



**BOTSWANA
EXAMINATIONS
COUNCIL**

DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND CERTIFICATION

INVITATION TO TENDER

FOR

**PROVISION OF SECURITY PRINTING AND PACKAGING SERVICES
FOR BOTSWANA EXAMINATIONS COUNCIL FOR 2017, 2018 AND 2019
EXAMINATIONS QUESTION PAPERS FOR:**

- 1. PRIMARY SCHOOL LEAVING EXAMINATIONS (PSLE),**
- 2. JUNIOR CERTIFICATE EXAMINATION (JCE) &**
- 3. BOTSWANA GENERAL CERTIFICATE OF SECONDARY EDUCATION (BGCSE)**

Tender No: BEC EAC 002/15-16

Issue Date: Monday 15th February 2016

PROCURING ORGANISATION	AGENT
Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana	The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +2673650700 Fax: +267 310 5400/318 5011 Email: procurement@bec.co.bw

Tender No. BEC EAC 002/15-16

PROVISION OF SECURITY PRINTING AND PACKAGING SERVICES FOR BOTSWANA EXAMINATIONS COUNCIL FOR 2017, 2018 AND 2019 EXAMINATIONS QUESTION PAPERS FOR

- 1. PRIMARY SCHOOL LEAVING EXAMINATIONS (PSLE),**
- 2. JUNIOR CERTIFICATE EXAMINATION (JCE) &**
- 3. BOTSWANA GENERAL CERTIFICATE OF SECONDARY EDUCATION (BGCSE)**

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- Tenders are invited for the Provision of Security Printing and Packaging Services for the PSLE, JCE and BGCSE Examinations Question Papers for the three (3) years of 2017, 2018 and 2019 Examinations.
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- The Procuring Organisation is Botswana Examinations Council.

This tender is an Open International tender i.e. both bidders in Botswana and outside Botswana are eligible to tender.

- For Botswana companies, bidders must, in order to be considered for the award of the contract, be registered with PPADB on Code 201 and any of the Sub-Code 01 to 06 or any other relevant Codes and Sub-Codes, be registered the Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Clearance Certificate or an exemption thereof.

For companies outside Botswana, bidders must in order to be considered for the award of the contract, be registered with Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Exemption Certificate for Tax Withholding purposes and be in possession of a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document). BURS may be contacted on the following:

PLOT 53976; KUDUMATSE ROAD

PRIVATE BAG 0013; GABORONE , BOTSWANA

TEL: 363 8000 FAX: 363 9999

WEBSITE: www.burs.org.bw

- Tender documents will be available with effect from **Monday 15th February 2016** 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 54864, KT Motsete Road
Gaborone.

Contact Person: Ms T. Chifani

Tel: (+267) 365 0700

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

Email: procurement@bec.co.bw

Website: <http://www.bec.co.bw>

A non-refundable fee of **P500.00** should be paid during 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 labelled as follows:

Tender No.: BEC EAC 002/15-16 –Provision Of Security Printing And Packaging Services of Examinations Question Papers for the three years (3) of 2017, 2018 and 2019 for Botswana Examinations Council for:

- 1. The Primary School Leaving Examinations (PSLE),**
- 2. Junior Certificate Examination (JCE) and**
- 3. Botswana General Certificate Of Secondary Education (BGCSE)**

And should be delivered to the following address:

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

NB.

1. 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.
2. The tender document may be viewed from BEC website: www.bec.co.bw. Bidders are advised that this document is for viewing purposes only. Bid responses will only be accepted from bidders who bought the document from BEC.

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- The tender response must be made in English.

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 **10 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
Private Bag 0070
Gaborone; Botswana.

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

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- Bids must arrive no later than 10:00 am (local time) on **Friday 8th April 2016**. 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.

Tender Committee Secretary
Botswana Examinations Council

Provision of Security Printing and Packaging Services of Examinations Question Papers for Botswana Examinations Council for the three (3) years of 2017, 2018 and 2019 for;

- 1. Primary School Leaving Examinations (PSLE),**
- 2. Junior Certificate Examination (JCE) and**
- 3. Botswana General Certificate Of Secondary Education (BGCSE).**

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

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

1.2 The tender documents issued by the Procuring Organisation comprise:

Three volume approach:

VOLUME 1: TENDERING PROCEDURES

Tender Notice & Invitation to Tender
Tender Data

VOLUME 2: RETURNABLE DOCUMENTS

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

VOLUME 3: THE CONTRACT

Part 1 Agreements & Contract Data

Forms of Securities

Part 2 Pricing Data

Pricing Instructions

Part 3 Scope of Work

1.3 All bidders are required to submit the following:

BOTSWANA COMPANIES:

- Correct number of copies, i.e. **1 Original and 5 copies** of both the Technical and Financial proposals.
- Copy of PPADB Registration Certificate under Code 201_and any of the Sub-Code 01 to 06 or any other relevant Code & Sub-Code – Certified by PPADB.
- Valid copy of Tax Clearance Certificate - certified as a true copy of the original by BURS
- Completed Form of Declaration by Directors and Shareholders
- Certified copies of Share Certificates (publicly listed companies may submit certificates of their controlling shareholders only).
- Forms from Companies and Intellectual Property Authority (CIPA) showing the company Directors.

INTERNATIONAL COMPANIES

- Correct number of copies, i.e. **1 Original and 5 copies** of both the Technical and Financial proposals.
- Valid copy of Tax Exemption Certificate - certified as a true copy of the original by BURS.
- Valid copy of Appropriate Licence or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document).
- Completed Form of Declaration by Directors and Shareholders
- Certified copies of Share Certificates -publicly listed companies may submit certificates of their controlling shareholders only (this document should be in English or be accompanied by a translation document).
- Forms from Register of Companies from country of origin showing the company Directors (this document should be in English or be accompanied by a translation document).

NB: The tender response must be made in English.

- 1.4 All bidders are required to provide the pricing schedule in the format provided in CONTRACT PART 2, Pricing Data. Bidders must also provide a detailed breakdown of the cost covering all components of the project as stated in CONTRACT PART 3, Scope of Work.

Bidders should note that the total cost of the project should not include any variable components based on exchange rates, inflation, etc. Where disbursements are based on actual expenditure, bidders should estimate the maximum expected costs, which will be reimbursed based on actual expenditure incurred.

Botswana companies should quote in Botswana Pula while **international companies** may quote in the currency of their country of origin or any convertible currency. All the quoted prices must include VAT for Botswana VAT registered companies and Withholding Tax at the prevailing rates for foreign companies.

NB: International companies are advised to liaise with Botswana Unified Revenue Services (BURS) for purposes of registering for Tax Exemption on the following contact Details:

PLOT 53976; KUDUMATSE ROAD

PRIVATE BAG 0013; GABORONE , BOTSWANA

TEL: 363 8000 **FAX:** 363 9999

WEBSITE: www.burs.org.bw

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

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

Tender No. BEC EAC 002/15-16 –Provision Of Security Printing And Packaging Services of Examinations Question Papers For Botswana Examinations Council For the three (3) years of 2017, 2018 And 2019 For:

1. **Primary School Leaving Examinations (PSLE):**
2. **Junior Certificate Examination (JCE); and**
3. **Botswana General Certificate Of Secondary Education (BGCSE)**

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 marked **ORIGINAL** of the Technical Bid and five (5) copies, and the original marked **ORIGINAL** of the Financial Bid and five (5) 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 (5) copies of each of the technical and financial bids shall be placed in a separate and sealed envelope clearly marked – Tender No. BEC EAC 002/15-16 Provision Of Security Printing And Packaging Services of Examinations Question Papers For Botswana Examinations Council For the three (3) years of 2017, 2018 And 2019 For PSLE, JCE & BGCSE and shall bear the submission address.

- Bids must arrive no later than 10:00 am (local time) **Friday 8th April 2016**. 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 original and five copies of the Technical Bid shall be placed in a sealed envelope clearly marked:

Technical Bid - Tender No. BEC EAC 002/15-16 - Provision Of Security Printing And Packaging Services of Examinations For Question Papers For Botswana Examinations Council For the three (3) years of 2017, 2018 And 2019 For:

1. **Primary School Leaving Examinations (PSLE);**
2. **Junior Certificate Examination (JCE); and**
3. **Botswana General Certificate Of Secondary Education (BGCSE) .**

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

Financial Bid - Tender No. BEC EAC 002/15-16 – Provision Of Security Printing and Packaging Services of Examinations Question Papers For Botswana Examinations Council For the three (3) years of 2017, 2018 and 2019 For:

1. **Primary School Leaving Examinations (PSLE);**
2. **Junior Certificate Examination (JCE); and**
3. **Botswana General Certificate Of Secondary Education (BGCSE) .**

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

Tender No. BEC EAC 002/15-16 –Provision Of Security Printing And Packaging Services of Examinations Question Papers for Botswana Examinations Council for the three (3) years of 2017, 2018 And 2019 for;

1. **Primary School Leaving Examinations (PSLE);**
2. **Junior Certificate Examination (JCE); and**
3. **Botswana General Certificate Of Secondary Education (BGCSE)**

1.7 The closing time for submission of tender offers is:

10.00 am on **Friday 8th April 2016**

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 tender will be opened immediately after closing:

Time: **10:00** am on **Friday 8th April 2016**

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

- 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 financial bids of only the short listed bidders after Stage 2 of the evaluation process will be evaluated as stated in Stage 3 of the evaluation process. (See 1.14)
4. The project will be provisionally awarded to the Bidder with highest combined score of Stage 2 and Stage 3 of the evaluation process subject to successful negotiation of the contract as in 1.16.

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

Stage 2	:	80
Stage 3	:	<u>20</u>
Total	:	<u>100</u>

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

Notes

- Subject to authorisation by BEC Tender Committee, further information may be requested from the bidders during evaluation. Any such request will be made in writing to the bidder's nominated representative as declared in the Form of Response. Any such correspondence will be for purposes of clarification only and will in no way be indicative of any preference towards any bidder or bid.
- All important information required for the project shall be included in the bid, so that at contract negotiation stage there are no major issues that could call for the change of award.

1.12 Disqualification at Stage 1

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

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

BOTSWANA COMPANIES:

- a) PPADB Registration Certificate under 201_ and any of the Sub-Code 01 to 06 or any other relevant Code and Sub-Codes – Certified by PPADB
- b) Valid copy of Tax Clearance Certificate - certified by BURS
- c) Completed Form of Declaration by Directors and Shareholders
- d) Certified copies of Share Certificates (publicly listed companies may submit certificates of their controlling shareholders only)
- e) Forms from Companies and Intellectual Property Authority (CIPA) showing the company Directors

INTERNATIONAL COMPANIES

- Valid copy of Tax Exemption Certificate - certified as a true copy of the original by BURS.
- Valid copy of Appropriate Licence or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document).
- Completed Form of Declaration by Directors and Shareholders
- Certified copies of Share Certificates -publicly listed companies may submit certificates of their controlling shareholders only (this document should be in English or be accompanied by a translation document).
- Forms from Register of Companies from country of origin showing the company Directors (this document should be in English or be accompanied by a translation document).

1.13 Evaluation of Bids at Stage 2

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

AREA	CRITERIA	WEIGHT
Organisation	Background	
	Past relevant experience in printing, packaging and transporting of examinations papers. One year of experience is sufficient, or proof of any bulk printing and delivery of related consignments.	5
	Qualifications of any senior Manager in Transport and Logistics or business related field or entrepreneurship. Proof of such qualifications are needed, e.g. a certificates.	10
	Any track record and previous contracts with any other institution, supported by a letter of confirmation from the same institution is required.	10
	Capability and confirmation of such through a letter by any institution that was serviced in the past. The letter may indicate that the bidder had successfully delivered bulk goods.	10
Methodology	Overall Project approach, methodology and strategy	10
	Capacity to implement the project <ul style="list-style-type: none"> • Availability of secure printing plant (5) • Security and quality plan (5) 	10
	Quality Management, Security Management, Assurance and Standards <p>ISO (3)</p> <ul style="list-style-type: none"> • 18028-1 (Network Security Management) (3) • 9001 (Quality Management) (3) • 12647 (Graphic Technology Process Control) <p>Any standard related to:</p> <ul style="list-style-type: none"> • ISO 22301 (Business Continuity Management) (2) • APACS (UK Payments Administration) is a UK trade organisation that brings together all payment systems organisations and gives banks, building societies and card issuers a forum where they can work together on non-competitive issues. (2) • CPAS is the Cheque Printer Accreditation Scheme (is for security printers wishing to produce cheques which are intended to be cleared through the UK cheque clearing 	15

	system). This is an additional security and quality control to the ISO 27001 (Information Security Management) standard. (2)	
	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 60 points out of 80 (75%) and only bidders who score 60 and above will have their Financial Proposals opened and evaluated. Botswana Examinations Council reserves the right to terminate any further evaluation of this tender at this stage.

1.14 Evaluation of Financial Bids – Stage 3

The financial bids of the bidders from Stage 2 will be opened at this stage.

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

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

$$FS = 20 \times \frac{LP}{P}$$

Where:

FS = financial score of a given bidder

LP = lowest price

P = the price quoted by the bidder

The lowest financial bid (LP) will be given a financial score (FS) of 20 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 Committees subject to an agreed contract. If the contract negotiations fail, then the supplier with the next highest score will be engaged for contract negotiations and recommended for the award.

1.16 BEC is not bound to award the tender to the lowest or any other bidder.

The bidders must complete the following returnable documents:

1. Returnable Documents required for tender evaluation purposes

- Certificate for authority of signatory
- Record of addenda to tender documents
- Detailed Response to all other requirements specified in the Contract Part 3
- Form of Offer and Acceptance
- Form of Declaration by Directors & Shareholders
- Response form
- Quality plan
- Curriculum vitae of Key Personnel
- Experience of the bidder
- Risk management plan

2. Other Documents required for tender evaluation purposes

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

3. Returnable Documents that will be incorporated into the contract

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

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	

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

A COMPANY	B PARTNERSHIP	C JOINT VENTURE	D SOLE PROPRIETOR

A. Certificate for company

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

As witnesses:-

1. _____

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
Bidders		

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

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

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

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

Signed _____ Date _____
 Name _____ Position _____
Bidders _____

Tender No. BEC EAC-002/15-16

Provision Of Security Printing And Packaging Services of Examinations Question Papers For Botswana Examinations Council For the three (3) years of 2017, 2018 and 2019 For:

1. Primary School Leaving Examinations (PSLE);
2. Junior Certificate Examination (JCE); and
3. Botswana General Certificate Of Secondary Education (BGCSE) .

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

Offer

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

The Provision Of Security Printing And Packaging Services of Examinations Question Papers for Botswana Examinations Council for the three years of 2017, 2018 and 2019 for:

- 1. Primary School Leaving Examinations (PSLE);**
- 2. Junior Certificate Examination (JCE); and**
- 3. Botswana General Certificate Of Secondary Education (BGCSE)**

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

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

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

For the bidders:

Signature(s)

Name(s)

Capacity

(Insert name and address of organisation)

Name &
signature of
witness

Date

Acceptance

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

The terms of the Contract, are contained in:

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

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

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

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

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

For the Botswana Examinations Council

Signature(s)

Name(s)

Capacity

(Insert name and address of organisation)

Name &
signature of
witness

Date

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: _____

TO BE INCLUDED IN THE FINANCIAL BID ONLY.

Bidders should provide costing for each event they wish to tender for as specified in the Technical Bid. The phases in the table below are intended as a guideline, and bidders are free to specify phases which are consistent with their Technical Bid.

Summary Pricing Schedule - Year 2017

Item No.	Item Name	Estimated Quantity for 2017	Unit Price	VAT 12%	or withhold ing tax	Sub Total	Total
1	PSLE Question Papers	490,000					
2	JCE Question Papers	1,230,000					
3	BGCSE Question Papers	650,000					
4	Freight						
Grand Total							

Summary Pricing Schedule - Year 2018

Item No	Item Name	Estimated Quantity for 2018	Unit Price	VAT 12%	Sub Total	or withhold ing tax	Total
1	PSLE Question Papers	540,000					
2	JCE Question Papers	1,350,000					
3	BGCSE Question Papers	700,000					
4	Freight						
Grand Total							

Summary Pricing Schedule - Year 2019

Item No	Item Name	Estimated Quantity for 2019	Unit Price	VAT 12%	or withhold ing tax	Sub Total	Total
1	PSLE Question Papers	600,000					
2	JCE Question Papers	1,500,000					
3	BGCSE Question Papers	750,000					
4	Freight						
				Grand Total			

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

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

1 Purchaser's objectives

The purpose of this Invitation to Tender is to invite potential bidders, both local and international, to the Botswana Examinations Council for The Provision of Security Printing and Packaging Services of the PSLE; JCE and BGCSE Examinations Question Papers for the three year period of 2017, 2018 and 2019.

2 Overview of the required supplies

The purpose of this Invitation To Tender is to invite potential bidders, both local and international, for the Provision of Security Printing and Packaging of Examinations Question Papers for the PSLE, JCE and BGCSE Examinations Question Papers. The successful bidder will be involved in a relationship with BEC for a maximum period of 3 years providing such service for 2017, 2018 and 2019. The rate will provisionally remain fixed and will only change if the assessment syllabus changes and produce papers that are drastically different.

3 Background and Proposed Assignment

The Botswana Examinations Council is a semi-autonomous body created by the Botswana Examinations Council Act NO 11 of 2002. The Council is mandated to design, develop and administer examinations as per specifications for each qualification, in accordance with the requirements specified by the Ministry of Education and Skills Development. In respect of the aforementioned obligations, the Council is charged with the responsibility to print, package, and distribute question papers and stationery to Educational Regions and ultimately to Schools or Examinations Centres. It is in pursuance of such prerogative that the Council wishes to engage a security printing company to print, package and deliver to BEC question papers for the 2017, 2018 and 2019 Primary School Leaving Examinations (PSLE), Junior Certificate Examinations (JCE) and Botswana General Certificate Of Secondary Education (BGCSE). Packaging is done according to Centre and Regional data that is supplied by BEC. BEC will also provide camera ready copies or electronic copies of the question papers for the various subjects and components. Quality, security and cost are the emphasis of this undertaking hence both the technical and financial bids will be assessed before the award of this tender.

4 Specific Objectives

- a) To provide a quote for the three (3) items; question papers for PSLE, JCE and BGCSE for the three years of 2017, 2018 and 2019. Indents for 2015 are herein provided so that the breakdown of quantities for 2017, 2018 and 2019 may be estimated.
- b) To print, package to component, centre and region and deliver question papers to BEC premises. The 2015 indents provide the estimated required details.

c) To commit to deliver the question papers for the three examinations by the date as stated.

d) 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 unique design in 5s, 10s, 20s,50s, and 100s depending on the page extents and candidature
- Centering : Centre packed in outer polybags labeled and box by centre by region (and sub-region for PSLE) for approximately 850 PSLE, 290 JCE and 80 BGCSE centres
- Dispatch : Suitably packed for dispatch to Gaborone
- Freight : Sea and road transport will be most preferred to deliver the consignment

Please note that the 2015 indents and specimen of the examination papers will be provided with the bid document. Bidders can use indents for 2015 (PSLE, JCE and BGCSE) to estimate for 2017, 2018 and 2019. The live copies can only be released during printing time for a particular year. For security reasons quotes should be made based on the specimen provided.

The figures given in the Schedule of Requirements pertaining to the number of examination papers required, the number of pages for each paper and the total number of examination papers to be supplied are estimates and Botswana Examinations Council may vary such figures or may introduce new examination papers at any time and the commensurate extra cost occasioned by these changes shall be met by the purchaser (BEC).

BEC reserves the right to award this tender in part(s) or in full.

5 Schedule of Requirements

- a) Security: Bidders should describe the security features in their printing premises and outline how each printing process can contribute to the sustenance of security of the examination papers.
- b) Type-setting and Proof Reading:
- the arrangement of type-setting material
 - feedback on type-setting material
 - access to computers

- back-up facility and storage
- proof reading of copies supplied and provision of print proofs before printing
- handling and communication of errors
- responsibility for errors

- c) Production: A detailed explanation on the processes of how the question papers are going to be printed and packed
- d) Relevant Experience: Years spent printing similar examinations material
- e) 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:
- type-setting
 - delivery process
 - packaging
 - material used
 - paper used
- f) Project Cost: Bidders should provide the total cost of the contract including all expenses. Sufficient breakdown of each element should be indicated.
- Printing cost per page
 - Packaging material cost
 - Security envelopes
 - Centre consignments
 - Transport
- **For Botswana Companies**, prices should be quoted in Botswana Pula (BWP) or any other convertible currency while international companies may quote in the currency of their country of origin or any convertible currency. All the quoted prices must include VAT for Botswana VAT registered companies and Withholding Tax at the prevailing rates for foreign companies i.e. should be compliant with Botswana tax laws.

- Prices should remain fixed for the entire duration of the contract except if the change of the syllabus could drastically affect changes in page numbers.
- Payment will be made no later than 30 days after the delivery of the goods and issuance of the invoice.

NOTE: Separate quotations should be made for PSLE, JCE and BGCSE. Combined quotes will not be accepted. Quotes should appear separate for each level and for each of the three years of 2017, 2018 and 2019.

Prices should appear on the Financial Proposal only and must not appear anywhere on the

Technical Proposal.

6 Security Requirements

6.1 Information Security Policy and Internal Organisation

Provide details of the Information Security Policy within the operation and provide details or evidence that there has been training and awareness given to employees. Provide details on Information Security Protection Measures and on Business Continuity/Disaster Recovery Policy.

6.2 Personnel Security

Provide details or evidence for ensuring personnel security, details on how the company deals with avoiding leakage of confidential information. If there is a system of vetting employees, details to be provided.

6.3 Physical and Environmental Security

Details of any of the following security measures if they are currently employed at the premises

- CCTV – all external entrances/exits
- CCTV – some external entrances/exits
- CCTV – all internal operational areas
- CCTV – some internal operational areas
- Real-time monitoring of CCTV network
- Digital recording of all CCTV coverage
- Access control – all external entrances
- Access control – some internal entrances
- Access control – all internal operational areas
- Access control – some internal operational areas
- On-site security personnel – 24 hours
- On-site security personnel – not 24 hours
- Alarms – to all external entry points
- Alarms – internal entrance to operational areas
- Remote alarm monitoring (24/7)
- External windows – security bars, mesh, frosting
- Secure Perimeter Fencing

- Perimeter Movement Detectors
- Intruder Alarms
- Intruder Smoke Cloak
- Intruder White Noise
- Intruder Strobe Lighting
- Lockable Cages for Product Storage
- Fireproof Safe for Product
- Full details must be provided of how secure data (including but not exclusive to software, hard copy information, equipment, personnel access right, etc) is disposed of
- Details on measures to prevent against external and environmental threats (such as fire, floods, explosion, power failure, civil unrest and other forms of natural or manmade disaster).
- Security waste disposal measures

6.4 IT Security

Provide details on the following;

- security measures applied to equipment taken off-site e.g., laptops, mobile phones, blackberry, tablets etc.,
- measures taken to protect the integrity of software and information from malicious intends,
- software applications used and versions
- measures made to back up or mirror key information systems to ensure the continued integrity and availability of information ,
- procedures for the handling and storage of information to protect from unauthorised disclosure or misuse,
- policies, procedures and controls to protect the exchange of information, (to include your procedures for receipt, processing and despatch of confidential work),
- arrangements in place to protect physical media in transit against unauthorised access misuse or corruption,
- measures to adequately protect electronic messaging (e-mail), the process for the management of user access rights.

6.5 Security of work

Provide details of how work produced on site is protected and kept to ensure restricted access as well as how third party suppliers are handled.

6.6 Dispatch of secure materials

Provide details of the mode of transport to be used to transport secure examination materials to BEC.

7 Format and Content of Responses

Bids should be concise, to the point and address all issues raised in this bid 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.

7.1 Bid

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile
- Licence Documents (where applicable)
- Tax Clearance or Exemption Certificate
- Pricing Schedule
- All returnable documents
- Any relevant information

7.1.1 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:

	2012-2013	2013-2014	2014-2015
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.

7.1.2 Management Summary

The Management Summary should contain summaries of

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

7.1.3 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

Copies of Question Papers for PSLE, JCE and BGCSE as indicated in the table below.

LEVEL	2017	2018	2019
PSLE	490 000	540 000	600 000
JCE	1 230 000	1 350 000	1 500 000
BGCSE	650 000	700 000	750 000

NOTE: The 2015 indent will accompany this ITT to assist the bidder with the breakdown of papers for use as estimates.

(f) Bidder's Requirements

- Supplier's requirements for the commencement of work.

7.1.4 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 8 below and also in accordance with the format given in Returnable Documents.

7.1.5 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.

7.1.6 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.

Accreditations or equivalents

Copies of accreditation/certification or outline plans of application must be provided.

Where applications for accreditation/certification are 'In progress', documentary evidence must be provided of where the company is in the process plus expected date of accreditation award.

Details of any other accreditation/certifications, processes or professional memberships that are believed would support their Supplier Security Registration must be provided by the supplier.

8 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.

9 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?

10 Tender Schedule

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

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