



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF CORPORATE SERVICES**

**INVITATION TO TENDER**

**FOR**

**PROVISION OF ELECTRICAL MAINTENANCE SERVICES AT THE BOTSWANA  
EXAMINATIONS COUNCIL (BEC) HEAD OFFICE FOR A PERIOD OF TWO YEARS WITH  
EFFECT FROM APRIL 2016 TO MAY 2018**

**Reference No BEC CS 011 / 15 - 16**

**Date: 11 February 2016**

**Site visit date : 26 February 2016**

**Closing Date : 11 March 2016**

<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 0700 Fax: +267 316 4413 Email: <a href="mailto:procurement@bec.co.bw">procurement@bec.co.bw</a>

**Tender No. BEC CS 010 / 15 - 16****Provision of Electrical Maintenance Services at the Botswana Examinations Council (BEC), Head Office for a Period of two years with effect from April 2016 to May 2018.**

- Tender offers are invited for the Provision of Electrical Maintenance Service at the Botswana Examinations Council (BEC), Head Office for a period two years from April 2016 to May 2018
- The Procuring Entity is the Botswana Examinations Council (BEC).
- This tender is restricted to tenderers who are domiciled in Botswana and must, in order to be considered for the award of the contract, be duly registered with Registrar of Companies & Intellectual Properties and with the Botswana Unified Revenue Services and be in possession of a valid Tax Clearance Certificate, be registered with Public Procurement and Asset Disposal Board (PPADB) under Code 02 sub code 01 / 07.; grade A,B\C.
- Tender documents will be available with effect from **11 February 2016** –and can be obtained from the Procurement office of Botswana Examinations Council (BEC) at the following addresses:

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Physical Address

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.

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

Bids must be submitted using one **envelope system containing a combined Technical and Financial. One original and five copies** of the bids must be submitted in one envelope clearly sealed and labelled as follows

**Tender No; BEC CS 010/15 – 16 Provision of Electrical Maintenance at Botswana Examinations Council, Head Office , for a period of two years with effect from April 2016 to May 2018**

Bids that do not submit the required number of copies may be disqualified at the opening.

**Tenderers are informed that there shall be a compulsory site meeting on the 26 February 2016 at 11:30AM at BEC Head Office Main Reception.**

**Failure to attend site visit meeting will results in ineligibility for bidders to submit their bid proposals.**

Bids must arrive not later than 10.00am (local time) on **11 March 2016**. Bids received after the closing date and time will not be accepted. Telephonic, telegraphic, telex or facsimile bids will not be accepted.

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

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

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- Tenderers must pay a non-refundable deposit of BWP500.00 by cash in favour of the Botswana Examinations Council (BEC) as a requirement on collection of the tender documents.
  - Queries relating to the issue of these documents may be addressed to:

The Secretary  
Tender Committee  
Botswana Examinations Council  
Private Bag 0070  
Gaborone  
Botswana.

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

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The tenders will be opened on the **11 March 2016 at 10: 30 am** in the presence of bidders wishing to attend and bidders will be expected to sign the attendance register. Failure to attend site visit meeting would hinder tender bidders in eligible to submit their bid proposals

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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 bids must be structured in the format specified in this tender document.

Secretary  
Tender Committee  
Botswana Examinations Council

Tender No; BEC CS 010 / 15 – 16 –Electrical Maintenance Services at the Botswana Examinations Council Head Office (BEC) for two years with effect from April 2016 to May 2018.

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

VOLUME 3: THE CONTRACT

Part 1 Agreements & Contract Data

Part 2 Pricing Data

Part 3 Scope of Work

1.3 All tenders are required to submit the following:

1. A valid Tax Clearance Certificate - certified by the Botswana Unified Revenue Services (BURS).
2. Completed Form of Directors and Shareholders
3. Form of Directors from Registrar of Companies & Intellectual Properties showing Directors of the company.
4. Certified Copies Share Certificates;
5. PPADB Registration Certificate under Code 02 Sub-Code 01 or 07; grade A\B\C
6. All returnable documents
7. Follow the format of response
8. Correct number of copies (1 original and 5 copies)
9. Payment of tender fee
10. Compulsory site visit

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 tender as stated in CONTRACT PART 3, Scope of Work. Bidders should note that the total cost of the tender should not include any variable components based on exchange rates, inflation, etc. Where disbursements are based on actual expenditure, bidders should estimate the maximum expected costs, which will be reimbursed based on actual expenditure incurred.

**Bidders must quote in Botswana currency only.** All the quoted prices must include VAT for VAT registered companies.

The validity period for the quoted tender will be for a period of 180 days from the closing date of the tender.

Thereafter the contract terms and conditions must be valid for the entire duration of the contract

All the prices and rates should be submitted in the financial bid.

All returnable documents must be fully completed

Contractors should provide list of materials cost from authorised dealers.

### **Enquiries and Questions**

Enquiries and questions will be accepted up to **10 days before tender closing date**. The enquiries should be made in writing, preferably by E-mail

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

The Secretary  
Tender Committee  
Botswana Examinations Council  
Private Bag 0070  
Gaborone  
Botswana.

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

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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 bids must be structured in the format specified in this tender document.

Secretary  
Tender Committee  
Botswana Examinations Council

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1.5 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 (see CONTRACT PART 3, Scope of Work, 8.1.5)</b>	<b>1</b> <b>2</b> <b>3</b>
<b>Signed:</b>  <b>Bidder's Authorised Representative</b>	

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

**Tender No; BEC CS 011/15-16 – Provision of Electrical Maintenance Service at the Botswana Examinations Council (BEC) Head Office for a two year period from April 2016 to May 2018.**

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

1.7 **A One -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 of the Bid should be marked **ORIGINAL**; all other copies should be marked **COPY**. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct.

The original and five (5) copies shall be placed in a sealed envelope clearly marked:

**Tender No. BEC CS 011/15-16 Provision of–Electrical Maintenance Services at the Botswana Examinations Council (BEC) Head Office for a two year period from April 2016 to May 2018.**

- Bids must bear the submission address.
- Bids must arrive not later than 10:00am (local time) on **11 March 2016**, opening of tender will be done immediately after closure on the same day 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 bidders will be opened immediately, and bidders may be present if they wish. The financial bids shall remain sealed and deposited with the BEC Tender Committee until those bids meeting the technical requirements have been identified. The financial bids of those that do not meet the technical requirements will be sent back to the respondents unopened and sealed in their original envelopes

<p>1.8 The closing time for submission of tender offers is: 10.00 hrs. <b>11 March 2016</b></p>
<p>1.9 Telephonic, telegraphic, telex, email or facsimile tender offers will <b>not</b> be accepted.</p>
<p>1.1 The tender validity period is at least 180 days from the closing date of the tender. 0</p>
<p>1.1 The time and location for opening of the tender offers is: 1 <b>Immediately after closing on 11 March 2016</b></p> <p>Location: Botswana Examinations Council Plot 54864 KT Motsete Road Gaborone.</p>
<p>1.1 <b>The Evaluation Process</b> 2</p> <p>The procedure for evaluation of responsive tender offers is the Least Cost Selection method.</p> <p><b>The Evaluation Process</b></p> <p>The Tender Evaluation Committee (TEC) will be constituted by the tender Sponsor to evaluate the bids. The evaluation to be adopted by the Evaluation Committee will be as follows:</p> <ol style="list-style-type: none"> <li>1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.13.</li> <li>2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.14.</li> <li>3 The tender will be provisionally awarded to the Bidder with lowest responsive bid subject to successful negotiation of the contract as in 1.17.</li> <li>6 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the tender.</li> </ol> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• All important information required for the tender 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.</li> </ul>



1.1 **Disqualification at Stage 1**

3

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

**Stage 1 – Administrative:** Checking all required submissions and documentation as shown below and conformance to any other conditions specified in the tender. These are yes/no.

Item	Company Name				
1.	A copy of PPADB Registration Certificate under Code 02 Sub-Code 01/ 07; grade A\ B\C certified by PPADB.				
2.	Valid and certified copy of Tax clearance certificate – Certified by BURS				
3.	Completed Form of Directors and Shareholders				
3.	Copies of Certified Share Certificates				
4.	Forms from Register of Companies & Intellectual Property showing Directors				
6.	Attendance of site visit				

**Key:**

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

1.1 **Evaluation of Technical Bids - Stage 2**

4

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			30
	Past relevant experience - minimum of two years	4	
	Qualifications - at least two key staff should possess Diploma in Electrical engineering ( 2 ) - At least two staff should possess Degree in Electrical Engineering ( 2 ) - At least two artisans should possess NCC in Electrical installation ( 2 ) - At least two trades man should possess trade test B in Electrical Installation ( 2 )	8	
	Track records - At least three relevant references from previous clients.	3	
	Capability - At least one Call out vehicle ( 5 ) - At least two Electrical Tool boxes ( 5 ) - Other relevant equipment's e.g. Step ladder ,multi tester( 5 )	15	
	Over-all Project approach, methodology and strategy - Project approach or work break down ( 7 ) - What problems may occur in conducting the work and how such problems can be best avoided ( 7 ) - Preventive maintenance plan ( 7 ) - Inspection and routine testing ( 9 )	30	30

Methodology and project approach			
Quality management, assurance and standards	Quality management, assurance and standards <ul style="list-style-type: none"> <li>- Quality management plan ( 5 )</li> <li>- Responds time to reports e.g. Emergency and normal reports ( 5 )</li> <li>- Risk management plan ( 5 )</li> <li>- Health and safety plan ( 5 )</li> </ul>	20	20
			80
Total			

The cut off for progression to Stage 3 is a minimum score of 60 points or =>75%.

1.1 **Evaluation of Financial Bids – Stage 3.**  
6

The financial proposals of the bids that proceeded to this stage will be ranked by total cost;  
 Lowest priced responsive tender will be recommended for award

1.1 **Basis of Award**  
7

Bidder with the lowest responsive bid will 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.

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>LIST OF RETURNABLE DOCUMENTS</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 addendum to tender documents
- Quality plan
- Curriculum Vitae of Key Personnel
- Experience of tenderer
- Management plan
- Risk Management Plan
  
- Schedule of products and services

**2. Other Documents required for tender evaluation purposes**

- Tax Clearance Certificate for Botswana Registered Companies or exemption certificate thereof from BURS.
- .
- Statement of Commitment regarding the deployment of Personnel in Core Functional Areas.
- Completed Form Of Directors & Shareholders
- Certified Share Certificates
- Form from Registrar of Companies and Intellectual Properties showing Directors of the Company
- Completed declaration form
- A copy of PPADB Registration Certificate under Code 02 Sub-Code 01/ 07; grade A\B\C certified by PPADB.

**3. Returnable Documents that will be incorporated into the contract**

- Quality plan
- Curricula vitae of key personnel
- Detailed Response to all other Requirements specified in the CONTRACT PART 3
- Management plan
- Schedule of products and services

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

- Certificate of entitlement for preferential treatment, e.g. EDD certificate
- Form of Offer and Acceptance
- Statement of Commitment regarding the deployment of Personnel in Core Functional Areas
- Management Plan

<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

**D. Certificate for sole proprietor.**

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

As witnesses:-

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

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

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

\_\_\_\_\_  
Date

<b>CONTRACT PART 1 AGREEMENTS &amp; CONTRACT DATA</b>	<b>FORM OF OFFER AND ACCEPTANCE</b>
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**Offer**

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

**Provision of Electrical Maintenance Service at the Botswana Examinations Council (BEC)  
Head Office for a two year period from April 2016 to May 2018.**

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

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

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

**For the bidder:**

Signature(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

\_\_\_\_\_  
*(Insert name and address of organisation)*

Name & signature of witness \_\_\_\_\_ Date \_\_\_\_\_



Acceptance

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

The terms of the Contract, are contained in:

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

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

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

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

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

For the Botswana Examinations Council

Signature(s)

Name(s) .....

Capacity .....

(Insert name and address of organisation)

Name & signature of witness ..... Date .....

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

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

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

of:

..... (name of company)

of :

.....

..... (Postal/physical address)

that, in connection with the enclosed tender,  
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.

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.

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.

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.

	DIRECTOR S NAME	NATIONALIT Y	SHAREHOLDER S NAME	NO. OF SHARES/PERCENTAG E OF SHAREHOLDING	NATIONALIT Y
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.

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.

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.

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.

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.

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.

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:

<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

<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.

**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]*

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	Year 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 onsite and off-site management personnel
2. Details of the location (and functions) of offices from which the work will be managed.
3. An explanation of how you propose to allocate adequate resources for the duration of the tender and subsequent maintenance periods.

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

Attach additional pages as required.



Signed

Date

-----  
Name

-----  
Position

-----  
*Tenderer*  
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**Botswana Examinations Council**

**CONTRACT**

**Tender No; BEC CS 010/14-15 Provision of Electrical Maintenance Services at the Botswana Examinations Council (BEC), Head Office for a period of two years from April 2016 to May 2018.**

**CONTRACT**

**PART 1: AGREEMENTS AND CONTRACT DATA**

Form of Offer and Acceptance

Contract Data

**PART 2: PRICING DATA**

Pricing Instructions

Activity Schedule / Bill of Quantities

**PART 3: SCOPE OF WORK**

Scope of work

## 6 Format and Content of Responses

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

### 6.1 Bid

Bids must include the following items in this order:

Company Profile

Response Form and supporting documents

Tender fee payment

Valid & Certified copy of Tax Clearance Certificate

Copy of certificate of Incorporation

Copy of Certified Share certificate

Completed for of Directors for CIPA

Certified PPADB Registration Certificate under Code 02 Sub-Code 01/ 07

Management Summary

Proposed Methodology and Solution

Risk Management Plan

Proposed Project Team

Details of References

Quality Assurance

Completed Declaration form

#### 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	2012-113	2013-14
Annual turn over			
Annual net profit			
Annual tax return			

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

Bidders should note that companies who have successfully implemented projects relating to the required service 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,

### **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
- Constraints, assumptions and dependencies

**(b) Project Management**

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

**(c) Deliverables**

**(f) Bidder's Requirements**

- Supplier's requirements for the commencement of work.

### **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 key project member 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 tender 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 tender. The following areas should be covered in this section:

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

How quality management is to be ensured during the tender.

How contract performance guarantees are to be monitored.

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

**Botswana Examinations  
Council**

**TENDER  
RETURNABLE DOCUMENTS**

**SCOPE OF WORK**

## **The Scope of Work**

### **PURPOSE**

The purpose of this exercise is to solicit suitable companies that can provide the maintenance services for the Building at Botswana Examinations Council. The successful bidder shall maintain the building at of the client for a period of 2 years.

### **BACKGROUND AND PROPOSED ASSIGNMENT**

Botswana Examinations Council (BEC) invites tenders from reputable service providers to provide Electrical Maintenance Services at plot 54864 KT Motsete Road. The scope of work is as detailed below:-

### **OBJECTIVES AND SCOPE OF THE ASSIGNMENT**

The main objective of the tender is to ensure the organization's facilities are maintained and protected in accordance with laid down standards to prolong their life and meet customer expectations.

### **Description of Electrical Maintenance Services**

**Electrical Maintenance** – refers to works that are of minor scope and are performed regularly or as requested. These include testing, taking various reading, splicing, re-torque, repair / replacement of electrical fixtures, troubleshooting and temporary or minor rectification.

### **ROUTINE**

- Routine maintenance of electrical installations such as substation equipment including but not limited to; transformers, plant panels.
- Routine preventive maintenance such as checking and tightening of electrical wiring connections/ joints and replacing accessories as when required.
- Maintenance of day to day fault of any kind of light, water coolers, storage water , motors, , general lighting etc
- Maintenance of faults in main switches, distribution boards, ACB's, OCB's, MCB's, MCCB's panel board and AMF panel etc.
- Attending to all breakdown calls/ complaints received as early as possible
- Maintenance of cable faults, termination of cable, re termination, if required. The contractor shall arrange temporary connection if the cable fault could not be rectified within a day.
- Maintenance of emergency lighting
- Maintenance of Automatic doors
- Maintenance of boom gates
- Maintenance of electrical distribution boards
- Door or gate control, monitor or access devices;
- Constantly coordinates with the related equipment maintenance contractors such as Air conditioning, UPS, geysers, drinking fountains, e.t.c.
- Provision of spare parts and replacement of fluorescent tubes, bulbs, circuit breakers, socket outlets, switch gears, Thermostats, reflectors, sensors and other accessories.

\*\*NB the electrical maintenance contractor will support Building, Fire Protection, Security System HVAC, UPS , Standby Generator, e.t.c contractors where electrical maintenance service is required.

### **CLEANING**

Cleaning and checking of all electrical appliances such as light fittings, ceiling fans, switchboard,

cable e.t.c

- Cleaning of MCCB/ Feeder pillars/distribution boards located at various locations of the premises

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## **PREVENTIVE MAINTENANCE**

### **Annual Service – to be performed on the first month coinciding with the first Quarterly Service**

- Conduct insulation resistance testing on panel boards and wires
- Trace / troubleshoot grounded or faulty circuits lines.
- Servicing of all panels.
- Perform ampere and voltage reading of all relevant equipment (pumps, heaters, a/c)
- Spot inspection / repair of electrical fixtures (lights and power points)

### **1. ON-CALL SERVICES**

**Routine and minor tasks/repairs – to be attended within 2 hours**

**24-hr Emergency response – to be attended within 3 hrs after the call**

**Spot inspection of basic elements – to be performed as required**

- Preliminary inspection of the electrical condition and suitability short listed house based on existing meter, main supply line and circuit panels

### **3. SCHEDULES, SERVICE REPORTS, PROPOSALS / QUOTATIONS**

#### **Schedules**

- prepare Maintenance schedules
- Preventive Maintenance Schedule should be issued.

#### **Service Reports, Proposals / Quotations**

- Provide quarterly reports of consolidated services performed under Regular Visit and separate reports for On-call Service
- Data for On-call service should include summary of works attended in each quarter
- Provide reports after each registered On-call service

**\* All recommendations should immediately be brought to the attention of Maintenance unit in a form of Proposal / Quotation.**

**4. ADDITIONAL ELECTRICALSERVICE** – refers to technical works which are of major scope. These require proposal / quotation for approval prior to execution.

### **5. MAJOR ELECTRICAL WORKS**

#### **Corrective Works**

- Provide proposal / quotation for
- re-wiring of grounded / faulty circuits



- Installation of additional fixtures
- Meter upgrade
- Power panel modifications
- Motor rewinding

### **Comprehensive Electrical System Inspection**

- Providing extensive electrical profile
- Composing Data of load computation base on breakdown of electrical elements per area which include number, type, and condition of lights and power points; equipment amenities air cons, pumps, heaters) and provisions for other electrical appliances fridge, freezers.

**Pricing format**

Item No.	Description	Qty.	Unit	Amount	
				P	t
	<b>Electrical Maintenance Services</b>				
	Call out charge per call or report	Call	1		
	Mark up % on supplied spares / materials	%	%		
	Hourly flat rate. Normal working hours 0730 - 1630 Monday to Friday excluding weekends and public holidays.	Hourly	1		
	Monthly stand by charge ( for after working hours or non-working days )	Monthly	Month		
	Engineers rate ( to be only called with approval from client)	Hourly	1		

Company stamp

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