



**BOTSWANA
EXAMINATIONS
COUNCIL**

DIRECTORATE OF CORPORATE SERVICES

INVITATION TO TENDER

FOR

**Supply and Delivery of Stationery, Computer Consumables and
Cleaning Materials to Botswana Examinations Council**

Reference No BEC CS 003/2016-17

Collection Date: 11 August 2016

Closing Date : 09 September 2016

PROCURING ORGANISATION	AGENT
Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana	The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267365 7000 Fax: +267 316 4413 Email: procurement@bec.co.bw

Tender No. BEC CS 003 / 16 - 17**Supply and delivery of Stationery, Computer Consumables and Cleaning Material to Botswana Examinations Council (BEC)**

- Tender offers are invited for the supply and delivery of Stationery, Computer Consumables and Cleaning Materials to Botswana Examinations Council (BEC), Head Office for a period of twenty Four (24) months 2016 – 2018.

This is an open domestic tender.

- 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 PPADB under Code 211 Sub-Code 02 for Stationery, 203 Sub-Code 01 for Computer Consumables and Code 211 Sub-Code 01 for Cleaning Material
- Tender documents will be available with effect from **11th August 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 Email:
procurement@bec.co.bw

Tender documents can also be accessed on BEC website: www.bec.co.bw for information purposes only.

A non-refundable and non-transferable fee of **P500.00** should be paid during tender collection. Bids must be submitted using the **one envelope system containing a combined Technical and Financial**. One original and four (4) copies **plus a soft copy in a Re-writable DVD**, of a combined bid must be submitted in a sealed envelope labelled with the tender number and title as follows:

Tender No; BEC CS 003/16 – 17 Supply and delivery of Stationery, Computer Consumables and Cleaning Material to Botswana Examinations Council

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

Bids must arrive not later than 10.00am (local time) on **9th September 2016**. Bids received after the closing date and time will not be accepted. Telephonic, telegraphic, telex or facsimile bids will not be accepted.

Sealed bids should be delivered to the following address:

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

- Queries and questions relating to the issue of these documents will be accepted up to **10 working days** before tender closing date. The queries or questions should be in writing and should be addressed to:

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

Tel: (+267) 365 0700 Att: T. Chifani Fax: (+267) 393 3872
Email: procurement@bec.co.bw

The tenders will be opened immediately after closing on the **9thSeptember 2016** in the presence of bidders wishing to attend and bidders will be expected to sign the attendance register.

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 003 / 16-17 –Supply and delivery of Stationery, Computer Consumables and Cleaning Material to Botswana Examinations Council

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

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

1.2 The tender documents issued by the Procuring Organisation comprise:

Three volume approach:

VOLUME 1: TENDERING PROCEDURES

Tender Notice & Invitation to Tender
Tender Data

VOLUME 2: RETURNABLE DOCUMENTS

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. PPADB Registration certificate under Code 211 Sub-Code 02 for Stationery, Code 203 Sub-Code 01 for Computer Consumables and Code 211 Sub-Code 01 for Cleaning Material – certified by PPADB;
3. Completed Form of Declaration by Directors and Shareholders;
4. Form of Directors from Registrar of Companies & Intellectual Properties (CIPA) showing Directors of the company;
5. Certified Copies Share Certificates or Form of Shareholders from CIPA;

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 tender shall 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.

All bidders are required to provide the pricing schedule in the format provided under Scope of Work. The comparison will be made on the unit prices and not the total cost as this is a framework contract which is time bound.

Bidders must quote in Botswana currency only. All the quoted prices must include VAT @ 12% for VAT registered companies.

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

Thereafter (after award) the contract prices shall be valid for 12 months from the contract commencement. Suppliers may request a price adjustment after the 12 months period from contract commencement, subject to submission of invoices from their suppliers justifying the adjustment. Bidders should note that the price adjustment, if approved, will be awarded on the Consumer Price Index (CPI) of the month when the supplier submitted the claim and will be effected on the same month, thus, the effective date will not be backdated.

All returnable documents must be fully completed as stated on the ITT.

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 to:

Email: 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, Email: procurement@bec.co.bw

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

- 1.5 Parts of each tender offer communicated on paper shall be submitted as an original, plus four (4) duplicate copies **plus a soft copy in a Re-writable DVD**. 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	

- 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 003/2016-17 – Supply and delivery of Stationery, Computer Consumables and Cleaning

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 four (4) copies shall be placed in a sealed envelope clearly marked:

Tender No. BEC CS 003/16-17–Supply and delivery of Stationery, Computer Consumables and Cleaning Materials to Botswana Examinations Council

- Bids must bear the submission address.
- Bids must arrive not later than 10:00am (local time) on **the 9th September 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.

1.8 The closing time for submission of tender offers is:

10.00 hours on **9th September 2016**

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

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

1.1 1 The time and location for opening of the tender offers is:

Immediately after closing on the 9th September 2016

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

1.12 The Evaluation Process

The procedure for evaluation of responsive tender offers is the Least Cost Selection Method.

The Evaluation Process

The Tender Evaluation Committee (TEC) will be constituted by the tender Sponsor who is the Director of Corporate Services to evaluate the bids. The evaluation to be adopted by the Evaluation Committee will be as follows:

- 1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.13.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.14.
- 3 The supply of Stationery, Computer Consumables and Cleaning Material will be provisionally awarded to the most responsive bidder in accordance with the Least Cost Selection method of Evaluation, subject to successful negotiation of the contract.
- 4 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the tender.

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 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.
- The successful bidder shall deliver the goods to Botswana Examinations Council and shall be accepted after inspection to confirm conformance to specifications.

Bidders who are guilty of any malpractice will be dealt with in accordance to relevant BEC policy. Malpractice is defined as corrupt or fraudulent practices as stated below:

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

1.13 Disqualification at Stage 1

A bidder whose bid does not meet the following compliance requirements shall 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	Bidder 1	Bidder 2	Bidder 3	Bidder 4
1.	A certified copy of PPADB under Code 211 Sub-Code 02 for Stationery, 203 Sub-Code 01 for Computer Consumables and Code 211 Sub-Code 01 for Cleaning Material.				
2.	Valid and certified copy of Tax clearance certificate – Certified by BURS				
3.	Completed Declaration Form of Directors and Shareholders				
4	Copies of Certified Share Certificates				
5	Forms from Register of Companies & Intellectual Property showing Directors				

Key:

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

Stage 2 Evaluation.

Submit as follows:

1. Bank Statements – the most current (not exceeding three months from the tender closing date)
2. At least two traceable trade references – from previously supplied customers.
3. Conformance to the specifications as stated in the Bills of Quantities.

Bidders have to conform to all the three requirements in order to be considered at stage 3 – Cost Evaluation stage.

Cost Evaluation– Stage 3

The quoted prices of bidders that qualified from stage 2 above will be compared and the bidder with the lowest price will be recommended for award.

NB: The lowest price will be determined by the total price of the 'Lot' except for EDD registered products

EDD registered items will be awarded as single units where there are EDD registered companies for the items

EDD registered bidders are required to submit their EDD Registration certificate in order to benefit from the EDD requirement

Basis of Award

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.

TENDER**SCOPE OF WORK**Botswana Examinations
Council**RETURNABLE DOCUMENTS****The Scope of Work**

The Supply and Delivery of Stationery should include the below items.

TABLE 1 – STATIONERY**LOT 1**

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE (Exc VAT)	VAT	UNIT PRICE (Inc VAT)
1.	Highlighter-Assorted colours	each			
2.	Whiteboard Marker – Assorted Colours	each			
3.	Permanent Marker – Assorted Colours	each			
4.	Bic Crystal Ball Point Pen (Red, Black and Blue) or EQUIVALENT	each			
5.	Staedler traditional 110 Pencil or EQUIVALENT	each			
6.	White Chalk	Box (100 each)			
7.	Pentel Hybrid Gel Pen (Assorted Colours) or EQUIVALENT (Purple, Green and Pink)	each			
8.	Glue Stick 21g	each			
9.	Paper Clips-33mm	Box (100 each)			
10.	Paper Clips 50mm	Box (100 each)			
11.	Paper Clips 78 mm	Box (50 each)			
12.	Standard Staple pin	Box (5000 each)			
13.	Heavey Duty Staple Pins	Box (5000 each)			
14.	Bostik 120g	each			
15.	Rubber Band # 32 (100g)	each			
16.	Brown Packaging Cellotape 48mm X 50m	each			
17.	Clear Cellotape 48mm X 50m	each			
18.	Thumb pin Tacks	Box			
19.	File Dividers A-Z	each			
20.	File Dividers JAN-DEC	each			
21.	File Dividers (1 - 10)	each			
22.	A4 Expanding Files-13 Pockets	each			
23.	A4 Arch Lever file	each			
24.	File Tags 152mm	Box (100 each)			

25.	Box File REF:07002 or EQUIVALENT	each			
26.	A4 multipunched pocket files	each			
27.	Spring Clip Box file	each			

LOT 2

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE (Exc VAT)	VAT	UNIT PRICE (Inc VAT)
28.	A3 Manila 160gsm - Assorted Colours (yellow, Green, Pink, Buff, Pink)	Ream (100 each)			
29.	A4 Minute Book	each			
30.	A4 Executive Desk Pad 80 pages	each			
31.	A4 Note Book 192 pages	each			
32.	A4 Tracing Pad 30 pages (heavy duty)	each			
33.	A4 Writing Carbon paper	Pack (100 each)			
34.	A4 Leatherboard - Assorted Colours (Red, Black, Blue and white)	Packet			
35.	A4 PVC Binding Covers - Assorted Colours (Red, Green, Blue, Yellow and Clear)	Packet			
36.	A4 Multipurpose Labels for Inkjet and Laser Printers (24 per A4 Sheet)	Ream (100 each)			
37.	A4 Unpunched Ruled Paper (Single Sheets)	Ream (500 each)			
38.	A3 Photocopying paper -White (80gsm)	Ream (500 each)			
39.	A4 Photocopying paper -White (80gsm)	Ream (500 each)			
40.	A4 Photocopying paper -Yellow (80gsm)	Ream (500 each)			
41.	Post Pad 76mm X 76mm	each			
42.	Post Pad 76mm X 127mm	each			
43.	A4 Self-Adhesive Labels 99mm X 57mm (10 per A4 Sheet)	Ream (100 each)			
44.	A4 Inkjet Laserlabels 105mm X 37mm (16 per A4 Sheet)	Ream (100 each)			
45.	A4 Inkjet Laserlabels 70mm X 101mm (8 per A4 Sheet)	Ream (100 each)			
46.	Inkjet Laserlabels 37mm X 70mm	Ream (100 each)			
47.	Flip Chart Pads Bond,50 pages	each			
48.	A4 Manila Paper 160gsm or EQUIVALENT - BLUE	Ream (100 each)			

49.	A4 Manila Paper 160gsm or EQUIVALENT - BUFF	Ream (100 each)			
50.	A4 Manila Paper 160gsm or EQUIVALENT - GREEN	Ream (100 each)			
51.	A4 Manila Paper 160gsm or EQUIVALENT - PINK	Ream (100 each)			
52.	A4 Manila Paper 160gsm or EQUIVALENT - CREAM	Ream (100 each)			
53.	A4 Manila Paper 160gsm or EQUIVALENT - YELLOW	Ream (100 each)			
54.	A4 Manila Paper 160gsm or EQUIVALENT - WHITE	Ream (100 each)			
55.	A4 Photocopying paper - Green (80gsm)	Ream (500 each)			
56.	A4 Photocopying paper - Pink (80gsm)	Ream (500 each)			
57.	A4 Spiral Binding Rings 10mm	Box (100 each)			
58.	A4 Spiral Binding Rings 12mm	Box (100 each)			
59.	A4 Spiral Binding Rings 19mm	Box (100 each)			
60.	A4 Spiral Binding Rings 16mm	Box (100 each)			

LOT 3

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE (Exc VAT)	VAT	UNIT PRICE (Inc VAT)
61.	A4 Spiral Binding Rings 25mm	Box (100 each)			
62.	A4 Spiral Binding Rings 20mm	Box (100 each)			
63.	A4 Spiral Binding Rings 50mm	Box (50 each)			
64.	A4 Spiral Binding Rings 32mm	Box (50 each)			
65.	A4 Spiral Binding Rings 38mm	Box (50 each)			
66.	A4 Spiral Binding Rings 45mm	Box (50 each)			
67.	A4 Sliding Binders 5mm	Box (25 each)			
68.	A4 Sliding Binders 7mm	Box (25 each)			
69.	A4 Sliding Binders 10mm	Box (25 each)			
70.	Table Mounted Pencil Sharpener	each			
71.	Standard Stapler	each			
72.	Oxford Mathematical Instrument or Equivalent	each			
73.	Stamp pad Ink-Red (30ml)	each			
74.	Stamp pad Ink-Black (30ml)	each			
75.	Scissors - 210mm	each			
76.	Scientific Calculator	each			
77.	Correctional Fluid & Thinners set 20ml	each			
78.	Standard Puncher	each			

79.	Heavy Duty Puncher				
80.	30cm Ruler	each			
81.	Staple Remover	each			
82.	White Board Duster	each			
83.	Staedler Eraser - 526 B30 or EQUIVALENT	each			
84.	Twin Cotton string roll - 500g	each			

TABLE 2 - COMPUTER COMSUMABLES

LOT 1

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE (Exc VAT)	VAT	UNIT PRICE (Inc VAT)
1.	Hp Color Laserjet Toner Q5950A-Black	each			
2.	Hp Color Laserjet Toner Q5951A-Cryan	each			
3.	Hp Color Laserjet Toner Q5952A-Yellow	each			
4.	Hp Color Laserjet Toner Q5953A-Magenta	each			
5.	Hp Color Laserjet Toner C8543X	each			
6.	Hp Color Laserjet Toner C9720A-Black	each			
7.	Hp Color Laserjet Toner C9721A-Cryan	each			
8.	Hp Color Laserjet Toner C9722A-Yellow	each			
9.	Epson FX890	each			
10.	Hp Color Laserjet Toner C9723A-Magenta	each			
11.	Hp Laserjet C7115A	each			
12.	Hp Laserjet Q7553A	each			
13.	Document Trays - 3 Tier Frame	each			
14.	CD - RW Printable 700MB (1-4X speed,80min)	each			
15.	CD - R Printable 700MB(52x speed,80min)	each			
16.	DVD-R Printable 4.7GB (16x speed,120min)	each			
17.	DVD- RW-Re-recordable 4.7GB (16x speed,120min)	each			
18.	HP Color Laser Jet CC530A-Blk	each			

19.	HP Color Laser Jet CC531A-Cyan	each			
20.	HP Color Laser Jet CC532A- yellow	each			
21.	HP color Laser Jet CC533A-Mangenta	each			

LOT 2

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE (Exc VAT)	VAT	UNIT PRICE (Inc VAT)
22.	HP lasr Jet toner CC364A	each			
23.					
24.	Hp Laserjet Toner CE505A	each			
25.	Toner 125A CB542A	each			
26.	Toner 125A CB543A	each			
27.	Toner 125A CB540A	each			
28.	Toner 125A CB541A	each			
29.	Lasejet Toner CF280A	each			
30.	Cartridge Canon 714	each			
31.	Toner for printer CP 5225 CE 740A	each			
32.	Toner for printer CP 5225 CE 741A	each			
33.	Toner for printer CP 5225 CE 742	each			
34.	Toner for printer CP 5225 CE 742A	each			
35.	Toner CB380A Black (for Printer CP6015)	each			
36.	Toner CB381A Cyan (for Printer CP6015)	each			
37.	Toner CB382A Yellow(for Printer CP6015)	each			
38.	Toner CB383A Magenta(for Printer				
39.	CB384A Black Image Drum (for Printer CP6015)	each			
40.	CB385A Cyan Image Drum (for Printer CP6015)	each			
41.	CB386A Yellow Image Drum (for Printer CP6015)	each			
42.	CB387A Magenta Image Drum (for Printer CP6015)	each			
43.	Toner CE740A Black (for Printer CP 5225)	each			
44.	Toner CE741A Cyan (for Printer CP 5225)	each			
45.	Toner CE742A Yellow (for Printer CP 5225)	each			
46.	Toner CE743A Megenta (for Printer CP 5225)	each			
47.	Hp Color Laserjet Toner CB530A-Black	each			

48.	Hp Color Laserjet Toner CB531A-Cyan	each			
49.	Hp Color Laserjet Toner CB532A-Yellow	each			
50.	Hp Color Laserjet Toner CB533A-Magenta	each			
51.	Hp Color Laserjet Toner CE340A-Black	each			
52.	Hp Color Laserjet Toner CE341A-Cyan	each			
53.	Hp Color Laserjet Toner CE342A-Yellow	each			
54.	Hp Color Laserjet Toner CE343A-Magenta	each			
55.	Toner C- PJIC1 (C) for EPSON Disk producer PP-100II	each			
56.	Toner LC – PJIC2 (LC) for EPSON Disk producer PP-100II	each			
57.	Toner LM –PJIC3 (LM) for EPSON Disk producer PP-100II	each			
58.	Toner M- PJIC4 (M) for EPSON Disk producer PP-100II	each			
59.	Toner Y-PJIC5 (Y) for EPSON Disk producer PP-100II	each			
60.	Toner K-PJIC6 (K) for EPSON Disk producer PP-100II	each			

TABLE 3 - CLEANING MATERIAL

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE (Exc VAT)	VAT	UNIT PRICE (Inc VAT)
1.	Dust Mask 60 X 30 X 24cm	Box (50 each)			
2.	Disposable Latex Medical Examination Glove - Medium	Box (100 each)			
3.	Antibacterial Soaps 800ml	each			
4.	Air Fresher 500ml	each			
5.	Refuse Bag - Extra heavy Duty	Pack (100 each)			
6.	Standard Wooden Broom	each			
7.	Standard Wooden Mop	each			
8.	Sunlight Liquid 1.5 Litres	each			
9.	Step One 20 Litres	each			
10.	Wax Floor Polish 20 Litres	each			
11.	Handy Andy 750 ml	each			

12.	Jik 750ml	each			
13.	Floor Stripper 25 Litres	each			
14.	Pine Gel 25 Litres	each			
15.	Dish Cloth 45cm X 70cm	each			
16.	Dish Swab 30cm X 30cm	each			
17.	Sunlight Washing Powder 5kg	each			
18.	Toilet Paper (2ply)	Pack (48 each)			
19.	Furniture Polish - 275 ml	each			
20.	White board Cleaning Fluid 250ml	each			
21.	Mutton Cloth - 400g	each			
22.	Shredding Bags -XL (595mmX490mmX1500 mm)	Pack (100 each)			
23.	Disposable foam cups (250ml)	Box (1000 each)			

TENDER RETURNABLE DOCUMENTS	LIST OF RETURNABLE DOCUMENTS
--	---

The tenderer must complete the following returnable documents:

1. Returnable Documents required for tender evaluation purposes

- Certified Copies of Tax Clearance Certificate issued and certified by BURS.
- PPADB Registration Certificate, certified by PPADB
- Completed Form of Declaration by Directors and Shareholders
- Certified Copies of Share Certificate
- Forms from Director of Companies (ROC) showing Directors

2. Other Documents required for tender evaluation purposes

- Form of Offer and Acceptance
- Certificate for authority of signatory
- Detailed Response to all other Requirements specified in the CONTRACT PART 3
- Record of addenda to tender documents (if changes were made)

3. Returnable Documents that will be incorporated into the contract

- Certificate of entitlement for preferential treatment, e.g EDD certificate

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY
--	---

Supply and delivery of Stationery, Computer Consumables and Cleaning Material to Botswana Examinations Council (BEC)

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 _____ 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. _____
2. _____

Chairman _____
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

Supply and delivery of Stationery, Computer Consumables and Cleaning Material to Botswana Examinations Council (BEC)

Offer

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

Tender No; BEC CS 003/16-17 – Supply and Delivery of Stationery, Computer Consumables and Cleaning Materials to Botswana Examinations Council

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
----------------------	-------------------------------	--	-----------

Supply and delivery of Stationery, Computer Consumables and Cleaning Material to Botswana Examinations Council (BEC)

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.

	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.

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:

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS
--	---

Supply and delivery of Stationery, Computer Consumables and Cleaning Material to Botswana Examinations Council (BEC)

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

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES EXPERIENCE OF TENDERER
--	--

Supply and delivery of Stationery, Computer Consumables and Cleaning Material to Botswana Examinations Council (BEC)

The following is a statement of similar Supplies 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

CONTRACT

Tender No; BEC CS 003/16-17 – Supply and Delivery of Stationery, Computer Consumables and Cleaning Materials to Botswana Examinations Council

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 compliance to the specifications 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 preferably in this order:

Response Form and supporting documents

Company Profile

Details of References (2)

Warranty and guarantee

6.1.1 Company Profile

Bidders should highlight the capability of the organisation to supply the items tendered for 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. If the bid is from a consortium, joint venture, or partnership, the information should be included for each of the companies to be involved in the project

6.1.5 Reference Project Details

The bidder is required to provide at least two references relating to work of a similar nature and comparable in size to this project. Each reference should include the following information as a minimum:

Project Name

Project Value (specify currency)

Length of project and whether contractual completion date was met

Name, address and other relevant particulars of the client

Name, position and contact details of the client principal contact

Nature and scope of the assignment

Personnel involved in the project and their roles.

6.1.6 Appendices

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

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