



**BOTSWANA
EXAMINATIONS
COUNCIL**

DIRECTORATE OF CORPORATE SERVICES

INVITATION TO TENDER

FOR

**PROVISION OF CONSULTANCY SERVICES FOR THE CONDUCT OF A FEASIBILITY STUDY
AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION
IN BOTSWANA**

TENDER NO. BEC DCS 003/20-21

Tender Collection Date: Monday 21st September 2020

Tender Closing Date: Friday 23rd October 2020

PROCURING ORGANISATION	AGENT
Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana	The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267 365 0700 Fax: +267 393 3872 Email: procurement@bec.co.bw

Botswana Examinations
Council

**TENDER
TENDERING PROCEDURES**

**TENDER NOTICE AND
INVITATION TO TENDER
VOLUME 1**

Tender No. BEC DCS 003/20-21

INVITATION TO TENDER FOR THE CONDUCT OF A FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

- Individual consultants are invited to submit bids for the conduct of a Feasibility Study And Business Case For Cost Sharing in assessment at general education in Botswana.
- This tender is a local tender reserved for 100% citizens Batswana individuals i.e. Only Batswana individual consultants are eligible to tender and preference will be given to 100% citizens Batswana Individual consultants who have dealt with large-scale educational assessments.

Tender documents will be available with effect from **Monday 21st** September 2020 and can be obtained from the Botswana Examinations Council website <http://www.bec.co.bw/docs/invite-tender> at a non-refundable and non-transferable fee of **P100.00** payable to the following BEC Account details:

Account Name: BEC
Account Number: 6222 132 9940
Branch Name: Corporate
Bank: First National Bank
Branch Code: 282267
Swift Code: FIRNBWGX

(NB: The fee for the youth is P50.00 non-refundable)

- Proof of Payment must sent to the emails below as well as to procurement@bec.co.bw and must be included in the Bid Responses, failing which the bid will be disqualified.
- For clarification contact both tchifani@bec.co.bw and procurement@bec.co.bw.

BEC addresses are as follows:

Postal Address

Botswana Examinations Council
Private Bag 0070
Gaborone.

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

Contact Name: Ms T. Chifani; Telephone Number: 365 0700
Email: procurement@bec.co.bw

NOTE:

1. All bidders, who are individual consultants are required to make their own arrangements for payment and for collection of the bid documents as well as for submission of bid responses.
2. Delivery of both the bid responses and the project shall be made to BEC.

A non-refundable and non-transferable fee of **P100.00** shall be paid. Youth individual consultants shall purchase the tender document at half the price (**P50.00**). Bids must be

*BEC DCS **003/20-21**: Consultancy Services for A Feasibility Study and Business Case for Cost Sharing*

submitted using the **two envelope system**; one original and four (4) copies **plus a soft copy in a re-writable CD/DVD**, respectively for the **financial** and **technical** proposals. Bids must be submitted in two separate envelopes, one containing the Technical Bids, and the other containing the Financial Bids and both envelopes accordingly labeled with the tender number and title. The two envelopes should be sealed and placed in a third outer and larger envelope. This envelope should be sealed and labeled as follows;

TENDER NO. BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

Bids must arrive not later than **10:00am** (local time) on Friday 23rd October 2020 .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 and any appearance of the financial figures in the technical bid shall be 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. Re-writable CDs/DVDs should be separate for the technical and financial proposal. The CD/DVD for the technical proposal should be included in the technical proposal envelope while the CD/DVD for the financial proposal should be included in the financial proposal envelope.

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 **5 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 Tender Committee; Botswana Examinations Council
Private Bag 0070; Gaborone; Botswana.
Email: procurement@bec.co.bw / tchifani@bec.co.bw

Bids must arrive no later than **10:00 am** (local time) on the 23rd October 2020. The tenders will be opened in the presence of bidders wishing to attend immediately after closing 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 immediately and deliver the consultancy services according to agreed terms and conditions. The initial contract period is from 4th January 2021 to 30th June 2021 with a possible extension subject to the approval by the Contracting Authority.

Important Dates:

Tender Collection: Monday 21st September 2020

Tender Closing: Friday 23rd October 2020

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/Botswana Examinations Council

Botswana Examinations
Council

**TENDER
TENDERING PROCEDURE**

**TENDER DATA
VOLUME 1**

TENDER NO. BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF A FEASIBILITY STUDY ON COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

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 Individual Consultants / bidders are required to submit the following:

- a) 1 original, 4 copies and CDs/DVDs of both the Technical and Financial proposals.
- b) Proof of payment of the tender fee of **P100.00 (or P50.00 for youth consultants)**;
- c) Certified Copy of Omang;
- d) Certified copies of Academic Certificates;
- e) Curriculum Vitae (CV);
- f) Completed Declaration Form for Tendering Purposes;
- g) Completed and signed Form of Authority of Signatory;
- h) Completed and signed Form of Offer and Acceptance.

NB: The tender response must be made in English.

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

All the quoted prices must include VAT, withholding Tax or any other taxes in accordance with the tax laws of Botswana.

The validity period for the tender must be at **least 120 days** from the closing date of the tender.

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

TENDER NO. BEC DCS 003/20-21; INVITATION TO TENDER FOR THE CONDUCT OF A FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

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

- 1.6 A two envelope procedure will be followed, failing which disqualification will be promptly executed.

Bids should be submitted according to the Instructions to Bidders. Important points are repeated as follows:

- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialed 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.
- The original, four (4) copies and re-writable CDs/DVDs of each of the technical and financial bids shall be placed in a separate and sealed envelope clearly marked – TENDER NO. BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA and shall bear the submission address.
- **Re-writable CDs/DVDs should be separate for the technical and financial proposal. The CD/DVD for the technical proposal should be included in the technical proposal envelope while the CD/DVD for the financial proposal should be included in the financial proposal envelope.**
- Bids must arrive no later than **10:00 am** (local time) on the 23rd October 2020. The outer envelope should have the original, four (4) copies and 2 CDs/DVDs of the technical and financial bids respectively. These shall be placed in a sealed larger envelope clearly marked;

BEC DCS 003/20-21: THE CONDUCT OF FEASIBILITY STUDY ON COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

- 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. Email or Facsimile bids will not be accepted.
- Immediately after the deadline for the submission of bids, the technical bid of all the tenderers will be opened. The financial bids shall remain sealed and deposited with BEC Tender Committee until those bids meeting the technical requirements have been identified.

1.7 The closing time for submission of tender offers is: 10.00 am on the 23rd October 2020.

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

1.9 The tender validity period is **120 days** from the closing date of the tender.

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

10:00 am on the 23rd October 2020

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 the short listed bidders after Stage 2 of the evaluation process will be evaluated as stated in Stage 3 of the evaluation process.
- 4 The project will be provisionally awarded to the bidder with highest combined score of Stage 2 and Stage 3 of the evaluation process subject to successful negotiation of the contract as in 1.15.
- 5 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>
- 6 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.
- 7 The successful bidder shall deliver the services to Botswana Examinations Council as per the agreed time schedule and quality controls.

Notes

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

1.12 Disqualification at Stage 1

A bidder whose technical bid does not meet the following requirements will be disqualified during the first scrutiny at Stage 1.

Bidders must submit all of the following;

- a) Curriculum Vitae (CV);
- b) Certified Copy of Omang;
- c) Certified copies of Academic Certificates;
- d) Completed and signed Form of Authority of Signatory;
- e) Completed Declaration Form for Tendering Purposes;
- f) Completed and signed Form of Offer and Acceptance

Should a bidder fail to submit items a) to e) on the first instance, they will be requested to resubmit the missing item(s) through email and they will be given a minimum of 2 days or a maximum of 5 days to submit. Should the bidder fail to submit within the required time, they will be disqualified from further evaluation.

Failure to submit the Completed and Signed Form of Offer and Acceptance, (f) above, on the first instance, will lead to outright disqualification.

1.13 Evaluation of Bids at Stage 2

The following table shows the criteria which will be used to evaluate the proposal. The criteria will be rated on a weighted scale as shown in the table below. **The bids will be evaluated based on the capability and experience of the individual consultant.** In the case of a consortium, partnership or joint venture, the bids will be evaluated on the combined strength of the constituent companies involved.

Technical Evaluation Criteria

Marks for the evaluation shall be awarded according to the following criteria scale:

No	Criteria	Description	Marks
1	Qualifications	<p>1. The consultant must have at least a minimum of Masters Degree in any field. (15) Provide certified copies of Certificates.</p>	15
2	Experience and competency	<p>2. A Minimum of 5 years of experience in the provision of National Assessments development consultancy and a Minimum of 5 years of experience in providing training in tests development, sampling and analysis for large-scale assessment (10). (Verification shall be made in the submitted CVs; At least three (3) Traceable References must be provided).</p> <p>3. Capability to develop costing models in assessment or related field. (5) (At least 2 companies with contact details that the consultant has done similar work for must be provided).</p>	15
3	Methodology and Solution	<p>4. Proposed Methodology: the bidder should provide an elaborate methodology detailing how the work will be done and the resources to be provided for every stage of work and the responsibilities of personnel involved. (10)</p> <p>5. Methodology to be applied by the project team to ensure capacity building of BEC staff in costing assessment, research methodologies in costing of assessment, including questionnaires development and administration. (10)</p>	20
4	Understanding of the Scope of Work	<p>6. A detailed time plan to be included in the proposal by the bidder showing how and when the activities will be achieved. (5) (Provide sufficient documentation of proposal and report which includes: Producing report on Findings, a business case and Presentation to the BEC structures).</p> <p>7. Responsiveness: The proposal should fulfil the aims and objectives of the project as set out in the scope of work and provide a feasible/viable cost sharing model for the</p>	30

		client to implement. (5)	
Maximum Marks for Stage 2			80

The cut off for progression to Stage 3 is a minimum score of 64 out of 80 (80%) and only bidders who score 64 and above will have their financial proposals opened and evaluated. Botswana Examinations Council reserves the right to terminate any further evaluation of this tender at this stage.

1.14 Evaluation of Financial Bids – Stage 3

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

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

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

Where:

FS = financial score of a given bidder

LP = lowest price

P = the price quoted by the bidder

The lowest financial bid (*LP*) will be given a financial score (*FS*) of 20 points. The financial scores (*FS*) of the other financial bids will be computed using the formula above.

1.15 Basis of Award

The bidder with the highest combined score (Technical and Financial) from stages 2 and 3 would be recommended for the award to BEC Tender Committees subject to an agreed contract. If the contract negotiations fail, then the supplier with the next highest score will be engaged for contract negotiations and recommended for the award.

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

Botswana Examinations
Council

**TENDER
RETURNABLE DOCUMENTS**

**LIST OF RETURNABLE
DOCUMENTS
Volume 2**

BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF A FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

The bidder must complete the following returnable documents:

1. Returnable Documents required for tender evaluation purposes

- Certificate for authority of signatory
- Record of addenda to tender documents
- Detailed Response to Requirements specified in the CONTRACT PART 3
- Response form
- Quality plan
- Experience of the bidder
- Risk management plan
- All copies of documents and conditions specified in (1.3)
- Form of Declaration For Tendering Purposes

2. Other Documents required for tender evaluation purposes

- Certified copies of Certificates
- Certified copy of Omang

3. 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 & Acceptance;
- Curriculum vitae;
- Management plan;
- Form of Declaration by Consultant

Parts of each tender offer communicated on paper shall be submitted as an original, plus four (4) duplicate copies and 2 re-writable CDs/DVDs; one containing the technical proposal and the other one containing the financial proposal. Each copy must contain the following RESPONSE FORM

Bidder's Name	
Omang number	
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

<p>TENDER RETURNABLE DOCUMENTS</p>	<p>TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY</p>
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BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF A FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

Indicate the status of the bidder by ticking the appropriate box hereunder. The bidder 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

Certificate for Individual.

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

As witnesses:-

3. _____
Signature: Sole owner

4. _____
Date

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS
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BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF A FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

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	
.....	

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

Note to bidders:

Please provide details of your quality plan here. Please describe the management arrangements for the work in this contract. You are requested to include:

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

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES CURRICULUM VITAE OF KEY PERSONNEL
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BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

Name:	Date of Birth:
Profession:	Nationality:
Current Position:	Years with the firm:
<u>Qualification and Experience:</u>	
<u>Education:</u>	
<i>Professional Membership</i>	
<u>Experience Record</u>	
<u>Languages:</u>	
Certification:	
<p>I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.</p>	
_____ <i>[Signature of authorized representative of the Tenderer]</i>	Date: _____

Botswana Examinations
Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

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	
Bidder			

Botswana Examinations
Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES MANAGEMENT PLAN
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BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF A FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

Note to tenderers: Please describe the management arrangements for the work in this contract. You are requested to include:

4. A chart showing on-site and off-site management personnel
5. Details of the location (and functions) of offices from which the work will be managed.
6. An explanation of how you propose to allocate adequate resources for the duration of the project and subsequent maintenance periods.

Summary of items attached to this schedule:

Attach additional pages as required.

Signed

Date

Name

Position

Tenderer

Republic of Botswana	TENDER RETURNABLE DOCUMENT	DECLARATION FORM FOR TENDERING PURPOSES
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BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF A FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender.

PART A

I, _____ (full name), in my capacity as..... (state position in Entity)
hereby declare that on my behalf, and on behalf of the owners, partners / directors/ shareholders /administrators and/or Other (Please specify)

of:
..... (name of Entity)

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 Entity and/or its Representatives. I state that the (State Name of Entity) and/or its representatives confirm that they have not, through other entities, participated in the same tender and offer the same products in response to the same items.

NOTE THAT: In the case of competing franchises, the franchises may bid for the same item but with different products. Item means the commodity required by the procuring entity indicated in the ITT. Product means the commodity offered by the bidder.

I declare and confirm that the Entity and/or its Representatives have in fact not participated in the same tender and offered the same products in response to the same items, through any other registered company or other entity. I hereby provide a current list of Directors/ Administrators/ Partners/ Members and/or Shareholders for the Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body and/or other (Please specify).....

	DIRECTORS/MEMBERS/ PARTNERS NAME and /OR Other (Please Specify).....	CAPACITY IN ENTITY	NATIONALITY	PERCENTAGE OF SHAREHOLDIN G
1				
2				
3				
4				
5				
6				
7				

	SHAREHOLDERS NAME	NATIONALITY	PERCENTAGE OF SHAREHOLDING
1			
2			
3			
4			
5			
6			
7			

If more space is required attach additional sheet. Note that Public companies should state which stock exchange the company is listed under.

I further acknowledge that should any of the directors, partners, and shareholders, members/administrators */(others please specify)* be found to be associated in a similar or other manner in another company/entity, participating in this tender and offering the same products in response to the same items, this shall disqualify this Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body, and whichever company or other entity the said director/partner/shareholder/member and/or administrator is consequently involved in.

I further acknowledge that should the Company /Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body or any of its affiliates or subsidiaries be found to have participated in the same tender and offered the same products in response to the same items, the said Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body/*(others please specify)* and its affiliates and/or subsidiaries shall be disqualified.

The Company/Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body/*(others please specify)*, 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/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body/*(others please specify)*, through its agents, employees, partners, members, administrators and/or directors has not paid or offered to pay any consideration, favor or promise to any member of the procuring department or any person employed by or associated with Public Procurement and Asset Disposal Board (PPADB) or its Committees.

I declare that this tender is submitted by us 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.

I 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.

I confirm that our entity has undertaken not to collude to withdraw from a tender award, only for the reason that an unsuccessful bidder be awarded the tender. I confirm further that the entity has undertaken not to engage in frivolous complaints and litigation that frustrates project implementation.

SIGNED: NAME:

DATED:

.....

Entity

Stamp

PART B

1. Declaration to establish Eligibility for Reservation and Price Preferences for 100% Citizen Owned Contractor / Companies and other Entities.
2. The declaration shall be signed by all Businesses tendering for reserved contracts and contracts subject to preferences, as a condition of each tender.
3. The 100% citizenship requirements for shareholders, etc contained therein shall not withstand any previous consents and practice, be pre-condition for the award of any reserved tender.

Definition

4. The following definitions shall apply to this declaration:

100% Citizen Owned Contractor / Company: a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana.

Control: the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of managerial and financial authority and power in determining the policies and directing the operations of the business.

Net Amount: the financial value of the Contract at the time of the award of the Contract, exclusive of sales tax which the law requires the Employer to pay to the Contractor.

Owned: Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest or shareholding as demonstrated by an examination of the substance as well as the form of ownership arrangements

5. The company operates banking and savings accounts, the only authorised signatories are:

i.
.....
(Bank Name and Name of signatory) (Oman No.
/Passport)

ii.
.....
(Bank Name and Name of signatory) (Oman No.
/Passport)

ii.
.....
(Bank Name and Name of signatory) (Oman No.
/Passport)

iv.
.....
(Bank Name and Name of signatory) (Oman No.
/Passport)

6. Undertakings

The Tenderer confirms that it is a 100% Citizen owned contractor/company and undertakes to remain a Citizen Contractor for the duration of the Contract. The Tenderer further undertakes not to subcontract more than 25% of the Net Amount to non-Citizen Contractors in the performance of the Contract.

7. Sanctions relating to reserved treatment

Any changes in Ownership or Control which violate the definition of a Citizen Contractor or the subcontracting of more than 25% of the Net Amount of the Contract to non-Citizen Contractors shall be sufficient reason for the Procuring Department to terminate the Contract.

8. All the shareholders of(Name of company) have read this declaration and agree to its contents.

- a) All the shareholders hereby give consent verification of the information provided above and understand that this may include but not limited to the verification of assets, liabilities, accounts, bonds and undertake to notify the competent authorities of any change to the information provided in this Declaration within seven days of such occurrence.
- b) I understand and declare that each matter here deposed to is essential for the tender validity of (Name of company)'s

NB: The Procuring Entity reserves the right to confirm the authenticity of the information provided above.

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:

LOCAL PROCUREMENT REGISTRATION CERTIFICATE

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 WOMAN	B YOUTH	C PEOPLE WITH DISABILITY	D RURAL SETTING	E EMPLOYMENT

A. B. C. Certificate for businesses owned by WOMAN/ YOUTH/ PEOPLE WITH DISABILITY

I, _____, being a duly authorised representative and acting on my capacity as __
 _____ of _____, hereby confirm that the above mentioned business is 100% owned by women/ youth/ people with disability.

As witnesses: -

1. _____
2. _____

 Authorised Signatory

 Date

D. Certificate for RURAL SETTING

I, _____, being a duly authorised representative and acting on my capacity as __
 _____ of _____, hereby confirm that the above mentioned business has been established and operates from a rural area.

LOCATION OF BUSINESS

WARD	VILLAGE

As witnesses: -

1. _____
2. _____

 Authorised Signatory

Date

E. Certificate for EMPLOYMENT

I, _____, being a duly authorised representative and acting on my capacity as __

_____ of _____, hereby confirm that the above

mentioned business has employed majority of any of the following categories- women/ youth/ people with disability.

Total no employees _____

No of Women (W) _____

Youth (Y) _____

People with disability (PWD) _____

% ratio of (W+ Y+ PWD) to Total no of employees _____ (Cut-off point will be 60%)

As witnesses: -

1. _____

Authorised Signatory

2. _____

Date

NB: Youth in this regard will people within the age of 18-35 years.

Botswana Examinations Council

**CONTRACT
VOLUME 3**

BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

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

BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF A FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

OFFER

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

THE CONDUCT OF A FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

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 authorized 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.

The total of the amount tendered is _____
_____ Pula, (in words); P_____ (in figures). (Not applicable for rate only contracts)

(Do not include the amount for the Form included in the Technical Proposal)

(Include the amount for the Form included in the Financial Proposal)

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 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 authorized representative to this part of this Form of Offer and Acceptance, the Procuring Organization accepts the bidder's Offer. In consideration thereof, the Procuring Organization 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 Organization 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 Organization 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 authorized 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 Organization'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 fulfill 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 Organization 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

- NB:**
- a) This form must be included in both the Technical and Financial Proposals.**
 - b) The Form in the Technical Proposal should not have financial figures and must be written "Refer to Financial Proposal" where there is provision for the total amount tendered.**

- c) The Form in Financial Proposal should reflect the total amount which shall be read at the financial bid opening.

Botswana Examinations Council

CONTRACT PART 2 PRICING DATA	PRICING INSTRUCTIONS
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BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF A FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

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

SUMMARY PRICING SCHEDULE

The quoted prices should be inclusive of Value Added Tax (VAT), Withholding Tax and any other applicable taxes.

NB: THE PRICES SHOULD BE INCLUDED IN THE FINANCIAL PROPOSAL ONLY AND NOT APPEAR ANYWHERE IN THE TECHNICAL PROPOSAL

Bidders should provide costing for each activity or 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.

Example of Summary Pricing Schedule

Item No	Item Name	Estimated Cost	Sub Total	VAT/Withholding Tax	Total
1	Consultancy fee per activity or work				
2.					
3.					
				Grand Total	

NB: This should be included in the Financial Proposal envelope and NOT the Technical Proposal

1. All costs must include Value Added Tax (VAT), Withholding Tax and/or all other applicable taxes. The tax laws of Botswana will apply to the ITT and the signed contract.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated as the maximum to be charged.
3. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
4. Tenders must be valid for a period of at least 120 days.
5. Payments will be made in accordance with agreed payments schedules

Botswana Examinations Council

**CONTRACT PART 3
SCOPE OF WORK**

**SCOPE OF WORK:
SUPPLIES
CONTRACT**

BEC DCS 003/20-21: INVITATION TO TENDER FOR THE CONDUCT OF FEASIBILITY STUDY AND BUSINESS CASE FOR COST SHARING IN ASSESSMENT AT GENERAL EDUCATION IN BOTSWANA

1. SCOPE

Background

Botswana has and continues to make commendable efforts in provision of free and compulsory education for all which was in line with Goal 2 of Education for All. Further, the country has also so far made tremendous strides towards achieving the 2015 Sustainable Development Goal 4 (SDG 4) which aspires for inclusive and equitable quality education and promotion of life-long learning for all by 2030. These efforts have resulted in rising expenditure on education which is now proving to be burdensome on a government whose resource based economy is facing a myriad of challenges.

BEC therefore intends to engage the services of an Individual Consultancy. The Consultancy will provide capacity building and work liaison with the staff to successfully complete the project. After the project completion BEC staff should have been empowered enough to conduct and develop cost sharing models in assessment.

Purpose of the Consultancy

On the basis of the aforesaid background, the BEC calls for proposals for the conduct of a feasibility study and business case for cost sharing in assessment at General Education in Botswana with the broad objective of identifying a suitable model to use. The purpose of this Tender is to invite potential bidders to provide consultancy services for the conduct of a feasibility study and business case for cost sharing in assessment at general education in Botswana for a period from 4th January 2021 to 30th June 2021.

The report should inform BEC on the different cost sharing models that can be adopted.

Scope of Work

The study is expected to cover among others the following specific objectives;

- Environmental scan of the context of General Assessment in Botswana;
- Assess the cost of providing quality assessment by BEC against its budget and the sustainability thereof;
- Establish the need for cost sharing in assessment;
- Determine the level of readiness among stakeholders for implementation of cost sharing in educational assessment;
 - ❖ Determine the level of stakeholder awareness on cost sharing measures in education, especially in assessment;
 - ❖ Assess the attitude of stakeholders towards cost sharing in assessment;
 - ❖ Conduct a means test analysis amongst the stakeholders.
- Assess and recommend a suitable model to adopt after thoroughly examining all the different models available.
- Provide a cost benefit analysis for BEC and ultimately present it to the Ministry of Basic Education.
- Develop a business case for cost sharing in General assessment and present it to MOBE in support of BEC.

The proposal, guided by the BEC procurement procedures should be robust in methodology, that is, employ methods that would help generate the right solutions for the problem at hand. While the methods should be robust, they should as well be acceptable to BEC.

Consultant's Staff

The consultant should provide skilled staff who will work within the agreed timelines with less supervision. Staff who will ensure that there is skills transfer to BEC staff.

Level of Input

- Bidders must submit the cost of each activity as outlined in their workflow according to the scope of work.
- The Consultancy will be responsible for all the logistics involved in conducting the feasibility study that will include materials, transport, accommodation and meals. However, the bidders are expected to make an estimate of the expenditure in their proposed budget.
- The successful bidder will work closely with the BEC Research and Policy Development Directorate in executing the study.

Reporting and Deliverables

The main deliverables would be reports on the findings of the feasibility study and a business case with clear recommendations on the best model of cost-sharing to adopt. The consultant would be required to present the report and a business case to BEC and Ministry of Basic Education (MoBE). Further, the consultant should work with BEC staff to ensure skills transfer and enhance ownership of the report to facilitate smooth implementation. The Consultancy will also make regular progress reports to BEC.

Quality Control: The awarded bidder will be reporting to various BEC Committees through the Project Sponsor Directorate of Corporate Services (DCS). Reports should be prepared for presentation to Committees. The research process will be monitored by the project sponsor at BEC.

Schedule of Works

The consultant should provide an outline of the activities to be carried out including their timelines. This should be preferably presented in the form of a Gantt chart. To include a Work Plan outlining any changes agreed to the Terms of Reference (ToR) and the methodology to be adopted

Resources to be Provided by the BEC

The consultant must clearly indicate all the necessary resources that would be required to undertake the project. The Institutional Consultancy will provide personnel as and when the activities of the project are carried out.

Payment Schedules

A detailed payment schedule should be provided outlining the stages of payments or time frame within which the project will be completed.

- All the quoted prices must include VAT, Withholding Tax and any other relevant taxes that may be applicable.
- 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 reports and invoice.

There shall be no advance payment.

The consultancy will be paid consultancy fees according to agreed payment schedule; however, BEC shall retain 5% payment at each stage. The total retention amount shall be released once the final report has been approved by BEC.

Details with regard to the management of the reports and the contract

Any conditions on reporting requirements and details with regard to reports, as well as other issues regarding the governance of this contract, if not specified under this Terms of Reference (TOR), will be found in the Service Contract, "Individual Consultancy for the conduct of a feasibility study and business case for cost sharing in assessment at general education in Botswana for a period from 4th January 2021 to 30th June 2021.

2. 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 this document 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
- 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 that 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 the 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.

3. 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.

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