



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND  
CERTIFICATION**

**INVITATION TO TENDER**

**FOR**

**THE PRINTING AND PACKAGING OF STANDARD FOUR QUESTION  
PAPERS FOR BOTSWANA EXAMINATIONS COUNCIL FOR 2013, 2014  
AND 2015**

**Tender No BEC EAC 005/13-14**

*Date: 09 July 2013*

<b>PROCURING ORGANISATION</b>	<b>AGENT</b>
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 Email: <a href="mailto:procurement@bec.co.bw">procurement@bec.co.bw</a>

Botswana Examinations Council

**TENDER  
TENDERING PROCEDURES**

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

***Tender No. BEC EAC 005/13-14*****Invitation to tender for the Printing and Packaging of Standard Four Examination Papers for Botswana examinations Council**

- Tender offers are invited for the printing and packaging of Standard Four Examination Papers
- The Procuring Organisation is Botswana Examinations Council.
- Tenderers 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.
- Tender documents will be available with effect from **9<sup>th</sup> July 2013** and can be obtained from Procurement Office at Botswana Examinations Council at the following addresses:

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Physical Address

Botswana Examinations Council  
Plot 54862, KT Motsete Road  
Gaborone.

Tel: (+267) 365 0700

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

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

A non-refundable fee of P500 should be paid during tender collection. Bids must be submitted using the two envelope system. One original and five copies, respectively for the financial and technical bids must be submitted in sealed packets or boxes labelled as follows:

**Tender No. BEC EAC 005/13-14 Invitation to tender for printing Of Standard Four Examination Papers for Botswana Examinations Council** for the years 2013, 2014 and 2015.

And should be delivered to the following address:

The Secretary  
Tender Committee  
Botswana Examinations Council  
Plot 54862  
KT Motsete Road  
Gaborone.

**NB.** Non-compliance to the separation of the **technical** and **financial** bids is subject to outright disqualification. The same treatment will be given to bidders' responses that do not have the required number of envelopes for the technical and financial bids.

Bidders who are awarded the tender should by no means pass it to other parties to undertake the project.

- Queries and questions relating to the issue of these documents will be accepted up to 5 working days before the tender closing date. The queries or questions should be put in writing and should be addressed to:

The Secretary  
Tender Committee  
Botswana Examinations Council

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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 **6<sup>th</sup> August 2013**. The tenders will be opened in the presence of bidders wishing to attend. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.
- 

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

The Secretary  
Tender Committee  
Botswana Examinations Council

#### BACKGROUND

The Botswana Examinations Council is a semi-autonomous institution mandated by the Botswana Examinations Act No. 11 of 2002 to design, develop and administer school examinations. These examinations among others include Standard Four Attainment Tests, Primary School Leaving Examinations, Junior Certificate Examinations and Botswana General Certificate of Secondary Education.

The administration of examinations, apart from involving such issues as compiling the policies dealing with conduct of examinations, also include logistics such as printing and packaging of papers, transportation and co-ordinating of marking. This tender focuses on the printing and packaging of Standard Four question papers. The papers are printed according to set technical specifications (see General Printing Requirements) and then packaged in counted packages of 100, 50, 20, 10, 5, in accordance with the total numbers given for the respective years. The total numbers should be treated as being equal for each of the three subjects of English, Setswana and Mathematics. Prospective bidders should be capable of handling large scale printing works. Both quality and security is emphasised in this undertaking, hence both the technical and financial bids will be assessed before the award of the tender.

#### GENERAL PRINTING REQUIREMENTS

EXAMINATION PAPER SIZE	:	A4
COPY	:	Supplied camera-ready copy or electronic soft copy
MATERIAL	:	White printing 80gsm
COLOUR	:	Black and White
FINISHING	:	Folded, inset, saddle stitched and trimmed
ENVELOPING	:	Security bagged to BEC's unique design in 5s, 10s, 20s, 50s and 100s depending on the page extents
PACK/ DESPATCH	:	Suitably packed for despatch to Gaborone

The NB Bidders that cannot produce the technical specifications above will be disqualified at the initially stage of evaluation.

**SCOPE**

The purpose of this tender is to fairly, transparently and objectively solicit services for the provision of printing and packaging services for the Standard Four Attainment Test. Among the main attributes that an ideal printing house should provide are the premises that offer maximum security to safeguard the integrity of the examinations being printed. The Printer should ensure that no copies of the paper being printed can leave the premises during the time of printing.

Papers should be printed to specified numbers with reasonable extras and to the given technical specifications. The printing paper should be of reasonable quality, internationally. The printer should remember that if the printed papers are not packaged then the work is not complete and payment will be withheld until such packaging is effected. All quotes should be inclusive of VAT.

Collectively quotes for all the years that do not show yearly breakdowns are unacceptable and will not be entertained. Please use the suggested format below for guidance:

The breakdown of quotes should appear as follows:

Year	Subject/ Syllabus	Quotes	Total
2013	English		
	Mathematics		
	Setswana		
2014	English		
	Mathematics		
	Setswana		
2015	English		
	Mathematics		
	Setswana		
<b>Grand Total (3 years)</b>			

The Printer should provide 60 000 copies per subject. The number of copies will escalate by 10% annually.

Botswana Examinations Council

**TENDER  
TENDERING PROCEDURES**

TENDER DATA

VOLUME 1

**INVITATION TO TENDER FOR THE PRINTING AND PACKAGING OF THE STANDARD FOUR QUESTION PAPERS 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

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 PPADB registration certificate(for local companies)
- Proof of payment of the tender fee of P500
- Valid copy of tax clearance certificate (an exemption can be made under certain conditions e.g. being a foreign company that is outside the country and hence does not pay tax)
- Valid copy of trading licence (If applicable)
- Copy of certificate of incorporation
- Adherence to the two envelope system of submitting the bids

All the documents must be certified copies.

**1.31 NB Disqualification**

- Bids that do not conform to the requirements and specifications above will be disqualified at Stage 1 of the evaluation and will be dropped from any further consideration. Bidders will not be informed of any missing documents before disqualification takes place.

- . 1 4 All bidders are required to provide the pricing schedule in the format provided in under the Scope of this document, 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.

All the quoted prices must include VAT if applicable.

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.

- 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 005/13-14 Invitation to tender for the Printing and Packaging of Standard Four Examination Papers for Botswana examinations Council**

Tender Secretary  
Botswana Examinations Council  
Plot 54862  
KT Motsete Road  
Gaborone.

A two-envelope procedure will be followed.

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

- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialled by the person or persons who sign the bid.
- All copies must be signed in ink by an authorised employee, agent or representative of the bidder.
- For each bid, the bidders shall prepare the number of copies indicated in the Instructions to Bidders. The original marked **ORIGINAL** of the Technical Bid and five copies, and the original marked ORIGINAL of the Financial Bid and five copies should be parcelled in separate envelopes and put in one large packet. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct. Copies should be labelled **accordingly**.
- The originals and five copies of each of the technical and financial bids shall be placed in a separate and sealed envelope clearly marked – Tender No. BEC EAC 005/13-14 Invitation to tender for the printing and packaging of Standard Four Examination Papers for Botswana Examinations Council and shall bear the submission address.
- Bids must arrive no later than 10:00 am (local time) 6<sup>th</sup> August 2013. The outer envelope will be opened immediately, and bidders may be present 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.
- 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.

The tender is open to both the local (Botswana) and international bidders abroad and in Africa.

Projects worth a value of BWP300,000 are reserved for companies wholly owned by citizens. Projects that are above BWP300,000 in value, the following preference applies:

1. Wholly citizen owned companies are entitled to 5% price preference;
2. Majority citizen owned companies are entitled to 3% price preference;
3. Minority citizen owned companies are entitled to 2% price preference over their foreign counterparts.

- 1.7 The closing time for submission of tender offers is:  
**10:00 am, 6<sup>th</sup> August 2013.**

- 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 6<sup>th</sup> August 2013.

Location: Botswana Examinations Council  
Plot 54862  
KT Motsete Road  
Gaborone.

1.11

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

#### **The Evaluation Process**

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

- 1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.13.
- 3 The technical bids of the short listed bidders after Stage 2 of the evaluation process will be evaluated as stated in Stage 3 of the evaluation process. (See General requirements)
- 4 The project will be provisionally awarded to the bidder with highest combined score of Stage 2 and Stage 3 and of the evaluation process subject to successful negotiation of the contract as in 1.15.

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

Stage 2	: 80
Stage 3	: 20
Total	: 100

- 6 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.

#### **Notes**

- Subject to authorisation by BEC Tender Committee, further information may be requested from the bidders during evaluation. Any such request will be made in writing to the bidder's nominated representative as declared in the Form of Response. Any such correspondence will be for purposes of clarification only and will in no way be indicative of any preference towards any bidder or bid.
- All important information required for the project shall be included in the bid, so that at contract negotiation stage there are no major issues that could call for the change of award.
- NB. Site inspection of the facilities and logistics that would be availed to execute and complete the project is a necessity that should not be over-looked.



**1.13 Disqualification at Stage 1**

A bidder whose technical bid does not meet any one of the following requirements will be disqualified during the first scrutiny at Stage 1.

- Correct number of copies
- Proof of payment of the tender fee of P500
- Valid copy of tax clearance certificate (an exemption can be made under certain conditions e.g. being a foreign company that is outside the country and hence does not pay tax)
- Valid copy of trading licence (If applicable)
- Copy of certificate of incorporation
- Adherence to the two envelope system of submitting the bids

**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 where applicable, should be considered as part of the evaluation process at this stage. This would help to confirm what is submitted in the bids.

<b>No</b>	<b>Criteria</b>	<b>Description</b>	<b>Marks</b>
1	Capability and capacity	<ul style="list-style-type: none"> <li>• Relevant manpower profile</li> <li>• Experience in the provision of printing services</li> <li>• Financial capability of the company, consortium or joint venture</li> </ul>	15
2	Technical logistics	<ul style="list-style-type: none"> <li>• Relevant machinery</li> <li>• Storage facilities</li> </ul>	10
3	Solution and Methodology	<ul style="list-style-type: none"> <li>• Understanding of the requirements</li> <li>• Provision of a comprehensive plan of execution</li> </ul>	15
4	Product quality	<ul style="list-style-type: none"> <li>• Quality of Sample produced</li> <li>• Quality of the paper used</li> </ul>	30
	Security	<ul style="list-style-type: none"> <li>• Availability of satisfactory security personnel or facilities to ensure credibility</li> </ul>	20
<b>Maximum Marks for Stage 2</b>			<b>80</b>

The cut off for progression to Stage 3 is a minimum score of 60.

**1.15 Evaluation of Financial Bids – Stage 3**

For the purpose of evaluation, Bids in international currency will be converted to BWP using the current rate of exchange obtained from Bank of Botswana.

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 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.

Botswana Examinations Council

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

**1. Returnable Documents required for tender evaluation purposes**

- Certificate for authority of signatory
- 
- Proof of registration with PPADB
- Record of addenda to tender documents (if any)
- Detailed response to all other requirements specified in the Tender Document
- Quality plan
- Curriculum Vitae of Key Personnel
- Experience of tenderer
- Management plan
- 
- All certified copies of documents and conditions specified in (1.3)

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**.

<b>Bidder's Name</b>	
<b>Company Registration Number</b>	
<b>Vat Number ( if applicable)</b>	
<b>Country of Registration</b>	
<b>Year of Establishment</b>	
<b>Physical Address</b>	
<b>Postal Address (if different)</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Fax Number</b>	
<b>Email and URL</b>	
<b>Contact Address in Botswana (If applicable)</b>	
<b>Project Title</b>	
<b>Tender No.</b>	
<b>Designated Authorised Representative for this Project</b>	<b>Name:</b> <b>Position:</b> <b>Qualifications:</b> <b>Tel:</b> <b>Fax:</b> <b>Email:</b>
<b>Project Referees</b> (see <b>CONTRACT PART 3, Scope of Work, 8.1.5</b> )	1 2 3
<b>Signed:</b> <b>Bidder's Authorised Representative</b>	

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY</b>
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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
<i>Lead partner</i>		

**D. Certificate for sole proprietor.**

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

As witnesses:-

1. \_\_\_\_\_

\_\_\_\_\_  
Signature: Sole owner

2. \_\_\_\_\_

\_\_\_\_\_  
Date

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS</b>
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We confirm that the following communications received from the Procuring Organisation before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

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

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES QUALITY PLAN</b>
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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.



Botswana Examinations Council

**CONTRACT PART 2  
PRICING DATA**

**PRICING INSTRUCTIONS**

Botswana Examinations Council

**TENDER  
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES  
CURRICULUM VITAE OF KEY  
PERSONNEL**

Name:

Date of Birth:

Profession:

Nationality:

Current Position:

Years with the firm:

Qualification and Experience:

Education:

**Professional Membership**

Experience Record

Languages:

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

\_\_\_\_\_ **Date:** \_\_\_\_\_  
*[Signature of authorized representative of the Tenderer]*

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

*Tenderer*

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES MANAGEMENT PLAN</b>
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**Note to tenderers:** 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 and subsequent maintenance periods.

**Summary of items attached to this schedule:**

Attach additional pages as required.

Signed _____ Name _____ Tenderer _____	Date _____ Position _____ _____
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Botswana Examinations Council

**CONTRACT**  
VOLUME 3

**INVITATION TO TENDER FOR THE PRINTING AND PACKAGING OF THE STANDARD FOUR EXAMINATION PAPERS 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:

**THE PRINTING AND PACKAGING OF THE 2013 STANDARD FOUR EXAMINATION PAPERS FOR BOTSWANA EXAMINATIONS COUNCIL**

The tenderer, 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 tenderer 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 tenderer 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 tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer 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 tenderer'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 tenderer's Offer shall form an Agreement between the Procuring Organisation and the tenderer 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 tenderer 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 tenderer 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 tenderer receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the tenderer (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 of the main phases of the project 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	Subject/ Syllabus	Quotes	Total
2013	English		
	Mathematics		
	Setswana		
2014	English		
	Mathematics		
	Setswana		
2015	English		
	Mathematics		
	Setswana		
<b>Grand Total (3 years)</b>			



CONTRACT PART 3 SCOPE OF WORK	SOPE OF WORK SUPPLIES CONTRACT
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**Purchaser’s objectives**

1 The purpose of this Invitation is to invite potential bidders for the printing and packaging of Standard Four Examination Papers for the Botswana Examinations Council.

**2 Specific Requirement List and Specifications**

Papers should be printed to specified numbers with reasonable extras and to the given technical specifications. The printing paper should be of reasonable quality, internationally. The printer should remember that if the printed papers are not packaged then the work is not complete and payment will be withheld until such packaging is effected. All quotes should be inclusive of VAT.

Collectively quotes for all the years that do not show yearly breakdowns are unacceptable and will not be entertained. Please use the suggested format below for guidance:

The following technical specifications should be met.

- Examination Paper: A4 unless specified printed on both sides
- Material: White paper
- Colour of ink : Black unless specified
- Finishing Booklets folded, inset saddle stitched and trimmed
- Packaging Counted and bagged according to regions as provided in the

**Please note that specimens of the examination papers are ENCLOSED OR CAN BE COLLECTED FROM THE BEC PREMISES. The live copies can only be released during printing time. For security reasons quotes should be made on the samples provided.**

**Format and Content of Responses**

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

**6.1 Bid**

Bids must include the following items preferably in this order:

Response Form and supporting documents

- Company Profile
- Trading licence
- Tax clearance or exemption certificate
- Pricing schedule
- All returnable documents
- Any relevant information

**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:

	2010-11	2011-12	2012-13
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

Bidders should note that companies who have successfully implemented projects relating to printing of examinations materials will have an added advantage.

**6.1.2 Management Summary**

The Management Summary should contain summaries of

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

**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
  - Acceptance testing approach

- (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.

**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.

**7**

**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.

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