



**BOTSWANA
EXAMINATIONS
COUNCIL**

DIRECTORATE OF CORPORATE SERVICES

INVITATION TO TENDER

FOR

Provision of Security Guard Services at Botswana Examination Council

Reference No BEC DCS 014/14-15

Date: February 2015

PROCURING ORGANISATION	AGENT
Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana	The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267365 0830 Fax: +267 316 4413 Email: tenderenquiries@bec.co.bw

Tender Ref No. BEC DCS 014/14-15**Provision of Security Guard Services at Botswana Examination Council**

- Tender offers are invited for Provision of Security Guard Services at the Botswana Examinations Council, Head Office.

- The Procuring Entity is the Directorate of Corporate Services.

- This tender is restricted to tenderers who are domiciled in Botswana and must, in order to be considered for the award of the contract, be in possession of Tax Clearance Certificate and be registered with PPADB for security services under Code 100 Sub-Code 01. Tenderers must be appropriately licensed to provide security services and be in possession of requisite documentation of such services according to the laws of Botswana.

- Tender documents will be available for collection during working hours (0730 hours to 1300 hours and from 1400 hours to 1630 hours) with effect from **Date 18th February 2015. Tenders documents may be collected** from the Procurement Division 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.

Tel: (+267) 365 0700

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

Email: procurement@bec.co.bw

Bids must be submitted using the **two** envelope system. Two separate envelopes must be used, one containing the **Financial Bid** and the other containing **Technical Bid**. One (1) **original and five 5 copies** of the bids must be submitted in each envelope, sealed and labelled accordingly with the tender number and title. (The envelope containing Financial bid must be labelled "**Financial**" and the Technical bid "**Technical**" on the outer of the envelope.) The two envelopes are to be delivered in a sealed large envelope clearly marked "**Tender No; BEC DCS 014/14-15 – Provision of Security Guard Services at Botswana Examinations Council**"

The closing date for the tender is **10.00am on 20th March 2015** and tender opening shall be immediately thereafter in the presence of interested bidders at the Council premises. Bids must arrive not later than 10.00am (local time) on 20th March 2015. Bids received after the closing date and time will not be accepted. Telephonic, telegraphic, telex or facsimile bids will not be accepted.

Sealed bids should be delivered to the following address:

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

- Tenderers must pay a non-refundable deposit of BWP500.00 by cash or bank guaranteed cheque made out in favour of the Botswana Examinations Council before collection of the tender documents.

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
Tender Committee
Botswana Examinations Council
Private Bag 0070
Gaborone
Botswana.

Tel: (+267) 365 0700
Fax: (+267) 393 3872, 316 4413, 316 4203, 318 5011
Email: procurement@bec.co.bw

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

Botswana Examinations Council is not bound to accept the lowest or any bid, or bear any expense in the preparation thereof. The bids must be structured in the format specified in this tender document.

Tender Committee Secretary
For/Executive Secretary

Provision of Security Guard Services at 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

VOLUME 3: THE CONTRACT

Part 1 Scope of Work

Part 2 Pricing Data

Part 3 Agreements & Contract Data

1.3 All tenders are required to submit the following:

1. A certified copy of a valid Tax Clearance Certificate certified by the Botswana Unified Revenue Services (BURS).
2. Certified copy of valid Security Licence
3. Certified copies of the share certificates.
5. Form from Registrar of Companies & Intellectual Property showing Company Directors
6. Completed Form of Declaration by Directors and Shareholders
7. PPADB Registration (CODE 100 Sub Codes 01)

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 service 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 must quote in Botswana Pula only.

All the quoted prices must include VAT @ 12%.

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

In addition to the pricing schedules specified in CONTRACT PART 2, Pricing Schedules, the bidders must provide a detailed breakdown of the major cost components in a format of their choice.

All returnable documents must be fully completed

1.5 Parts of each tender offer communicated on paper shall be submitted as an original, plus four (4) 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.	
<ul style="list-style-type: none"> Designated Authorised Representative for this Project 	<ul style="list-style-type: none"> 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	

1.6 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 DCS 014/14-15 Provision of Security Guard Services at Botswana Examinations

Council

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

1.7 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 comprise of the technical proposal of the bidder on how he / she intend to provide Security Services based on the scope of work provided; i.e technical specifications.
- 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 Bid should be marked **ORIGINAL**; 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 (5) copies of the bid shall be placed in a sealed envelope clearly marked – Tender No; BEC DCS 014/14-15– Provision of Security Guard Services at Botswana Examinations Council.

- Bids must arrive no later than 10:00 am (local time) on **20 March 2015**. Bidders may be present for the tender opening if they wish. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted. Only the technical bids shall be opened on the closing date of the tender.

1.8 The closing date and time for submission of tender offers is:

10.00 am on 20 March 2015

1.9 Telephonic, telegraphic, telex, email or facsimile tender offers will **not** be accepted.

1.10 The tender validity period is at least 180 days from the closing date of the tender.

1.11 The time and location for opening of the tender offers shall be immediately after closing time;

Time **10:00 am on 20 March 2015**

Location: Botswana Examinations Council
Plot 54864
KT Motsete Road
Gaborone.

1.12 The procedure for evaluation of responsive tender offers is quality and cost based selection method.

The Evaluation Process

The Tender Evaluation Committee (TEC) will be constituted by the Project Sponsor 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 1.13.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.14.
- 3 The qualifying bids after Stage 2 will go through to Stage 3 of the evaluation process as described in 1.15.
- 4 The contract will be provisionally awarded to the Bidder with highest overall score of Stage 2 and 3, of the evaluation process subject to successful negotiation of the contract as in 1.16.
5. The successful Bidder will sign the agreed contract document with BEC prior to commencement of the service.

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.

1.13 Disqualification at Stage 1

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

Stage 1 – Administrative: Checking all required submissions and documentation as shown below

- Submit Copy of valid Tax Clearance Certificate – Certified by BURS
- Submit Certified copy of valid Security Licence – certified by the issuer
- Submit certified copies of Shareholders Certificates
- Submit form Register of Companies showing company Directors.
- Submit copy of PPABD Registration under Code 100 Sub-Code 01.

Key:

1. Answer YES OR NO
2. Only bidders who have yes in **ALL** fields will proceed to the next stage

Note: Bidders who are guilty of any malpractice shall be disqualified. Malpractice is defined as corrupt or fraudulent practices as stated below:

- “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection or procurement process, or in contract execution; and
- “fraudulent practice” means a misrepresentation of facts in order to influence a selection or procurement process, or the execution of a contract to the detriment of the Client, and includes collusive practices amongst bidder (prior to or after bid submission) designed to establish bid prices at artificial and non-competitive levels and to deprive the Client of the benefits of free and open competition.

1.14 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. A site visit will be arranged to the offices of all bidders who made it to this stage to ascertain and assess the effectiveness of communication between the bidder's office and officers on site.

AREA	CRITERIA	MARKS	
Organisation	Background	4	30
	Past relevant experience	10	
	Qualifications and skills	4	
	Track records and previous contracts	4	
	Capability and Commitments	4	
	Company offices & communication equipment	4	
Methodology	Over-all approach, methodology and strategy	15	30
	Capacity to provide security services	10	
	Quality management, assurance and standards	5	
Delivery and Services	Relevance to tender	10	20
	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% or 60 points. The top three bidders with a score of =>75% will progress to Stage 3.

1.15 Evaluation of Financial Bids – Stage 3

The qualifying bids from stage 2 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 quoted Price by the bidder

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

1.16 Basis of Award

The Bidder with the highest combined score (technical and Financial) from stages 2 and 3 would be recommended for the award subject to contract negotiations. If the contract negotiations fail, then the next preferred bidder will be engaged for contract negotiations and recommended for the award.

The Scope of Work

Botswana Examinations Council (BEC) invites tenders from reputable Security Companies to provide Security Guard Services at plot 54864 KT Motsete Road for a period of three years (3 years). The contractor will be expected to provide 24 hours security guard services to Botswana Examination Council assets and premises on daily basis for the duration of the contract.

The services must be provided as per the schedule below.

Main Entrance

Main Entrance

Day Shift – 3 Guards + 1 supervisor 06.00 am – 1800 hrs - **(daily)**

Night Shift – 2 Guards + 1 supervisor 1800 hrs – 06.00 am - **(daily)**

Reception No.2

Day Shift – 2 Guards 07.30 am – 1800 hrs **(Weekends exclusive)**

Registration and Certification area

Day Shift – 2 Guards 0730.00 am – 1630 hrs **(Weekends exclusive)**

Warehouse/Working Area

Guards will be provided as and when required by the client (BEC). The supplier will be required to provide a quotation based on the number of guards required and the duration of the service.

The terms of reference are:

- The successful bidder shall provide BEC with security guard services to safeguard BEC's property against theft, burglary and malicious damage and generally guard against any act or omission that may result in damage to BEC's property.
- The successful bidder must have the capacity to provide BEC with **additional security services such as; Cash in transit services and additional security manpower** as and when required during the term of the contract.
- The contract period shall be 3 years beginning on the **1st JUNE 2015**.
- The successful bidder shall ensure that all staff employed are, at all times whilst at work on the premises, neatly dressed, presentable and demonstrate hygienic and sober habits.
- The successful bidder shall provide all the necessary uniform and protective clothing to the staff which they shall wear at all times while guarding the BEC premises.

- The successful bidder shall ensure that his/her employees comply with regulations as laid down from time to time by the Executive Secretary of BEC.
- The successful bidder shall exercise reasonable care in the use of the equipment provided by BEC and will hand such equipment over to the BEC at expiry or termination of the contract in as good condition as such equipment was in on the commencement date of the contract, fair wear and tear expected.
- The successful bidder shall be responsible for replacement of any BEC's equipment which is lost or destroyed due to negligence and/or carelessness on the part of the bidder's staff or its principals
- Give assurance that all personnel assigned do not have previous criminal convictions or pending criminal cases before the court of law or the Police.
- Bidders should indicate their rates for the following periods
 - Hourly rates
 - Daily Rates
 - Weekend rates
 - Holiday rates
 - Monthly

The tenderer must complete the following returnable documents:

1. Returnable Documents required for tender evaluation purposes

- Certificate for authority of signatory
- Record of addenda to tender documents
- Detailed Response to all other Requirements specified in the CONTRACT PART 3
- Proposed subcontractors
- Quality plan
- Curriculum Vitae of Key Personnel
- Experience of tenderer
- Management plan

2. Other Documents required for tender evaluation purposes

- Valid Certified Copies of Tax Clearance Certificate
- Certified Copies of Valid Security License
- Shares Certificate.
- Forms from ROCIP showing directors of the company
- Form of Declaration by Directors and Shareholders

3. Returnable Documents that will be incorporated into the contract

- Proposed subcontractors
- Quality plan
- Curricula vitae of key personnel
- Detailed Response to all other Requirements specified in the CONTRACT PART 3
- Management plan

4. Other returnable documents that will be incorporated into the contract

- Certificate of entitlement for preferential treatment
- Form of Offer and Acceptance
- Statement of Commitment regarding the deployment of Personnel in Core Functional Areas
- Management Plan

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY
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Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A COMPANY	B PARTNERSHIP	C JOINT VENTURE	D SOLE PROPRIETOR

A. Certificate for company

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

As witnesses:-

1. _____

_____ Chairman

2. _____

_____ Date

B. Certificate for partnership

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

NAME	ADDRESS	SIGNATURE	DATE

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

C. Certificate for Joint Venture

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

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

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

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY

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

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

Tenderer

We notify you that it is our intention to employ the following Subcontractors for work in this contract.
 If we are awarded the contract we agree that this notification does not change any contractual obligation for us to submit the names of proposed Subcontractors. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subcontractor	Nature and extent of work	Previous experience with Subcontractor
1.			
2.			
3.			
4.			
5.			

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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Note to tenderers: Please provide details of your quality plan here. Alternatively, you may attach a copy of your quality plan.

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

Tenderer

The following are lists of products, supplies, equipment or material that will be required for the delivery of the services:

Quantity	Description

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

Note to tenderers: Please describe the management arrangements for the work in this contract. You are requested to include:

1. An organisation chart showing onsite 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 lease period.

Summary of items attached to this schedule:

Attach additional pages as required.

Signed	Date
-----	-----
Name	Position
-----	-----
<i>Tenderer</i>	

Tender No; BEC DCS 014/14 - 15 Provision of Security Guard Services at Botswana Examinations Council (Head office), Gaborone

CONTRACT

PART 1: AGREEMENTS AND CONTRACT DATA

Form of Offer and Acceptance

Contract Data

Forms of Securities

Performance security- demand guarantee

PART 2: PRICING DATA

Pricing Instructions

Activity Schedule / Bill of Quantities

PART 3: SCOPE OF WORK

Scope of work

CONTRACT PART 1 AGREEMENTS & CONTRACT DATA	FORM OF OFFER AND ACCEPTANCE
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Offer

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

Tender No; BEC DCS 014/14 - 15 Provision of Security Guard Services at Botswana Examinations Council (Head office), Gaborone

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 bidder:

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

Schedule of Deviations

Note:

1. The extent of deviations from the tender documents issued by the Procuring Organisation prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
2. In the event of conflict between the contents of this Schedule of Deviations and any other list or record of tender stage amendments or addenda, this Schedule shall take precedence.

1 Subject _____

Details _____

2 Subject _____

Details _____

3 Subject _____

Details _____

4 Subject _____

Details _____

5 Subject _____

Details _____

6 Subject _____

Details _____

By affixing the signatures of the duly authorised representatives below, the Procuring Organisation and the bidder both agree to and accept the foregoing Schedule of Deviations as the only 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.

It is expressly agreed that no information, documentation or communication not listed in the Schedule of Deviations shall have any meaning or effect in the contract between the parties arising from this Agreement.

For the bidder:

Signature(s)

Name(s) _____

Capacity _____

(Insert name and address of organisation)

Name & signature of witness _____ Date _____

For the Botswana Examinations Council

Signature(s)

Name(s)

Capacity

(Insert name and address of organisation)

Name &
signature of
witness

Date

.....

Republic of Botswana	TENDER RETURNABLE DOCUMENT	DECLARATION BY DIRECTORS AND SHAREHOLDERS
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DECLARATION ON BEHALF OF OWNERS, PARTNERS/ SHAREHOLDERS AND /OR DIRECTORS

I, _____ (full name), in my capacity as a director/shareholder/partner/owner (tick as applicable)

hereby declare that on my behalf, and on behalf of the owners, partners and /or directors

of:

..... *(name of company)*

Of:

.....

..... (Postal/physical address)

that, in connection with the enclosed tender,

1. All information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the company and/or its representatives.
2. I state that the resolution executed by the Board of Directors of in pursuance of this tender, was executed following a declaration by all Directors present or by proxy confirming that they have not, through other registered companies, participated in the same tender and/or bid for the same items/products.
3. I,....., in my capacity as aforesaid, declare and confirm that we have in fact not participated in the same tender and/or bid for the same items/products, through any other registered company or other entity.
4. I hereby provide a current list of Directors and Shareholders for the company and attach certified copies authenticated and certified by the Company Registration Authority or Chamber of Commerce or the equivalent thereof from the country of origin.

	DIRECTORS NAME	NATIONALITY	SHAREHOLDERS NAME	NO. OF SHARES/PERCENTAGE OF SHAREHOLDING	NATIONALITY
1					
2					
3					
4					
5					
6					
7					

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

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

10. We acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring department and/or PPADB shall be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

SIGNED: NAME:

DATED:.....

.....
Company Stamp

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT _____ ON THIS _____ DAY OF _____ 20____, AT ____AM / PM, THE DEPONENT HAVING ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS CONSCIENCE.

COMMISSIONER OF OATHS

CAPACITY:

Botswana Examinations Council

CONTRACT PART 3 SCOPE OF WORK	SCOPE OF WORK: SUPPLIES CONTRACT
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1 Purchaser's objectives

The purpose of this Invitation to Tender is to invite potential bidders to provide 24 hours security guard services to Botswana Examination Council premises.

2. Overview of the required supplies

This section details out the deliveries and scope of work for the bidder. The scope of work involves the following activities;

2.1. The Scope of Work

The supplier will be required to provide Security Guard Services at Botswana Examination Council, Plot 54864 KT Motsete Road for a period of three years (3 years). The service will be expected to be provided 24 hours to safeguard the assets of the Council for the duration of the contract.

The services must be provided as per the schedule below;

Main Entrance

Day Shift – 2 Guards + 1 supervisor 06.00 am – 1800 hrs - **(daily)**

Night Shift – 2 Guards + 1 supervisor 1800 hrs – 06.00 am - **(daily)**

Reception No.2

Day Shift – 2 Guards 06.00 am – 1800 hrs **(Weekends exclusive)**

2.2. The terms of reference are:

- The successful bidder shall provide BEC with security guard services to safeguard BEC's property against theft, burglary and malicious damage and generally guard against any act or omission that may result in damage to BEC's property.
- The successful bidder must have the capacity to provide BEC with **additional security services such as; Cash in transit services and additional security manpower** as and when required during the term of the contract.
- The contract period shall be 3 years beginning on the **1st June 2015**.
- The successful bidder shall ensure that all staff employed are, at all times whilst at work on the premises be neatly dressed, presentable and demonstrate hygienic and sober habits.
- The successful bidder shall provide all the necessary uniform and protective clothing to the staff which they shall wear at all times while guarding the BEC premises.
- The successful bidder shall ensure that his/her employees comply with regulations as laid down from time to time by the Executive Secretary of BEC.
- The successful bidder shall exercise reasonable care in the use of the equipment provided

by BEC and will hand such equipment over to the BEC at expiry or termination of the contract in as good condition as such equipment was in on the commencement date of the contract, fair wear and tear expected.

- The successful bidder shall be responsible for replacement of any BEC's equipment which is lost or destroyed due to negligence and/or carelessness on the part of the bidder's staff or its principals
- Give assurance that all personnel assigned do not have previous criminal convictions or pending criminal cases before the court of law or the Police.
- Bidders should indicate their rates for the following periods
 - Hourly rates
 - Daily Rates
 - Weekend rates
 - Holiday rates
 - Monthly

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 in addition to the following

3.1. 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 Team

Details of References

Quality Assurance

3.1.1. Company Profile

Bidders should highlight the capability of the organisation to undertake this project and list any similar assignments which have been successfully undertaken in the past.

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:

	2011-12	2012-13	2013-14
Annual turn over			
Annual net profit			
Annual tax return			

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

Bidders should note that companies who have successfully implemented projects relating to provision of cafeteria meals will have an added advantage.

3.1.2. Management Summary

The Management Summary should contain summaries of

- (a) approach and methodology,
- (b) the proposed solution,
- (c) Process of staff turnover, lateness and absenteeism

3.1.3 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
- Acceptance testing approach
- Constraints, assumptions and dependencies

(b) Project Management

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

(c) Deliverables

(f) Bidder's Requirements

- Supplier's requirements for the commencement of work.

3.1.4 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 key project member must contain the information as stated in 9 below and also in accordance with the format given in Returnable Documents.

3.1.5 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.

3.1.6 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.

4. 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 (Oman 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.

5 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.

Pricing format

Item	Description	Quantity	Unit Price	VAT	Amount

-----**END OF DOCUMENT**-----

