



**BOTSWANA
EXAMINATIONS
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND
CERTIFICATION**

INVITATION TO TENDER

FOR

**THE PRINTING AND PACKAGING OF
PRIMARY SCHOOL LEAVING EXAMINATIONS (PSLE),
JUNIOR CERTIFICATE EXAMINATIONS (JCE) AND
BOTSWANA GENERAL CERTIFICATE OF SECONDARY EDUCATION
EXAMINATIONS (BGCSE) EXAMINATIONS STATIONERY FOR 2017-
2019.**

Tender No BEC EAC NO. 009/16 - 17

Date: Monday 8th May, 2017

PROCURING ORGANISATION	AGENT
Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana	The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267365 700 Fax: +267 310 5400 Email: procurement@bec.co.bw

Botswana Examinations Council

**TENDER
TENDERING PROCEDURES****TENDER NOTICE AND
INVITATION TO TENDER
VOLUME 1****Tender No. BEC EAC 009/16 - 17****INVITATION TO TENDER FOR THE SECURITY PRINTING AND PACKAGING OF PSLE, JCE and BGCSE EXAMINATIONS STATIONERY FOR THREE YEARS FROM YEAR 2017 TO YEAR 2019 EXAMINATIONS.**

- Printing companies are invited to submit bids for the **Printing and Packaging of PSLE, JCE and BGCSE Examinations Stationery for the years 2017 to 2019.**
- The Procuring Organisation is Botswana Examinations Council and this is an open domestic tender.
- Bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 201 Sub-Code 01 or any other relevant Code and Sub-Code, be registered with BURS and be in possession of a Tax Clearance Certificate or an exemption thereof, and be licenced to trade.
- Tender documents will be available with effect from **Monday 8th May, 2017** and can be obtained from the procurement office of the Botswana Examinations Council at the following addresses:

Postal Address

Botswana Examinations Council
Private Bag 0070
Gaborone.

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

Tel: (+267) 365 0700

Fax: (+267) 3933872

Fax: (+267) 3933872

Email: procurement@bec.co.bw

Tender documents can be also be accessed on the BEC website: 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 envelopes system. The **one original, four (4) copies** and a re-writable DVD respectively for the financial and technical bids must be submitted in in sealed packets or boxes labelled as follows:

Tender No. BEC EAC 009/16 - 17: Invitation To Tender For The Printing And Packaging Of PSLE, JCE and BGCSE Examinations Stationery For the Years 2017 to 2019.

Bids must arrive not later than **10.00am** (local time) on **Friday 9th June, 2017**. 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 to 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 **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.

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

Email: procurement@bec.co.bw

- Bids must arrive no later than **10:00 am** (local time) on **Friday 9th June, 2017**. 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.
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Botswana Examinations Council is not bound to accept the lowest or any bid, or bear any expense in the preparation thereof. The Botswana Examinations Council also reserves the right to award the tender in full or in parts.

The Secretary
Tender Committee
Botswana Examinations Council
Private Bag 0070
Gaborone

Botswana Examinations Council

**TENDER
TENDERING PROCEDURES**

**TENDER DATA
VOLUME 1**

INVITATION TO TENDER FOR THE PRINTING AND PACKAGING OF PSLE, JCE and BGCSE EXAMINATIONS STATIONERY FOR 2017 – 2019.

The conditions of tender are contained in this document.

1.1 The Procuring Organisation is the Botswana Examinations Council.

1.2 The tender documents issued by the Procuring Organisation comprise:

Three volume approach:

VOLUME 1: TENDERING PROCEDURES

Tender Notice & Invitation to Tender
Tender Data

VOLUME 2: RETURNABLE DOCUMENTS

VOLUME 3: THE CONTRACT

Part 1 Agreements & Contract Data

Forms of Securities

Part 2 Pricing Data

Pricing Instructions

Part 3 Scope of Work

1.3 All bidders are required to submit the following:

- 1 original, 4 copies and a re-writable DVD.
- PPADB Registration Certificate under Code 201 Sub-Code 01 or any other relevant Code and Sub-Code - certified true copy by PPADB.
- Valid copy of tax clearance certificate
- Completed Form of Declaration by Directors and Shareholders;
- Certified Copies of Share certificate
- Forms from Director of Companies showing the company Directors

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

Bidders should quote in Botswana Pula only.

All the quoted prices must include VAT for VAT registered companies or withholding tax for international companies. The validity period for the quoted prices must be at least 180 days from the closing date of the tender.

Background

The Botswana Examinations Council is a semi-autonomous institution that is mandated by the Botswana Examination Act no. 11 of 2002 to design, develop and administer school examinations. In respect of the aforesaid obligations, the Council is charged with the responsibility to print, package and distribute examinations papers and stationery to Educational Districts and ultimately, Schools. It is in pursuance of such prerogatives that the Council wishes to engage a security printing company to print and package PSLE, JCE and BGCSE stationery for the years 2017, 2018 and 2019 examinations. Prospective bidders should be capable of handling large scale printing works. Both quality and security is emphasised in this undertaking, hence both the technical and financial proposals will be assessed before the award of the tender.

General Printing Requirements

EXAMINATION PAPER SIZE	:	A4/A3/A2
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	:	Packaged and bagged according to numbers of candidates per centre. A2 Notice to Candidates should not be packaged.
PACK/ DESPATCH	:	Suitably packed for despatch to Botswana Examinations Council premises. A2 Notice to Candidates should not be packaged.

The stationery to be printed is as follows:

LEVEL	NAME OF STATIONERY	SIZE	PAGES	TOTAL NUMBER PER YEAR		
				2017	2018	2019
PSLE – 840 CENTRES						
1	Notice to candidates	A2	1	2500	2500	2500
JCE – 240 CENTRES						
1	Four Page Answer booklet, Flap	A3	4	10 000	120 000	120 000
2	Continuation Sheet	A4	2	10 000	120 000	120 000
3	Notice to candidates	A4	1	43 000	43 000	43 000
4	Notice to candidates	A2	1	500	500	500
BGCSE – 60 CENTRES						
3	Eight Page Answer Booklet	A4	8	750 000	1 223 750	1 346 126
4	Twelve Page Answer Booklet	A4	12	200 000	269 500	296 450
5	Graph paper	A4	2	70 000	149 000	163 900
7	Supplement Answer sheet	A4	2	70 000	70 000	70 000
8	Notice to candidates	A4	1	36 000	38 000	38 000
9	Notice to candidates	A2	1	800	1 000	1 000

SCOPE

The purpose of this tender is to fairly, transparently and objectively solicit services for the Printing and Packaging of Stationery for PSLE, JCE and BGCSE Examinations. Among the main attributes that the printing company should have is the capability, capacity, sound technical logistics, understanding of the requirements, a clear plan of execution and production of quality products.

The examinations stationery should be printed to specified numbers and the given technical specifications. The printing paper should be of reasonable quality internationally. The printing company should remember that if the printed stationery is not packaged then the work is not complete and payment will be withheld until such packaging is effected. All quotes should be inclusive of VAT.

Please use the table below for guidance.

The breakdown of quotes/rates/totals should appear as follows:

Year	LEVEL	Quotes	Total
2017	PSLE		
	JCE		
	BGCSE		
2018	PSLE		
	JCE		
	BGCSE		
2019	PSLE		
	JCE		
	BGCSE		

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

THE PRINTING AND PACKAGING OF PSLE, JCE AND BGCSE EXAMINATIONS STATIONERY FOR 2017 - 2019

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

1.6 A two-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 Bid should be marked ORIGINAL; all other copies should be marked COPY. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct and shall bear the submission address.

Bids must arrive no later than **10:00 am** (local time) **on Friday 9th June, 2017**. The outer envelope should have the original, four copies and a re-writable CD. These shall be placed in sealed envelopes clearly marked – **Tender No. BEC EAC 009/16 - 17. PRINTING AND PACKAGING OF PSLE, JCE and BGCSE EXAMINATIONS STATIONERY FOR 2017 - 2019.**

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

1.7 The closing time for submission of tender offers is:

10.00hrs on Friday 9th June, 2017

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 time and location for opening of the tender offers is:

Time: **10:00 am on Friday 9th June, 2017**

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

1.11 The procedure for evaluation of the responsive tender offers is the Quality and Cost Based Selection method.

The Evaluation Process

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

- 1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.13.
- 3 The technical bids of 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 and of the evaluation process subject to successful negotiation of the contract as in 1.16. then this should be a two envelope system. 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 bid does not meet the following requirements will be disqualified during the first scrutiny at Stage1.

- PPADB Registration Certificate Code 201 Sub-Code 01 or any other relevant Code and Sub-Code – certified true copy by PPADB
- Valid copy of Tax Clearance from BURS
- Completed Form of Declaration by Directors and Shareholders;
- Certified copies of Share certificate
- Forms from Director of Companies showing the company Directors
- NB: In the case of a consortium or joint venture, partners will be evaluated for compliance separately.

1.13 Evaluation of Bids at Stage 2

The following table shows the criteria which will be used for evaluation. 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.

No	Criteria	Description	Marks
1	Capability and capacity	<ul style="list-style-type: none"> Relevant manpower profile (relevant qualifications of at least two senior officers) - 5 Minimum experience of 1 year in the provision of printing or related services - 5 Financial capability of the company, consortium or joint venture (3 months bank statements) - 5 	15
2	Technical logistics	<ul style="list-style-type: none"> Relevant production machinery e.g. Printing machines 	10
3	Solution and Methodology	<ul style="list-style-type: none"> Understanding of the requirements - 10 Providing of a comprehensive plan of execution - 5 	15
4	Product quality	<ul style="list-style-type: none"> Quality of samples produced such as print, ruled lines and margins – provide sample - 10 Quality of booklets such as stapling – provide sample - 10 Quality of paper used, (80 GSM white) – provide sample - 20 	40
Maximum Marks for Stage 2			80

The cut off for progression to Stage 3 is a minimum score of 60 and only bidders who score 60 and above will have their financial proposal evaluated.

1.14 Evaluation of Financial Bids – Stage 3

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

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

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

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 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.

Botswana Examinations Council

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

1. Returnable Documents required for tender evaluation purposes

- PPADB Registration Certificate Code 201 Sub-Code 01 or any other relevant Code and Sub-Code – certified true copy by PPADB
- Valid copy of Tax Clearance from BURS
- Completed Form of Declaration by Directors and Shareholders;
- Certified copies of Share certificate
- Forms from Director of Companies showing the company Directors
- Certificate for Authority of Signatory
- Record of Addenda to Tender Documents
- Detailed Response to Requirements specified in the CONTRACT PART 3
- Response Form
- Quality Plan
- Experience of the Bidder

2. Returnable Documents that will be incorporated into the contract

- Response Form
- Quality Plan
- Detailed Response to all other Requirements specified in the CONTRACT PART 3
- Form of Offer and Acceptance

Parts of each tender offer communicated on paper shall be submitted as an original, four (4) duplicate copies and 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	

Botswana Examinations Council	TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY
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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
<i>Lead partner</i>		

D. Certificate for sole proprietor.

I, _____, hereby confirm that I am the sole owner of the business trading as _____

As witnesses:-

1. _____

Signature: Sole owner

2. _____

Date

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS
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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

Republic of Botswana	TENDER RETURNABLE DOCUMENT	DECLARATION BY DIRECTORS AND SHAREHOLDERS
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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,

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: _____

Botswana Examinations Council

**TENDER
RETURNABLE DOCUMENTS****TENDER SCHEDULES
QUALITY PLAN**

Note to tenderers: 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 and subsequent maintenance periods.**

Botswana Examinations Council

**TENDER
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES
EXPERIENCE OF TENDERER**

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

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

Signed

Date

Name

Position

Tenderer

Botswana Examinations Council

CONTRACT
VOLUME 3

INVITATION TO TENDER FOR THE PRINTING AND PACKAGING OF PSLE, JCE and BGCSE EXAMINATIONS STATIONERY FOR 2013.

CONTRACT

PART 1: AGREEMENTS AND CONTRACT DATA

Form of Offer and Acceptance

Contract Data

PART 2: PRICING DATA

Pricing Instructions

PART 3: SCOPE OF WORK

Scope of work

Botswana Examinations Council

**CONTRACT PART 1
AGREEMENTS & CONTRACT
DATA**

**FORM OF OFFER AND
ACCEPTANCE**

Offer

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

The Printing and Packaging of PSLE, JCE and BGCSE Examination Stationery for the years 2017 to 2019.

The tenderer, 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 tenderer 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 tenderer 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 tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer becomes the party named as the Contractor, (or the Consultant, Professional Service Provider, Service Provider or the Supplier as the case may be) in the Conditions of Contract identified in the Contract Data.

For the tenderer:

Signature(s)

Name(s)

Capacity

(Insert name and address of organisation)

**Name &
signature of
witness**

Date

Acceptance

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the Procuring Organisation accepts the tenderer'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 tenderer's Offer shall form an Agreement between the Procuring Organisation and the tenderer 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 tenderer 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 tenderer 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 tenderer receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the tenderer (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

Botswana Examinations Council

**CONTRACT PART 2
PRICING DATA****PRICING INSTRUCTIONS**

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.

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

1. All costs must include VAT for VAT registered companies, withholding tax for international companies and all applicable taxes. The tax laws of Botswana will apply where applicable.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated as the maximum to 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.

Botswana Examinations Council

**CONTRACT PART 3
SCOPE OF WORK****SCOPE OF WORK:
SUPPLIES CONTRACT****1 Purchaser's objectives**

The purpose of this Invitation to Tender is to invite potential bidders to tender for Printing and Packaging of PSLE, JCE and BGCSE Examinations Stationery for years 2017, 2018 and 2019.

2 Specific Requirement List and Specifications

- (a) **Security:** Describe the security features in your 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
 - handling and communication of errors
 - responsibility for errors
- (c) **Production:** A detailed explanation on the processes of how the stationery is going to be printed and packed as per examination centre.
- (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:** Provide the total cost including all expenses. Sufficient breakdown of each element should be indicated.
- Printing cost per page
 - Packaging material cost
 - Centre consignments
 - Transport
 - Prices should be quoted in Botswana Pula only and should be compliant with Botswana tax

laws such as be VAT inclusive.

- Prices should remain fixed for the entire duration of the contract. Payment will be made no later than 30 days after the delivery of the goods and issuance of the invoice.

3 Format and Content of Responses

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

3.1 Bid

Bids must include the following items preferably in this order:

Response Form and supporting documents

Company Profile

Pricing schedule

All returnable documents

Any relevant information

3.1.1 Company Profile

Bidders should highlight the capability of the organisation to undertake this project and list any similar assignments which have been successfully undertaken in the past.

Bidders should note that companies who have successfully implemented similar projects in the past will have an added advantage.

3.1.2 Appendices

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

4 Quality plans and control

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

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

How quality management is to be ensured during the project.

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