



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND  
CERTIFICATION**

**INVITATION TO TENDER**

**FOR**

**THE PROVISION OF EXAMINATION MARKING VENUES TO BEC FOR  
2014, 2015 and 2016  
FOR PSLE, JCE AND BGCSE IN GABORONE**

**TENDER NO. BEC EAC 005/14-15.**

**Date: May 2014**

<b>PROCURING ORGANISATION</b>	<b>AGENT</b>
<b>Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana</b>	<b>The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267 365 0700 Fax: +267 310 5400 Email: <a href="mailto:procurement@bec.co.bw">procurement@bec.co.bw</a></b>

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Botswana Examinations Council

**TENDER  
TENDERING PROCEDURES**

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

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***Tender No. BEC EAC 005/14-15***

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**INVITATION TO TENDER FOR THE PROVISION OF MARKING VENUES TO BEC FOR 2014, 2015 AND 2016 FOR PSLE, JCE AND BGCSE IN GABORONE**

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- Bidders are invited to submit bids for provision of marking venues to Botswana Examinations Council for 2014, 2015 and 2016 for PSLE, JCE and BGCSE in Gaborone.
- The Procuring Organization is Botswana Examinations Council.
- Bidders must, in order to be considered for the award of the contract, be registered with PPADB on relevant codes and Sub-Codes (where applicable), be registered with BURS and be in possession of a Tax Clearance Certificate or exemption thereof, and have an appropriate license.
- Tender documents will be available with effect from the **26<sup>th</sup> May 2014** and can be obtained from the procurement office of the Botswana Examinations Council at the following addresses:

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Physical Address

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.

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

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

A non-refundable fee of **P500.00** 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 and must be submitted in sealed envelopes labeled as follows:

**TENDER NO. BEC EAC 005/14-15** invitation to tender for provision of marking venues to Botswana Examinations Council for the years 2014, 2015 and 2016 in Gaborone.

Bids must arrive not later than **10:00am** (local time) on **27<sup>th</sup> June 2014**. Bids received after the closing date and time will **NOT** be accepted. Telephonic, telegraphic, telex or facsimile bids will **NOT** be accepted.

**Sealed bids should be delivered to the following address**

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

**NB.** Non-compliance to the separation of the **technical** and **financial** bids 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.

**Responses that do not have the required number of envelopes will be disqualified.**

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

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

The Secretary Att: Ms T. Chifani      Tel: 3650866  
Tender Committee  
Botswana Examinations Council  
Private Bag 0070  
Gaborone  
Botswana.

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

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

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Bids must arrive no later than **10:00 am** (local time) on **27<sup>th</sup> June 2014**. The tenders will be opened in the presence of bidders wishing to attend immediately after opening in BEC premises. . Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.

N.B. The selected bidder shall begin work at the beginning of **October, 2014**.

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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.

Tender Committee Secretary  
For/Caretaker Executive Secretary

Botswana Examinations  
Council

**TENDER  
TENDERING PROCEDURE**

**TENDER DATA  
VOLUME 1**

## **TENDER FOR PROVISION OF EXAMINATION MARKING VENUES FOR 2014, 2015 AND 2016**

The conditions of tender are contained in this document.

- 1.1 The Procuring Organisation is the Botswana Examinations Council.
- 1.2 The tender documents issued by the Procuring Organisation comprise:

Three volume approach:

**VOLUME 1:** TENDERING PROCEDURES

Tender Notice & Invitation to Tender  
Tender Data

**VOLUME 2:** RETURNABLE DOCUMENTS

**VOLUME 3:** THE CONTRACT

Part 1 - Agreements & Contract Data  
Forms of Securities  
Part 2 - Pricing Data  
Pricing Instructions  
Part 3 - Scope of Work

- 1.3 All bidders are required to submit the following:

- 1 original and 5 copies
- Proof of payment of the tender fee of **P500.00**
- A valid copy of tax clearance certificate, certified as a true copy by BURS
- Valid copy of trading license (If applicable)
- Copy of certificate of incorporation
- Certified copies of Share Certificates
- Forms from the director showing the company directors

- 1.4 All bidders are required to provide the pricing schedule in the format provided in CONTRACT PART 2, Pricing Data. Bidders must also provide a detailed breakdown of the cost covering all components of the project as stated in CONTRACT PART 3, Bidders should note that the total cost of the project should not include any variable components based on exchange rates, inflation, etc. Where disbursements are based on actual expenditure, bidders should estimate the maximum expected costs, which will be reimbursed based on actual expenditure incurred.

Bidders should quote in Botswana Pula only.

All the quoted prices must include VAT.

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

## **BACKGROUND**

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

The marking venues selected will be used for marking one or two examinations at different times for Primary School Leaving Examinations (PSLE), Junior Certificate Examinations (JCE) and Botswana General Certificate of Secondary Education (BGCSE) examinations for 2014, 2015 and 2016. Bidders are advised to quote differently for the respective levels for different years. BEC may give one or two levels of the examination to a bidder depending on the capacity and capability as established by the evaluating committee's findings.

## **GENERAL REQUIREMENTS**

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

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

- 1 500 PSLE examiners usually start marking in October for a period of two weeks.
- 2 000 examiners for JCE start marking in December for a period of two – three weeks.
- 1 800 examiners for BGCSE start marking in December for a period of two - three weeks.
- Provision of adequate and functional ablution facilities with sufficient toiletry that can cater for the specified numbers above.
- Adequate furniture that includes desks and chairs.
- Rooms should be air conditioned.
- Premises must be fenced with on-site security Officers.
- Clean environment ideal for the health of workers doing marking.

## Botswana Examinations Council

- Provision of office facilities for administration of the marking exercise.
- There must be a hall with adequate lighting, chairs and tables enough to accommodate examiners marking one level of examination during orientation and standardization
- A risk management plan will also be required to ensure that a bidder who is given the job will always deliver regardless of the unforeseen circumstances.
- A strategic management plan should also be provided to ensure that a secure environment is maintained during marking.
- Previous experience in providing similar services will also be taken into consideration.

**NB:** Bidders should note that JCE and BGCSE may not be awarded to the same bidder because the marking of these examinations runs concurrently.

### SCOPE

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

The marking period comes at the end of every year between October and December. The marking of PSLE comes first, beginning of October and it lasts for two weeks. This level is marked and completed before the marking of JCE and BGCSE which simultaneously begins early December. JCE and BGCSE are also marked within a period of two - three weeks. Bidders are request to quote for all the level for three years showing figures for each level per year separately. Collectively quotes for all the years without showing breakdowns are unacceptable. The breakdown of quotes should appear as follows:

SCHOOL LEVEL	2014	2015	2016
	PRICE QUOTED	PRICE QUOTED	PRICE QUOTED
PSLE			
JCE			
BGCSE			

BEC reserves the right to award the whole tender or part of the tender to one bidder. The bidders are encouraged to provide quotes for all the levels and years. BEC will give contracts to bidders who are prepared to offer services for period three years, i.e. 2014, 2015 and 2016. Capability as determined by the evaluation criteria in the invitation to tender remains paramount to the final decisions of award/ or rejection.

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

**TENDER NO. BEC EAC 005/14-15 FOR PROVISION OF EXAMINATION MARKING VENUES FOR 2014, 2015 & 2016.**

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

- 1.6 A two envelope procedure will be followed, failing which disqualification will be promptly executed.

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

- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialled by the person or persons who sign the bid.
- All copies must be signed in ink by an authorised employee, agent or representative of the bidder.
- For each bid, the bidders shall prepare the number of copies indicated in the Instructions to bidders. The original bid should be marked ORIGINAL; all other copies should be marked COPY. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct and shall bear the submission address.

Bids must arrive no later than **10:00 am** (local time) on **27 June 2014**. The outer envelope should have the original and five copies of the technical and financial bids respectively. These shall be placed in sealed envelopes clearly marked;

**TENDER NO. BEC EAC 005/14-15. TENDER FOR PROVISION OF EXAMINATION MARKING VENUES**

- Bids will be opened immediately, and bidders may be present if they wish. Bids received after the closing date and time will not be accepted. Email or Facsimile bids will not be accepted.

**Botswana Examinations Council**

- 1.7** The closing time for submission of tender offers is: 10.00 am on **27 June 2014**.
- 1.8** Telephonic, telegraphic, telex, email or facsimile tender offers will not be accepted.
- 1.9** The tender validity period is 180 days from the closing date of the tender.
- 1.10** The time and location for opening of the tender offers is:  
10:30 am on **27 June 2014**  
Location: Botswana Examinations Council  
Plot 54864  
KT Motsete Road  
Gaborone.
- 1.11** The procedure for evaluation of the responsive tender offers is the quality and cost based selection method.

**The Evaluation Process**

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

- 1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.13.
- 3 The technical bids of the short listed bidders after Stage 2 of the evaluation process will be evaluated as stated in Stage 3 of the evaluation process. (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.
- 5 The maximum scores allocated to Stage 2: Technical and Stage 3: Financial are as follows:

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

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

### **Notes**

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

### **1.12 Disqualification at Stage 1**

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

- 1 original and 5 copies I suggest we do not use this as a preliminary/legislative requirement
- Proof of payment of P500.00 I suggest we do not use this as a preliminary/legislative requirement
- Valid copy of tax clearance certificate certified true copy by BURS
- Appropriate copy of trading license (if applicable) and/or permit
- Certified copies of Share certificate Copy of certificate of incorporation
- Forms from the Director of companies showing the Company Directors

### 1.13 Evaluation of Bids at Stage 2

The following table shows the criteria which will be used. The criteria will be rated on a weighted scale as shown in the table below. In the case of a consortium or joint venture, the bids will be evaluated on the combined strength of the constituent companies involved.

AREA	CRITERIA	SCORES	
Organization	Clean and open environment	5	20
	Good track records in previous contracts	5	
	On-site support (availability of staff at the centre to attend to logistics)	10	
Methodology	Capacity for implementation <ul style="list-style-type: none"> <li>• Enough classrooms to accommodate a minimum of 1800 examiners</li> </ul>	10	30
	<ul style="list-style-type: none"> <li>• Enough furniture suitable for adults</li> </ul>	5	
	<ul style="list-style-type: none"> <li>• A hall to accommodate the given number of examiners</li> </ul>	5	
	<ul style="list-style-type: none"> <li>• Office space for BEC officers</li> </ul>	5	
	<ul style="list-style-type: none"> <li>• Adequate parking space</li> </ul>	5	
	Preparedness <ul style="list-style-type: none"> <li>• Risk Management Plan</li> </ul>	5	20
	<ul style="list-style-type: none"> <li>• Emergence preparedness against disasters eg fire, storm water.</li> </ul>	5	
	<ul style="list-style-type: none"> <li>• Adequate security and plan</li> </ul>	10	
	<b>TOTALS</b>		

**Bidders should respond to the above requirements in full to guide evaluators in allocating marks for stage 2 evaluation.**

The cut off for progression to Stage 3 is a minimum score of 50 and only bidders who score 50 and above will have their financial proposal evaluated.

### 1.14 Evaluation of Financial Bids – Stage 3

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

$$FS = 30 \times LP / P;$$

Where:

FS = financial score of a given bidder

LP = lowest price

P = the price quoted by the bidder

The lowest financial bid (LP) will be given a financial score (FS) of 30 points. The financial scores (FS) of the other financial bids will be computed using the

formula above.

**1.15 Basis of Award**

The bidder with the highest combined score (Technical and Financial) from stages 2, and 3 would be recommended for the award to BEC Tender Committee subject to an agreed contract. If the contract negotiations fail, then the next preferred supplier will be engaged for contract negotiations and recommended for the award.

NB: The centres shall be visited for verification on compliance to the requirement prior to submission to the awarding body.

Botswana Examinations  
Council

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

1. Returnable Documents required for tender evaluation purposes

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

2. Returnable Documents that will be incorporated into the contract

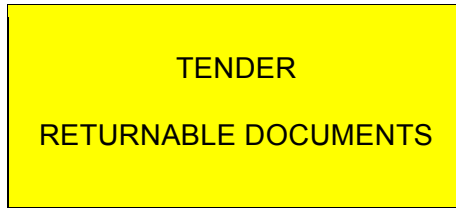
- Response form
- Quality plan
- Detailed Response to all other Requirements specified in the contract part 3

**Botswana Examinations Council**

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 SCHEDULES  
 CERTIFICATE OF  
 AUTHORITY OF SIGNATORY

Indicate the status of the bidder by ticking the appropriate box hereunder. The bidder must complete the certificate set out below for the relevant category.

A COMPANY	B PARTNERSHIP	C JOINT VENTURE	D SOLE PROPRIETOR

**A. Certificate for company**

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

As witnesses:-

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

\_\_\_\_\_  
 Chairman

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

\_\_\_\_\_  
 Date

**B. Certificate for Partnership**

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

NAME	ADDRESS	SIGNATURE	DATE

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

**C. Certificate for Joint Venture**

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

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture. Furthermore we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

**Botswana Examinations Council**

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

**D. Certificate for sole proprietor.**

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

As witnesses:-

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

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

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

\_\_\_\_\_  
Date



Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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Note to tenderers: Please provide details of your quality plan here. Please describe the management arrangements for the work in this contract. You are requested to include:

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

**Botswana Examinations Council**

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**TENDER  
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES  
EXPERIENCE OF TENDERER**

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

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

Signed

Date

Name

Position

Bidder

Botswana Examinations Council



PROVISION OF EXAMINATION MARKING VENUES FOR 2013, 2014 AND 2015

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

Botswana Examinations Council

CONTRACT PART 1  
AGREEMENTS & CONTRACT  
DATA

FORM OF OFFER AND  
ACCEPTANCE

**OFFER**

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

**To provide marking venue for examinations to BEC in the years 2014, 2015 and 2016.**

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

*For the tenderer:*

Signature(s)

Name(s)

Capacity

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

**ACCEPTANCE**

By attaching the signature of a duly authorized representative to this part of this Form of Offer and Acceptance, the Procuring Organization accepts the bidder's Offer. In consideration thereof, the Procuring Organization 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 Organization 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 Organization 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 authorized 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 Organization'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 Organization 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*

<b>CONTRACT PART 2 PRICING DATA</b>	<b>PRICING INSTRUCTIONS</b>
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Bidders should provide costing for each event they wish to tender for as specified in the Technical Bid. The phases in the table below are intended as a guideline, and bidders are free to specify phases which are consistent with their Technical Bid.

**SUMMARY PRICING SCHEDULE**

The quoted prices should be inclusive of 12% VAT.

SCHOOL LEVEL	2014	2015	2016
	PRICE QUOTED	PRICE QUOTED	PRICE QUOTED
PSLE			
JCE			
BGCSE			

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

1. All costs must include VAT (for VAT registered companies) and all applicable taxes. The tax laws of Botswana will apply where applicable.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated as the maximum to charged.
3. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
4. Tenders are to be valid for a period of at least 180 days.
5. Payments will be made in accordance with agreed payments schedules.

**1 Purchaser's objectives**

## SCOPE

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

The marking period comes at the end of every year between October and December. The marking of PSLE comes first at the beginning of October and it lasts for two weeks. The subjects that are involved are Agriculture, Setswana and English Compositions and Letter. These are marked and completed before the marking of JCE and BGCSE simultaneously begins in early December. JCE and BGCSE are also marked within a period of two weeks. Bidders are request to quote for all the level for three years showing figures for each level per year separately. Collectively quotes for all the years with not showing breakdowns are unacceptable. The breakdown of quotes should appear as follows:

BEC reserves the right to award the whole tender or part of the tender to one bidder. The bidders are encouraged to provide quotes for all the levels and years. BEC will give contracts to bidders who are prepared to offer services for period three years, i.e. 2013, 2014, 2015. Capability as determined by the evaluation criteria in the invitation to tender remains paramount to the final decisions of award/ or rejection.

**2 Specific Requirement List and Specifications:**

- a) Security : Describe the security features in the proposed operations. Fenced premises with lockable marking rooms
- b) Technical requirements for provision of examination marking venues:
  - Provision of adequate and functional ablution facilities with sufficient toiletry that can cater for the specified numbers of markers (numbers are specified under General Requirements).
  - Adequate furniture that includes desks and chairs.
  - Rooms should be air conditioned or have ceiling fans. Or not??
  - Premises must be fenced with on-site security Officers.
  - Clean environment ideal for the health of workers doing marking.
  - Provision of office facilities for administration of the marking exercise.

## Botswana Examinations Council

- There must be a hall with adequate lighting, chairs and tables enough to accommodate about 500 people during orientation and standardization
- A risk management plan will also be required to ensure that a bidder who is given the job will always deliver regardless of the unforeseen circumstances.
- A strategic management plan should also be provided to ensure that a secure environment is maintained during marking.
- Previous experience in providing similar services will also be taken into consideration.

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

**Quality:** How will the organisation ensure that the work done is to the specification and requirements of the user? The quality should be based on:

- capacity and readiness
- security logistics
- personnel accountability
- clean and hygienic premises
- air conditioned rooms or availability of ceiling fans?
- provision of toiletry ablution rooms
- accessibility of clean water for drinking

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

This information should be provided in the Financial Proposal and not the technical proposal.

- Cost for PSLE marking for 2014, 2015 and 2016
- Cost for JCE marking for 2014, 2015 and 2016
- Cost for BGCSE marking for 2014, 2015 and 2016

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

### 3 Format and Content of Responses

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

#### 3.1 Bid

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile



- All returnable documents
- Any relevant information

### **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 note that companies that have successfully implemented similar projects in the past will have an added advantage..

### **3.1.2 Appendices**

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

## **4 Quality plans and control**

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

- How the work is going to be completed to the required standard, within the project cost and on time.
- How quality management is to be ensured during the project.

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