Premises fenced/walled with on-site security officers</li> </ul>	5 10 5		20
	<p><b><u>Quality Management &amp; Standards</u></b></p> <ul style="list-style-type: none"> <li>• Air conditioners or ceiling fans</li> <li>• Clean environment including ablutions</li> <li>• Accessibility to clean cold water</li> </ul>	10 10 5		25
	<b>Total</b>	<b>80</b>		

The cut off for progression to Stage 3 is a minimum score of 60 and only bidders who score 60 and above will have their financial proposal opened and evaluated.

### 1.14 Evaluation of Financial Bids – Stage 3

Financial bids will be ranked based on their technical scores and the highest ranked technical bid that is within the budget shall be recommended for award of contract.

### 1.15 Basis of Award

The bidder with the highest ranked technical bid that is within the budget shall be recommended for award of contract 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.

Botswana Examinations  
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<b>TENDER RETURNABLE DOCUMENTS</b>	<b>LIST OF RETURNABLE DOCUMENTS Volume 2</b>
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The tenderer must complete the following returnable documents:

1. Returnable Documents required for tender evaluation purposes

- Certificate for authority of signatory
- Record of addenda to tender documents
- Detailed Response to Requirements specified in the CONTRACT PART 3
- Response form
- Quality plan
- Experience of the bidder
- Risk management plan
- Form of Declaration by Directors & Shareholders

2. Returnable Documents that will be incorporated into the contract

- Response form
- Form of Offer & Acceptance
- Quality plan
- Detailed Response to all other Requirements specified in the contract part 3

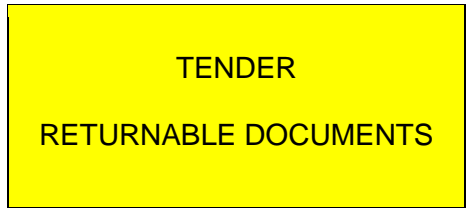
**Botswana Examinations Council**

Parts of each tender offer communicated on paper shall be submitted as an original, plus four (4) duplicate copies and two (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	



Botswana Examinations Council



TENDER SCHEDULES  
 CERTIFICATE OF  
 AUTHORITY OF SIGNATORY

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.



Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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Note to tenderers: Please provide details of your quality plan here. 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**

Botswana Examinations Council

**TENDER  
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES  
EXPERIENCE OF TENDERER**

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

**CONTRACT**  
**VOLUME 3**

PROVISION OF EXAMINATION MARKING VENUES FOR THE YEARS 2016, 2017 and 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

FORM OF OFFER AND  
ACCEPTANCE

**OFFER**

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

**To provide Marking Venues for examinations to BEC for the years 2016, 2017 and 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



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					

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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: \_\_\_\_\_

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.

This section must be included in the financial proposal only.

### **SUMMARY PRICING SCHEDULE**

The quoted prices should be inclusive of 12% VAT for VAT registered companies.

The budget estimate for this project (all the three levels of PSLE and JCE) is as follows:

PSLE: P40, 000.00 per day for 14 days

JCE: P40, 700.00 per day for 17days

Bidders exceeding the budget will not be considered.

Bidders are advised that they may bid for both or one of the levels, i.e. for all the two levels of PSLE and JCE or one of them. Further, bidders may bid for part of a level if they do not have enough capacity for the whole level.

SCHOOL LEVEL	PRICE QUOTED		
	2016	2017	2018
PSLE			
JCE			
TOTAL			

**NB: This should be included in the Financial Proposal envelope and NOT the Technical Proposal**

**NB; Botswana Examinations Council may award the tender in parts or in full.**

1. All costs must include VAT, withholding Tax and all applicable taxes. The tax laws of Botswana will apply where applicable.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated for the maximum.
3. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.

**Botswana Examinations Council**

4. The tender should be valid for a period of at least 180 days.
5. Payments will be made in accordance with agreed payment schedules.

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<b>CONTRACT PART 3 SCOPE OF WORK</b>	<b>SCOPE OF WORK: SUPPLIES CONTRACT</b>
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**1 Purchaser’s objectives**

SCOPE

The purpose of this tender is to fairly, transparently and objectively solicit services for the provision of examination marking venues. Among the main attributes that an ideal venue should provide are the premises that offer maximum security to safeguard the integrity of the examination, the environment that abides by good occupational health and sanitary standards. The dignity, social status and professionalism of the examiners should be recognized by the adequacy of facilities such as ablution rooms, classrooms, parking space and air-conditioning to cater for the extremely high temperatures during the marking period.

The marking period takes place at the end of every year between October and December. The marking of PSLE is conducted first, at the beginning of October and it lasts for two weeks. The subjects that are involved are Agriculture, Setswana and English Compositions and Letter. These are marked and completed before the marking of JCE which begins in early December. JCE is marked within a period of two to three weeks. Bidders are requested to quote for all the level for three years showing figures for each level per year separately. Collective quotes for all the years without showing any breakdowns are unacceptable. The breakdown of quotes should appear as follows:

SCHOOL LEVEL	PRICE QUOTED		
	2016	2017	2018
PSLE			
JCE			

**NB: This should be included in the Financial Proposal envelope and NOT the Technical Proposal**

BEC reserves the right to award the whole tender or part of the tender to one bidder. The bidders are encouraged to provide quotes for all the levels and years. Capability as determined by the evaluation criteria in the invitation to tender remains paramount to the final decisions of award/ or rejection.

**2 Specific Requirement List and Specifications:**

- a) Security: Describe the security features in your operations.
- b) Technical requirements for provision of examination marking venues:
- Provision of adequate and functional ablution facilities with sufficient toiletry that can cater for the specified numbers of markers (numbers are specified under General Requirements).
  - Adequate furniture that includes desks and chairs.
  - Rooms should be air conditioned or fitted with ceiling fans.
  - Premises must be fenced with on-site security Officers.
  - Clean environment ideal for the health of workers doing marking.
  - Provision of office facilities for administration of the marking exercise.
- 
- There must be a hall with adequate lighting, chairs and tables enough to accommodate about 500 examiners during orientation and standardization
  - 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 marking.
  - Previous experience in providing similar services will also be taken into consideration.

**Relevant Experience:** Years spent renting premises for marking purposes.

**Quality:** The quality should be based on:

- capacity and readiness
- security logistics
- personnel accountability and capability
- clean and hygienic premises
- air conditioned rooms
- provision of toiletry ablution rooms
- accessibility of clean water for drinking

**Project Cost:** Provide the total cost including all expenses separate for each level. Sufficient breakdown of each element should be indicated

- Cost for PSLE marking
- Cost for JCE marking

**NB:** Payment will be made no later than 30 days after completion of rendering of service and issuance of the invoice.

### **3 Format and Content of Responses**

Bids should be concise, to the point and address all issues raised in this Invitation to Tender document. The strength of the bidder, methodology, cost and personnel proposed will be key factors in the selection process. Bidders should not alter the formats given in the annexure when submitting the bid. The forms listed under Returnable Documents are to be supplied as they will 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
- All returnable documents
- Any relevant information

##### **3.1.1 Company Profile**

Bidders should highlight the capability of their companies to undertake this project and list any similar assignments which have been successfully undertaken in the past. Bidders should note that companies that have successfully implemented similar projects in the past will have an added advantage.

##### **3.1.2 Appendices**

Documents which cannot be incorporated in the body of the bid should be assembled and indexed and then included as appendices to the bid. Bidders are free to provide any further information should they wish to do so.

**4 Quality plans and control**

Bidders are required to outline their Quality Management and Quality Assurance strategies 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-----