



**BOTSWANA
EXAMINATIONS
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND
CERTIFICATION**

INVITATION TO TENDER

FOR

**DESIGN AND SUPPLY OF STATIONERY FOR PSLE AND JCE
CERTIFICATES, AND CERTIFYING STATEMENTS FOR BOTSWANA
EXAMINATIONS COUNCIL**

Tender No BEC EAC 005/12-13

Issue Date: 14/11/2012

PROCURING ORGANISATION	AGENT
Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana	The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267365 700 Fax: +267 310 5400/318 5011 Email: procurement@bec.co.bw

Botswana Examinations Council

**TENDER
TENDERING PROCEDURES**

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

Tender No. BEC EAC 005/12-13

DESIGN AND SUPPLY OF STATIONERY FOR PSLE AND JCE CERTIFICATES, AND CERTIFYING STATEMENTS FOR BOTSWANA EXAMINATIONS COUNCIL

- Tenders are invited for the design and supply of stationery for PSLE and JCE certificates and Certifying Statements for Botswana Examinations Council for a period of 60 months.
- The Procuring Organisation is Botswana Examinations Council.
- Bidders must, in order to be considered for the award of the contract, be registered with the Botswana Unified Revenue Services for Value Added Tax (VAT) or exemption. Bidders who are outside the country should show evidence of exemption. They should make private enquiries with the Botswana Unified Revenue Service (BURS) at the following contact details:

Tel: +267 363 8000
Fax: +267 363 9999

- Tender documents will be available with effect from **14th November 2012** and can be obtained from the Reception of the Botswana Examinations Council at the following addresses

Postal Address

Botswana Examinations Council
Private Bag 0070
Gaborone.

Tel: (+267) 365 0700
Fax: (+267) 310 5400, 318 5011
Email: procurement@bec.co.bw
Website: <http://www.bec.co.bw>

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

Bids must be submitted using the Two Envelope system. **One original and five copies** of the bids must be submitted in two separate envelopes, one containing the Technical Bid, and the other containing the Financial Bid 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 005/12-13 – INVITATION TO TENDER FOR THE DESIGN AND SUPPLY OF STATIONERY FOR PSLE AND JCE CERTIFICATES, AND CERTIFYING STATEMENTS FOR BOTSWANA EXAMINATIONS COUNCIL

Sealed bids should be delivered to the following address:

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

A non-refundable fee of P500.00 is payable in cash on collection of the tender document.

- Queries and questions relating to the issue of these documents will be accepted up to 5 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

- Bids must arrive no later than 10:00 am (local time) on **12th December 2012**. The tenders will be opened in the presence of bidders wishing to attend. Bids submitted after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.
-

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
Botswana Examinations Council

Botswana Examinations Council

**TENDER
TENDERING PROCEDURES**

TENDER DATA

VOLUME 1

INVITATION TO TENDER FOR DESIGN AND SUPPLY OF STATIONERY FOR PSLE AND JCE CERTIFICATES, AND CERTIFYING STATEMENTS FOR BOTSWANA EXAMINATIONS COUNCIL

The **conditions of tender** are contained in this document.

1.1 The Procuring Organisation is the **Botswana Examinations Council**.

1.2 The tender documents issued by the Procuring Organisation comprise:

Three volume approach:

VOLUME 1: TENDERING PROCEDURES

Tender Notice & Invitation to Tender
Tender Data

VOLUME 2: RETURNABLE DOCUMENTS

List of returnable documents
Form of Offer & Acceptance
Contract Data
Pricing Schedule
Tender Schedules

VOLUME 3: THE CONTRACT

Part 1 Agreements & Contract Data

Forms of Securities

Part 2 Pricing Data

Pricing Instructions

Part 3 Scope of Work

1.3 All bidders are required to submit the following:

- Correct number of copies
- Certified copy of valid copy of tax clearance certificate/exemption from Botswana Unified Revenue Services (BURS) on Tel: 3638000 and Fax: 3639999
- Certified copy of valid copy of trading licence
- Copy of certificate of Incorporation
- Copy of Share certificate
- Proof of Payment of P500.00

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.

The validity period for the quoted prices must be at least 180 days from the closing date of the tender.

- 1.5 The Procuring Organisation's address for delivery of tender offers and identification details to be shown on each tender offer package are:

Tender No. BEC EAC 005/12-13 – DESIGN AND SUPPLY OF STATIONERY FOR PSLE AND JCE CERTIFICATES, AND CERTIFYING STATEMENTS FOR BOTSWANA EXAMINATIONS COUNCIL

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

- 1.6 A two envelope procedure will be followed.

Bids should be submitted according to the Instructions to Bidders. Important points are repeated as follows:

- The financial bid will only be examined if the respondent's technical bid meets the requirements of BEC.
- The technical bid should not include any figures relating to cost but must include a statement stipulating the validity period of the tender bid.
- 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 of the technical bid and the financial 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.

The original and five copies of the technical bid shall be placed in a sealed envelope clearly marked:

Technical Bid - Tender No. BEC EAC 005/12-13 – DESIGN AND SUPPLY OF STATIONERY FOR PSLE AND JCE CERTIFICATES, AND CERTIFYING STATEMENTS FOR BOTSWANA EXAMINATIONS COUNCIL

The original and five copies of the financial bid shall be placed in a sealed envelope clearly marked :

Financial Bid - Tender No. BEC EAC 005/12-13 – DESIGN AND SUPPLY OF STATIONERY FOR PSLE AND JCE CERTIFICATES, AND CERTIFYING STATEMENTS FOR BOTSWANA EXAMINATIONS COUNCIL

Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be clearly marked:

Tender No. BEC EAC 005/12-13 – DESIGN AND SUPPLY OF STATIONERY FOR PSLE AND JCE CERTIFICATES, AND CERTIFYING STATEMENTS FOR BOTSWANA EXAMINATIONS COUNCIL

- Bids must bear the submission address.
- Bids must arrive no later than **10:00 am** (local time) on **12th December 2012**. Bids submitted after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.
- Immediately after the deadline for the submission of bids, the technical bid of all the bidders will be opened immediately, and bidders may be present if they wish. The financial bids shall remain sealed and deposited with the BEC Tender Committee until those bids meeting the technical requirements have been identified. The financial bids of those that do not meet the technical requirements will be sent back to the respondents unopened and sealed in their original envelopes

1.7 The closing time for submission of tender offers is:

10.00 am on **12th December 2012**

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 time and location for opening of the tender offers is:

Time 10:30 am on **12th December 2012**.

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. In Stage 3, all bidders short-listed after Stage 2 will be invited to make a verbal presentation of the design of the certificates and the security features. The bidder is also expected to supply all necessary equipment required to view all the security features There will also be an opportunity to seek further clarification regarding the bid. Any expenses incurred by the bidders making these presentations will be borne entirely by the bidder. The presentations will be evaluated using the criteria stated in 1.14. Any clarifications sought by the bidders will also be taken into account.
4. The financial bids of only the short listed bidders after Stage 3 of the evaluation process will be evaluated as stated in Stage 3 of the evaluation process. (See 1.15)

5. The project will be provisionally awarded to the Bidder with highest combined score of Stage 2, Stage 3 and Stage 4 of the evaluation process subject to successful negotiation of the contract as in 1.16.

The maximum scores allocated to Stage 2:Technical and Stage 3:Presentation and Stage 4: Financial are as follows:

Stage 2	: 80
Stage 3	: 50
Stage 4	: 20
Total	:150

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.

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.

- a) Certified copy of valid tax clearance certificate/or exemption from Botswana Unified Revenue Services (BURS).
- b) Certified copy of valid trading licence.
- c) Copy of Share certificate
- d) Correct no. of copies

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.

AREA	CRITERIA	WEIGHT
Organisation	Background	
	Past relevant experience in designing, printing and transporting of security material	10
	Qualifications and skills	10
	Track records and previous contracts	10
	Capability and Commitments	7
Methodology	Overall Project approach, methodology and strategy	8
	Capacity to implement the project <ul style="list-style-type: none"> • Availability of secure printing plant • Security and quality plan 	10 7
	Quality Management, Assurance and Standards	8
	Understanding of requirements and adherence to the scope of work	10
Total		80

The cut off for progression to Stage 3 is a minimum score of 75%.

1.14 Presentation – Stage 3

Short listed bidders progressing from Stage 2 will be invited to make a presentation of their certificates, with particular reference to the security features and the entire project plan. The presentation will take place at Botswana Examinations Council premises in Gaborone.

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

AREA	DESCRIPTION	WEIGHT
Certificate Features	Security Features	20
	Aesthetics	10
	Samples of certificates	10
	Presentation – understanding of concept	10
Total		50

The cut off for progression to Stage 4 is a minimum score of 75%.

1.15 Evaluation of Financial Bids – Stage 4

The financial bids of the bidders from Stage 3 will be opened at this stage.

The qualifying bids will be evaluated based on the following factors:

The following formula will be used to rate the quoted prices:

$$FS = 20 \times LP / P$$

Where:

FS = financial score of a given bidder

LP = lowest price

P = the price quoted by the bidder

The lowest financial bid (*LP*) will be given a financial score (*FS*) of 20 points. The financial scores (*FS*) of the other financial bids will be computed using the formula above.

1.16 Basis of Award

The bidder with the highest combined score (Technical, Presentation and Financial) from stages 2, 3 and 4 would be recommended for the award to BEC Tender Committees subject to an agreed contract, provided they are within BEC budget. If the contract negotiations fail, then the supplier with the next highest score will be engaged for contract negotiations and recommended for the award.

1.17 BEC is not bound to award the tender to the lowest bidder.

Botswana Examinations Council

TENDER
RETURNABLE DOCUMENTS

LIST OF RETURNABLE DOCUMENTS
Volume 2

1. The bidders must complete the following returnable documents:

1. Returnable Documents required for tender evaluation purposes

- Certificate for authority of signatory
- Record of addenda to tender documents
- Detailed Response to Requirements specified in the CONTRACT PART 3
- Response form
- Quality plan
- Experience of bidders
- Management plan
- Curriculum vitae of Key Personnel

2. Returnable Documents that will be incorporated into the contract

- Response form
- Quality plan
- Detailed Response to all other Requirements specified in the CONTRACT PART 3

Parts of each tender offer communicated on paper shall be submitted as an original, plus five (5) duplicate copies. 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 RETURNABLE DOCUMENTS	TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY
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Indicate the status of the bidders by ticking the appropriate box hereunder. The bidders must complete the certificate set out below for the relevant category.

A COMPANY	B PARTNERSHIP	C JOINT VENTURE	D SOLE PROPRIETOR

A. Certificate for company

I, _____, chairperson of the board of directors of _____, hereby confirm that by resolution of the board taken on _____ 20....., Mr/Ms _____, acting in the capacity of _____, was authorised to sign all documents in connection with this tender offer and any contract resulting from it on behalf of the company.

As witnesses:-

1. _____
2. _____

Chairman

Date

B. Certificate for partnership

We, the undersigned, being the key partners in the business trading as _____ hereby authorise Mr/Ms _____, acting in the capacity of _____, to sign all documents in connection with the tender offer for Contract _____ and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the partners. Attach additional pages if more space is required.

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms _____, an authorised signatory of the company _____, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract _____ and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

Furthermore we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY

D. Certificate for sole proprietor.

I, _____, hereby confirm that I am the sole owner of the business trading as _____.

As witnesses: -

1. _____

2. _____

Signature: Sole owner

Date

Botswana Examinations Council

**TENDER
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES
RECORD OF ADDENDA TO
TENDER DOCUMENTS**

We confirm that the following communications received from the Procuring Organisation before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Bidders

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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Note to Bidders: Please provide details of your quality plan here. Alternatively, you may attach a copy of your quality plan. Please describe the management arrangements for the work in this contract. You are requested to include:

1. An organisation chart showing on-site and off-site management personnel
2. Details of the location (and functions) of offices from which the work will be managed.
3. An explanation of how you propose to allocate adequate resources for the duration of the project.

Botswana Examinations Council

**TENDER
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES
EXPERIENCE OF BIDDERS**

The following is a statement of similar works successfully executed by myself/ourselves:

Employer, contact person and telephone number.	Description of contract	Value of work	Date completed

Signed

Date

Name

Position

Bidders

Botswana Examinations Council

CONTRACT
VOLUME 3

DESIGN AND SUPPLY OF STATIONERY FOR PSLE AND JCE CERTIFICATES, AND CERTIFYING STATEMENTS FOR BOTSWANA EXAMINATIONS COUNCIL

CONTRACT

PART 1: AGREEMENTS AND CONTRACT DATA

Form of Offer and Acceptance

Contract Data

PART 2: PRICING DATA

Pricing Instructions

PART 3: SCOPE OF WORK

Scope of work

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:

DESIGN AND SUPPLY OF STATIONERY FOR PSLE AND JCE CERTIFICATES, AND CERTIFYING STATEMENTS FOR BOTSWANA EXAMINATIONS COUNCIL

The bidders, identified in the signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the bidders offers to perform all of the obligations and liabilities of the Contractor (or the Consultant or the Supplier as the case may be) under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

This Offer, of which the bidders has signed one original, may be accepted by the Procuring Organisation by signing the form of Acceptance overleaf and returning one fully executed original of this document including the Schedule of Deviations (if any) to the bidders before the end of the period of validity stated in the Tender Data, whereupon the bidders becomes the party named as the Contractor, (or the Consultant, Professional Service Provider, Service Provider or the Supplier as the case may be) in the Conditions of Contract identified in the Contract Data.

For the bidders:

Signature(s)

Name(s)

Capacity

(Insert name and address of organisation)

Name &
signature of
witness

Date

Acceptance

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the Procuring Organisation accepts the bidders Offer. In consideration thereof, the Procuring Organisation shall pay the Contractor, (or the Consultant or the Supplier as the case may be) the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the bidders Offer shall form an Agreement between the Procuring Organisation and the bidders upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

- Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part 2 Pricing Data
- Part 3 Scope of Work

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the bidders and the Procuring Organisation during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be signed by the duly authorised representative(s) for both parties.

The bidders shall within one week of receiving a fully executed original of this Agreement, including the Schedule of Deviations (if any), contact the Procuring Organisation's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the bidders receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the bidders (now Contractor, Consultant or Supplier) within five days of the date of such receipt notifies the Procuring Organisation in writing of any reason why he cannot accept the contents of this Form of Offer and Acceptance, this Agreement shall constitute a binding contract between the Parties.

For the Botswana Examinations Council

Signature(s)

Name(s)

Capacity

(Insert name and address of organisation)

Name &
signature of
witness

Date

Botswana Examinations Council

**CONTRACT PART 2
PRICING DATA**

PRICING INSTRUCTIONS

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.

Summary pricing schedule Year 1

Item No	Item Name	Quantity	Unit Price	VAT 12%	Sub total	Total
1	PSLE Certificate	50 000				
2	JCE Certificate	45 000				
3	Certifying Statement	5 000				
4	Freight					
			Grand Total			

Summary pricing schedule Year 2

Item No	Item Name	Quantity	Unit Price	VAT 12%	Sub total	Total
1	PSLE Certificate	45 000				
2	JCE Certificate	40 000				
3	Certifying Statement	5 000				
4	Freight					
			Grand Total			

Summary pricing schedule Year 3

Item No	Item Name	Quantity	Unit Price	VAT 12%	Sub total	Total
1	PSLE Certificate	45 000				
2	JCE Certificate	40 000				
3	Certifying Statement	5 000				
4	Freight					
				Grand Total		

Summary Pricing Schedule Year 4

Item No	Item Name	Quantity	Unit Price	VAT 12%	Sub total	Total
1.	PSLE Certificates	45 000				
2.	JCE Certificates	40 000				
3.	Certifying Statement	5 000				
4.	Freight					
				Grand Total		

Summary Pricing Schedule Year 5

Item No	Item Name	Quantity	Unit Price	VAT 12%	Sub Total	Total
1.	PSLE Certificates	45 000				
2.	JCE Certificates	40 000				
3.	Certifying Statements	5 000				
4.	Freight					
			Grand Total			

Grand Summary pricing schedule

Item No	Item Name	Quantity	Unit Price	VAT 12%	Sub total	Total
1	PSLE Certificate	230 000				
2	JCE Certificate	205 000				
3	Certifying Statement	25 000				
4	Freight					
			Grand Total			

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 as the maximum to be charged, Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
3. Quoted prices are to be valid for a period of at least 180 days.
4. Payments will be made in accordance with agreed payments schedules.

1 Purchaser's objectives

The purpose of this Invitation to Tender is to invite potential bidders to the Botswana Examinations Council for the design and supply of stationery for PSLE and JCE Certificates, and Certifying Statements.

2 Overview of the required supplies

The purpose of this exercise is to source security printed examinations certificates for the Primary School Leaving Examination (PSLE) and the Junior Certificate Examinations (JCE) and certifying statements from prospective qualified professional organisations. The successful bidder will be involved in a relationship with BEC for a maximum period of 5 years.

3. BACKGROUND AND PROPOSED ASSIGNMENT

The Botswana Examinations Council is a semi-autonomous body created by the Botswana Examinations Council Act NO 11 of 2002. The Council is mandated to issue certificates as per the certification specifications for each qualification, in accordance with the requirements specified by the Ministry of Education and Skills Development.

4. SPECIFIC OBJECTIVES

- a) To provide a quote for the three (3) items; stationary for PSLE certificates, JCE certificates and certifying statements.
- b) To produce designed samples for the three items, meeting the minimum security requirements specified
- c) To supply the equipment required to check all the security features e.g. Mini Fluorescent and spotlight OR ultra violet lamp as referred to in 5f
- d) To commit to deliver the stationary for the items by the date stated.
- e) The deliverable work and other creative work of the Supplier called for by this Tender, including all written, graphic, audio, visual and any other materials, contributions, applicable work product and production elements contained therein, whether on paper, disk, tape, digital file or any other media (the "deliverable work") is being specially commissioned as work made for hire in accordance with the copyright laws of the Republic of Botswana. The Client (BEC) is the sole proprietor of the deliverable work from the time of its creation and owns all right, title and interest therein throughout the work including, without limitation, the copyright and all related rights.

5. SCOPE OF THE ASSIGNMENT

. Security features of the Certificates

The certificates should have a minimum of the following security features:

- a) An A4 watermarked security paper
- b) Full colour printing of Botswana Examinations Council Logo
- c) Solvent Sensitive Inks
- d) Numbering
- e) Heavier grade paper
- f) Embedded thread
- g) Guilloche Security Patters
- h) Hologram

6 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 in addition to the following.

6.1 Bid

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile
- Management Summary
- Proposed Methodology and Solution
- Proposed Project Team
- Details of References
- Quality Assurance

6.1.1 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.

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

	2008-2009	2009-2010	2010-2011
Annual turn over			
Annual net profit			

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

6.1.2 Management Summary

The Management Summary should contain summaries of

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

6.1.3 Proposed Methodology and Solution

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

(a) Proposed Solution

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

(b) Project Management

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

(c) Deliverables

- 230 000 PSLE designed certificates
- 205 000 JCE designed certificates
- 25 000 designed certifying statements

(f) Bidder's Requirements

- Supplier's requirements for the commencement of work.

6.1.4 Proposed Project Team Personnel

The bidder must provide information on the personnel who will be engaged in this project. A detailed C.V. of each consultant must contain the information as stated in 9 below and also in accordance with the format given in Returnable Documents.

6.1.5 Reference Project Details

The bidder is required to provide at least three references relating to work of a similar nature and comparable in size to this project. Each reference should include the following information as a minimum:

Project Name

Project Value (specify currency)

Length of project and whether contractual completion date was met

Name, address and other relevant particulars of the client

Name, position and contact details of the client principal contact

Nature and scope of the assignment

Personnel involved in the project and their roles.

6.1.6 Appendices

Documents which cannot be incorporated in the body of 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.

Key Personnel

Bidders are required to provide detailed Curriculum Vitae of each member of the proposed project team.

Bidders should provide detailed information according to the guidelines given below using the format given in Annexure 4, and not in a format of their choice. Non-compliance in this respect may have a negative impact on the evaluation of the bid.

Bidders are required to provide the following information about each member of the proposed project teams:

- 1 Name and date of birth;
- 2 Nationality and Identification Number (Omang for Botswana citizens or Passport Number for others);
- 3 Qualifications;
- 4 Formal Educational Qualifications (Type, Institution, Month and Year, Grade/Class/Division);
- 5 Professional Qualification (Type, institution, Month and Year, Grade/Class/Division);
- 6 Details of Experience in reverse chronological order (name of the organization, period of employment, detailed description of experience, post(s) held, roles played in specified projects);
- 7 Previous assignments similar to this project;
- 8 Details of other skills and competencies.

8 Quality plans and control

Bidders are required to outline their Quality Management and Quality Assurance methodologies and how they would be implemented in relation to the project. The following areas should be covered in this section:

How the work is going to be completed to the required standard, within the project cost and on time.

How quality management is to be ensured during the project.

How contract performance guarantees are to be monitored.

What problems may occur in conducting the work, and how such problems can best be avoided?

9 Tender Schedule

<i>Activity</i>	<i>Completion Date</i>
<i>Issue ITT</i>	
<i>Tender Closing Date</i>	
<i>Evaluation of Responses</i>	
<i>Preferred Supplier approval by BEC Management</i>	
<i>Contract Negotiations</i>	
<i>BEC Tender Committee</i>	
<i>Tender Award</i>	
<i>Start Project</i>	
<i>Complete Project</i>	