



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND  
CERTIFICATION**

**INVITATION TO TENDER**

**FOR**

**SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC  
ENVELOPES TO BEC FOR 2016, 2017 AND 2018  
FOR PSLE, JCE AND BGCSE IN GABORONE**

**TENDER NO. BEC EAC 025/15-16.**

**DATE: 11 April 2016**

<b>PROCURING ORGANISATION</b>	<b>AGENT</b>
<b>Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana</b>	<b>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></b>

Botswana Examinations  
Council

**TENDER  
TENDERING PROCEDURES**

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

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***Tender No. BEC EAC 025/15-16***

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**INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BOTSWANA EXAMINATION COUNCIL (BEC) FOR 2016, 2017 AND 2018 FOR PSLE, JCE AND BGCSE.**

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- The bidder is invited to submit bids for the Supply and Delivery of Tamper Evident Plastic Envelopes to Botswana Examinations Council for 2015 for PSLE, JCE and BGCSE in Gaborone.

This is an open domestic tender.

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- The Procuring Organisation is Botswana Examinations Council.
- The Bidder must, in order to be considered for the award of the contract, be registered with PPADB under Code 211 Sub-Code 02 or 06 or any other relevant codes and Sub-Codes., be registered with BURS and be in possession of a valid Tax Clearance Certificate or exemption thereof, and have an appropriate license.
- Tender documents will be available with effect from the **11<sup>th</sup> April 2016** and can be obtained from the Procurement Office of the Botswana Examinations Council at the following addresses:

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Physical Address

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.

Contact Name: Ms T. Chifani  
Telephone Number: 3650866  
Fax: (+267) 3933872, 316 4413, 316 4203, 318 5011  
Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

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

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

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**TENDER NO. BEC EAC 025/15-16- Invitation To Tender For the Supply and Delivery Of Tamper Evident Plastic Envelopes To Botswana Examinations Council For The Years 2016, 2017 and 2018 in Gaborone.**

Bids must arrive not later than **10:00am** (local time) on **Friday 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 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.**

**The bidder who is 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 **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.

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

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Bids must arrive no later than **10:00 am** (local time) on **Friday 13<sup>th</sup> May 2016**. The tenders will be opened in the presence of bidders wishing to attend immediately after opening in BEC premises. . Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.

N.B. The selected bidder shall begin work **immediately upon receipt of the Purchase Order.**

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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 Secretary  
For/Caretaker Executive Secretary

Botswana Examinations  
Council

**TENDER  
TENDERING PROCEDURE**

**TENDER DATA  
VOLUME 1**

***TENDER NO. BEC EAC 025/15-16- SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES FOR 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 The bidder required to submit the following:

- Correct number of copies, i.e. 1 original and 4 copies of both the technical and financial proposals, and two DVDs;
- Copy of PPADB Registration Certificate under Code 211 Sub-Code 02 or 06 or any other relevant Code & Sub-code – Certified by PPADB;
- A valid copy of Tax Clearance Certificate - certified as a true copy of the original by BURS;
- Completed Form of Declaration by Directors and Shareholders;
- Certified copies of Share Certificates;
- Forms from Companies and Intellectual Property Authority (CIPA) showing the Company Directors.

- 1.4 The bidder is required to provide the pricing schedule in the format provided in CONTRACT PART 2, Pricing Data. The bidder must also provide a detailed breakdown of the cost covering all components of the project as stated in CONTRACT PART 3, the bidder 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, the bidder should estimate the maximum expected costs, which will be reimbursed based on actual expenditure incurred. The bidder 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.

## **BACKGROUND**

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 among others, transportation of examinations material from Warehouses to Centres and back, and these are packaged in durable and tamper evident plastic envelopes

The Tamper evident plastic envelopes selected will be used for packaging examinations for three examinations levels at different times for Primary School Leaving Examinations (PSLE), Junior Certificate Examinations (JCE) and Botswana General Certificate of Secondary Education (BGCSE) examinations for the years 2016, 2017 and 2018. The bidder is advised to quote differently for the respective levels for different years. BEC may award one or two or all levels of the examination to a single bidder depending on the capacity and capability as established by the evaluating committee's findings.

**NB: Bidders must note that the Tamper Evident Envelopes will be needed at the same time for all the three levels, PSLE, JCE, and BGCSE.**

## **SCOPE**

The quality of plastic material used to make the tamper evident envelopes should be durable. The sizes of the plastic bags should be accurate. The branding and the colour on the plastic bags should be accurate as dictated in the table that follows to differentiate levels and processes. Security features on the plastic bags should be tamper evident, non-transparent and should seal tightly.

NB: Samples are provided as an aid to the specifications.

The purpose of this tender is to fairly, transparently and objectively solicit services for the Supply and Delivery of examination Tamper Evident Plastic Envelopes for different levels for three (3) years as follows;

**Botswana Examinations Council**

<b>Level</b>	<b>Colour</b>	<b>Size</b>	<b>Quantity per Year</b>	<b>Specification</b>	
PSLE	Grey coated with blue on top	450*370*50mm	15,000	Customized Tamper Evident Envelopes with BEC logo and information as reflected in the sample provided. GREY plastic branded with blue on top.	
JCE	Grey branded with green on top	450*370*50mm	25,000	Customized Tamper Evident Envelopes branded with BEC logo and information as reflected in the sample provided. GREY plastic envelopes coated with green colour on top.	
BGCSE	Grey branded with black on top	450*370*50mm	10,000	Customized Tamper Evident Envelopes with BEC logo and information as reflected in the sample provided. Use GREY plastic and black ink.	
		570*520*50mm	12,000		
SPECIAL NEEDS	PSLE Grey branded with Purple colour on top	450*370*50mm	2,500	Customized Tamper Evident Envelopes with BEC logo and information as reflected in the sample provided. Use GREY plastic branded with purple colour on top and black ink.	
		570*520*50mm	2,500		
	JCE Grey branded with red colour on top	450*370*50mm	2,500		Customized Tamper Evident Envelopes with BEC logo and information as reflected in the sample provided. Use GREY plastic Branded with red colour on top and black ink.
		570*520*50mm	2,500		
	BGCSE Grey branded with Mustard colour on top	450*370*50mm	2,500		Customized Tamper Evident Envelopes with BEC logo and information as reflected in the sample provided. Use GREY plastic branded with mustard colour on top and black ink.
		570*520*50mm	2,500		
SECURITY	Grey with yellow branding	450*370mm*50	5,000	Customized Tamper Evident Envelopes with BEC logo and information as reflected in the sample provided. Use grey plastic and brand with yellow.	

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. BEC will give a contract to the bidder who is prepared to offer services for 2016, 2017 and 2018. Capability as determined by the evaluation criteria in the invitation to tender remains paramount to the final decisions of award/ or rejection.

- 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 025/15-16- SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES FOR 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 the bidder 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 initialed 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 bidder 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 025/15-16; SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES FOR 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 should be included in the financial proposal envelope.**

Bids must arrive no later than **10:00 am** (local time) on Friday **13<sup>th</sup> May 2016**. The outer envelope should have the original and four (4) copies of the technical and financial bids respectively and 2 DVDs. These shall be placed in a larger sealed envelopes clearly marked;

**TENDER NO. BEC EAC 025/15-16. TENDER FOR PROVISION OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES**

- The Technical bids will be opened immediately, bidders may be present at the opening if they so wish. Bids received after the closing date and time will not be accepted. Email or Facsimile bids will not be accepted.
- Immediately after the deadline for the submission of bids, the technical bid of all the tenderers will be opened. The financial bids shall remain sealed and deposited with BEC Tender Committee until those bids meeting the technical requirements have been identified.

This tender is open to Botswana registered companies only.

- 1.7** The closing time for submission of tender offers is:  
**10.00 am (local time) on Friday 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 tender will be opened immediately after closing.
- Time: 10:00 am on **Friday 13<sup>th</sup> May 2016**
- Location: Botswana Examinations Council  
Plot 54864  
KT Motsete Road  
Gaborone.
- 1.11** The procedure for evaluation of the responsive tender offers is the Quality and Cost Based Selection method.

**The Evaluation Process**

Tender Evaluation Committee (TEC) will be constituted to evaluate the bids. The evaluation to be adopted by the Evaluation Committee will be as follows:

## Botswana Examinations Council

- In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
- The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.13.
- 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 General requirements).
- 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.
- The maximum scores allocated to Stage 2: Technical and Stage 3: Financial are as follows:

Stage 2	-	70
Stage 3	-	<u>30</u>
Total		<u>100</u>

- 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 bidder 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 overlooked.
- The successful bidder shall deliver the goods to Botswana Examinations Council and shall be accepted after inspection to confirm conformance to specifications.

### 1.12 Disqualification at Stage 1

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

- PPADB Registration Certificate under Code 211 Sub-Code 02 or 06 or any other relevant Code and Sub-Codes – certified by PPADB;
- Valid copy of Tax Clearance Certificate or an exemption thereof certified by BURS;
- Completed Form of Declaration by Directors and Shareholders;
- Certified copies of Share Certificate;
- Forms from 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 a weighted scale 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.

No	Criteria	Description	Marks
1	Capability and capacity	<ul style="list-style-type: none"> <li>• Relevant manpower profile (3)</li> <li>• Experience in the provision of tamper evident plastics (3)</li> <li>• Financial capability of the company, consortium or joint venture (4)</li> </ul>	10
2	Technical logistics	<ul style="list-style-type: none"> <li>• Relevant machinery (3)</li> <li>• Storage facilities (2)</li> </ul>	5
3	Solution and Methodology	<ul style="list-style-type: none"> <li>• Understanding of the requirements (8)</li> <li>• Provision of a comprehensive plan of execution (7)</li> </ul>	15
4	Product quality	<ul style="list-style-type: none"> <li>• Quality of Sample produced (10)</li> <li>• Quality of the plastic used (10)</li> <li>• Branding and sizes (10)</li> </ul>	30
5	Security	<ul style="list-style-type: none"> <li>• Availability of satisfactory security features on the sample produced (tamper evident seal) (5)</li> <li>• Durability of seal used (5)</li> </ul>	10
<b>Maximum Marks for Stage 2</b>			<b>70</b>

**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 50 and only bidders who score 50 and above will have their financial proposal opened and evaluated.

#### 1.14 Evaluation of Financial Bids – Stage 3

The qualifying bids will be evaluated based on the following factors: The following formula will be used to rate the quoted prices:

$$FS = 30 \times \frac{LP}{P};$$

Where:

FS = financial score of a given bidder

LP = lowest price

P = the price quoted by the bidder

The lowest financial bid (LP) will be given a financial score (FS) of 30 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 successful bidder shall deliver the goods to Botswana Examinations Council and shall be accepted after inspection to confirm conformance to specifications.

Botswana Examinations  
Council

<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
- Curriculum Vitae of Key Personnel
- Quality Plan
- Experience of the Bidder
- Management Plan
- All certified copies of documents and conditions specified in (1.3)
- Form of Declaration by Directors and Shareholders

**2. Other Documents required for tender evaluation purposes**

- Copy of a Tax Clearance Certificate for Botswana Registered Companies or exemption certificate thereof from BURS – certified by BURS
- PPADB Registration Certificate – certified by PPADB
- Certified copies of Share Certificates
- Certified copies of forms from CIPA showing list of Directors

**3. Returnable Documents that will be incorporated into the contract**

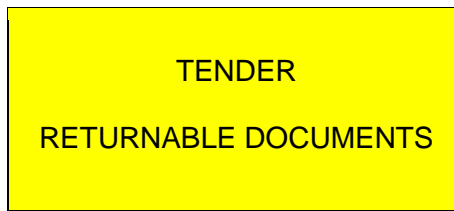
- Quality plan
- Form of Offer & Acceptance
- Curriculum Vitae of Key Personnel
- Detailed Response to all other Requirements specified in the Tender returnable documents
- Management plan
- Form of Declaration of Directors & Shareholders

**Botswana Examinations Council**

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	

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**

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY
Lead partner		

**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	TENDER SCHEDULES QUALITY PLAN
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Note to tenderer: 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 organization 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

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES EXPERIENCE OF TENDERER</b>
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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

**CONTRACT**  
**VOLUME 3**

**SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO  
BEC FOR 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:

**SUPPLY AND DELIVERY OF TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR EXAMINATIONS TO BEC IN 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					

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

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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: \_\_\_\_\_



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<b>CONTRACT PART 2 PRICING DATA</b>	<b>PRICING INSTRUCTIONS</b>
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- 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.**

**PRICES PER LEVEL**

YEAR	SCHOOL LEVEL		PRICE QUOTED			
			Quantity	Quotes	VAT	TOTAL
2016	PSLE					
	JCE					
	BGCSE					
	SPECIAL NEEDS	PSLE				
		JCE				
		BGCSE				
	SECURITY ENVELOPES					
<b>GRAND TOTAL</b>						

**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 (for VAT registered companies) 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. Tenders are to be valid for a period of at least 180 days.
5. Payments will be made in accordance with agreed payments 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 Tamper evident plastic envelopes. The tamper evident plastic bags should durable, have maximum security features to safeguard the integrity of the examination, the sizes of the tamper evident envelope should be correct, and the colours and branding should be of high quality and standard.

The use of tamper evident plastics is at the end of every year between August and November. Bidders are requested to quote for all the level for three years showing figures for each level per year separately. Collectively quotes for all the years with not showing breakdowns are unacceptable. The breakdown of quotes should appear as follows:

YEAR	SCHOOL LEVEL		PRICE QUOTED			
			Quantity	Quotes	VAT	TOTAL
2016	PSLE					
	JCE					
	BGCSE					
	SPECIAL NEEDS	PSLE				
		JCE				
		BGCSE				
	SECURITY ENVELOPES					
<b>GRAND TOTAL</b>						

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<b>YEAR</b>	<b>SCHOOL LEVEL</b>		<b>PRICE QUOTED</b>			
			<b>Quantity</b>	<b>Quotes</b>	<b>VAT</b>	<b>TOTAL</b>
<b>2017</b>	PSLE					
	JCE					
	BGCSE					
	SPECIAL NEEDS	PSLE				
		JCE				
		BGCSE				
	SECURITY ENVELOPES					
<b>GRAND TOTAL</b>						

YEAR	SCHOOL LEVEL		PRICE QUOTED			
			Quantity	Quotes	VAT	TOTAL
2018	PSLE					
	JCE					
	BGCSE					
	SPECIAL NEEDS	PSLE				
		JCE				
		BGCSE				
	SECURITY ENVELOPES					
<b>GRAND TOTAL</b>						

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. BEC will give contract to the bidder who is prepared to offer services. 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:**

- Availability of satisfactory security features on the sample produced (tamper evident seal);
- Show the durability of seal used;

**b) Technical requirements for provision of examination Tamper Evident Plastic Envelopes:**

- Describe the security features on the tamper evident plastic envelope;
- Describe the quality of the tamper evident plastic envelope;
- Describe the size of the tamper evident plastics envelopes available;

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- Describe the branding on the tamper evident plastics;
- Describe volumes available;  
(tamper evident plastic envelopes samples should be provided as clarity)
- 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:

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

- capacity and readiness
- security logistics
- personnel accountability

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

- Cost for PSLE tamper evident envelopes for 2016, 2017, 2018;
- Cost for JCE tamper evident envelopes for 2016, 2017, 2018;
- Cost for BGCSE tamper evident envelopes for 2016, 2017, 2018;
- Cost for Special Need tamper evident envelopes for 2016, 2017, 2018;
- Cost for Security tamper evident envelopes for 2016, 2017, 2018.

**NB:** Payment will be made no later than thirty (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. The bidder 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;
- All returnable documents;
- Any relevant information.

### 3.1.1 Company Profile

The bidder should highlight the capability of the organisation to undertake this project and list any similar assignments which have been successfully undertaken in the past. The bidder 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 in the appendices of the bid. The bidder is free to provide any further information should they wish to do so.

## 4 Quality plans and control

The bidder is 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.

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**END OF DOCUMENT**