



# INVITATION TO TENDER

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

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

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

### **Postal Address**

Botswana Examinations Council  
Private Bag 0070  
Gaborone.  
**Tel:** (+267) 365 0700  
**Fax:** (+267) 3185011  
**Email:** [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

### **Physical Address**

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.  
Fax: (+267) 3933872

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

A non-refundable fee of **P500.00** should be paid during tender collection. Bids must be submitted using the two envelope system. One original and five copies, respectively for the financial and technical bids and must be submitted in sealed envelopes labeled as follows:

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

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

Sealed bids should be delivered to the following address:

### **The Secretary**

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

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

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

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

### **The Secretary** Att. Ms.T. Chifani (Tel: 3650866)

Tender Committee  
Botswana Examinations Council  
Private Bag 0070  
Gaborone  
Botswana.

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

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

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

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

Botswana Examinations Council is not bound to accept the lowest or any bid, or bear any expense in the preparation thereof. The Botswana Examinations Council also reserves the right to award the tender in full or in parts.

### **Tender Committee Secretary**

For/ Caretaker Executive Secretary