



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND CERTIFICATION

INVITATION TO TENDER

FOR

**PROVISION OF JCE MARKING VENUE FOR BEC FOR ONE YEAR: 2020 (WITH  
AN OPTION TO RENEW FOR 2021 AND 2022) IN GABORONE, BOTSWANA**

**TENDER NO. BEC EAC 002/20-21**

*Available Date from Website: Monday 3 August 2020*

*Closing Date: Friday 28 August 2020*

<b>PROCURING ORGANISATION</b>	<b>AGENT</b>
<b>Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana</b>	<b>The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267 365 0700 Fax: +267 393 3872</b>  <b>Email: <a href="mailto:procurement@bec.co.bw">procurement@bec.co.bw</a></b>

**TENDER  
TENDERING PROCEDURES**

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

*Tender No. BEC EAC 002/20-21*

**INVITATION TO TENDER FOR PROVISION OF JCE MARKING VENUE FOR BEC IN GABORONE, BOTSWANA FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022).**

- The Procuring Organisation is Botswana Examinations Council (BEC) and this is an Open Domestic tender.

Only 100% Citizen Owned Companies are invited to tender.

- Bidders are invited to submit bids for the Provision of JCE Marking Venue for BEC in Gaborone, Botswana.
- This tender follows a **fixed budget evaluation method** where the budget will be specified on the tender document. Bidders exceeding the budget will not be considered.
- Bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 101: Sub-Code 04 or on relevant Codes and Sub-Codes; be registered with BURS and be in possession of a valid Tax Clearance Certificate, and have an appropriate license.

- Tender documents will be available with effect from **Monday 3 August 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 **P500.00** payable to the following BEC Account details:

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

**(NB: The fee for the youth is P250.00 non-refundable)**

- Proof of Payment must sent to the emails below as well as to [procurement@bec.co.bw](mailto: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](mailto:tchifani@bec.co.bw) and [kkeloneilwe@bec.co.bw](mailto:kkeloneilwe@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  
Fax: (+267) 393 3872 Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

Bids must be physically submitted using the **two envelope system**; one original and four (4) copies **plus a soft copy in a re-writable CD/DVD**, respectively. The

**financial** and **technical** 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 EAC 002/20-21 - INVITATION TO TENDER FOR PROVISION OF JCE MARKING VENUE FOR BEC IN GABORONE, BOTSWANA FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

Bids must arrive not later than **10:00am** (local time) on **Friday 28 August 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 physically 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** bid and the **financial** bid; 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 bid and the financial bid.

**Responses that do not have the required number of envelopes will be disqualified. Re-writable CD/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.**

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**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 the closing date of the tender. The queries or questions should be in writing and should be addressed to:

The Secretary Attention: Ms. T. Chifani      Tel: 3650700  
Tender Committee; Botswana Examinations Council  
Private Bag 0070; Gaborone; Botswana.  
Fax:            +267 393 3872  
Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw).

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Bids must arrive no later than **10:00 am** (local time) **Friday 28 August 2020**. The tenders will be opened in the presence of bidders wishing to attend immediately after closing; at 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.

**Important Dates:**

**Tender Available from Website: Monday 3 August 2020**

**Tender Closing: Friday 28 August 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.

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Tender Committee Secretary  
For/Botswana Examinations Council

**TENDER NO. *BEC EAC 002/20-21* INVITATION TO TENDER FOR PROVISION OF THE JCE MARKING VENUE FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

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 CDs/DVDs of both the Technical and Financial proposals;
- Proof of payment of the tender fee of **P250.00**;
- PPADB Registration Certificate under Code 101: Hotel and Catering (Restaurant) Services Sub-Code 04 - Conference and Workshop services or on the Relevant Codes and Sub-Codes (verification will be done on-line);
- A valid copy of tax clearance certificate (Provide Pin & Certificate Number for on-line verification);
- Completed Declaration Form for Tendering Purposes;
- Submission of Company Extract accompanied by confirmation of Shareholders and Directors as well as their Identity Documents;
- publicly listed companies may submit certificates of their controlling shareholders only;
- NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- Completed and signed Form of Offer and Acceptance

**NB: The tender response must be 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 quoted prices must be **at least 120 days** from the closing date of the tender.

**The budget estimate for this project is P600,000.00 (Six Hundred Thousand Pula) for one (1) year.**

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

**TENDER NO. BEC EAC 002/20-21 INVITATION TO TENDER FOR PROVISION OF THE JCE MARKING VENUE FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

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 document, four (4) copies and re-writable CD/DVDs of each of the technical bid and financial bid shall be placed in a separate and sealed envelope clearly marked – TENDER NO. *BEC EAC 002/20-21* - PROVISION OF JCE MARKING VENUE FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022) shall bear the submission address.**
- **Re-writable CD/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) Friday 28 August 2020. The outer envelope should have the original, four (4) copies and 2 CD/DVDs of the technical and financial bids respectively. These shall be placed in a sealed larger envelope clearly marked;

**BEC EAC 002/20-21 - TENDER FOR PROVISION OF THE JCE MARKING VENUE FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

- 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.
  - **The tender will initially be awarded for one year of 2020 with an option to renew the contract for the years 2020 and 2021. The renewal if granted shall be at the same terms and conditions as the initially signed contract.**
- 1.7 The closing time for submission of tender offers is: 10.00 am on **Friday 28 August 2020**.
- 1.8 Telephonic, telegraphic, telex, email or facsimile tender offers will not be accepted.
- 1.9 The tender validity period is **at least 120 days** from the closing date of the tender.
- 1.10 The time and location for opening of the tender offers is:  
10:00 a.m. on **Friday 28 August 2020**.  
Location: Botswana Examinations Council  
Plot 54864; KT Motsete Road; Gaborone.
- 1.11. The procedure for evaluation of the responsive tender offers is Quality and Cost Based Selection method.

## The Evaluation Process

Tender Evaluation Committee (TEC) will be constituted to evaluate the bids. The evaluation procedure 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 technical score of Stage 2 within the availed budget subject to successful negotiation of the contract as in 1.15.
- 5 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.
- 6 The successful bidder shall deliver the services to Botswana Examinations Council as described under Deliverables and shall be accepted after inspection to confirm conformance to specifications.

### 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 technical bid does not meet the following requirements will be disqualified during the first scrutiny at Stage 1. In the case of a consortium or joint venture, the companies shall be evaluated individually for compliance with the listed requirements.

Companies must submit all of the following;

- a) PPADB Registration Certificate under Code 101 - Hotel and Catering (Restaurant) Services Sub-Code 04 - Conference and Workshop services or on the Relevant Codes and Sub-Codes (registration will be verified on-line);
- b) A valid copy of Tax Clearance Certificate (Provide Certificate Number & Tin Number for on-line verification);



- c) Completed Form of Declaration for Tendering Purposes;
- d) Submission of Company Extract accompanied by confirmation of Shareholders and Directors as well as their Identity Documents;
  - Publicly listed companies may submit certificates of their controlling shareholders only;
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- e) 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 and 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 will lead to outright disqualification.**

**Note that this form must be included in both the Technical and Financial proposals. The Form in the Technical proposal must not have any price figures, but must be appropriately signed. Where there is provision for the tendered amount, bidders must write "Refer to the Financial Proposal" on that space.**



	<p><b>Quality Management &amp; Standards</b></p> <p>Environment that meets accommodation of examiners with regards to the following;</p> <ul style="list-style-type: none"> <li>• Clean environment including ablutions, workrooms and grounds. Provide details on how often the ablutions will be refreshed.</li> <li>• Accessibility to clean cold water for drinking and warm water for washing hands plus soap dispensers , toilet paper and sanitizers</li> <li>• Availability and functionality of air conditioners or ceiling fans</li> </ul>	5 5 5	15
	<p>Understanding of requirements and adherence to scope of work</p> <ul style="list-style-type: none"> <li>• Provision of detailed response to requirements of the tender</li> <li>• availability of the execution plan</li> </ul>	10	10
<b>Total</b>			<b>80</b>

**The bidder should respond to the above requirements in full to guide evaluators in allocating marks for Stage 2 evaluations.**

The cut off for progression to Stage 3 is a minimum score of 60 points (75%) out of 80 and only bidders who score 60 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 Financial Evaluation – Stage 3**

The bidder with the highest technical score within the disclosed budget will be recommended for award.

#### **Basis of Award**

The bidder with the highest technical score within the availed budget would be recommended for the award to BEC Tender Committee subject to an agreed contract. If the contract negotiations fail, then the next supplier with the highest technical score within budget will be engaged for contract negotiations and recommended for the award.

**The tender will initially be awarded for one year of 2020. Should the need arise, the winning bidder will be given a renewal for the following year of 2021, and should it still be required, the renewal will be granted for 2022 as well. The renewals if granted shall be at the same terms and conditions as the initially signed contract and on the rates quoted in this tender.**

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>LIST OF RETURNABLE DOCUMENTS Volume 2</b>
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**BEC EAC 002/20-21 TENDER FOR PROVISION OF JCE MARKING VENUES FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

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 certified copies of documents and conditions specified in (1.3)
- Form of Declaration For Tendering Purposes
- Local Procurement Registration Certificate

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

- Copy of a Tax Clearance Certificate for Botswana Registered Companies or exemption certificate thereof from BURS (*Provide Pin No. and Certificate No. for online verification*);
- PPADB Registration Certificate (*verification will be done online*);
- Certified copies of Share Certificates (*forms from CIPA showing Shareholders would be preferred*);
- Copies of forms from CIPA showing list of Directors.

**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 of key personnel;
- Management plan;
- Form of Declaration by Directors & Shareholders.

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	
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	

**TENDER  
RETURNABLE DOCUMENTS**

TENDER SCHEDULES  
CERTIFICATE OF AUTHORITY OF  
SIGNATORY

**BEC EAC 002/20-21 TENDER FOR PROVISION OF JCE MARKING VENUES FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

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 authorized 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



<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS</b>
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**BEC EAC 002/20-21 TENDER FOR PROVISION OF JCE MARKING VENUE FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

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:

	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

<b>TENDER RETURNABLE DOCUMENTS</b>	TENDER SCHEDULES QUALITY PLAN
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**BEC EAC 002/20-21 TENDER FOR PROVISION OF JCE MARKING VENUES FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

**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. 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.

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES CURRICULUM VITAE OF KEY PERSONNEL</b>
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**BEC EAC 002/20-21 TENDER FOR PROVISION OF JCE MARKING VENUES FOR BEC**

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

<b>TENDER RETURNABLE DOCUMENTS</b>	TENDER SCHEDULES QUALITY PLAN
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**BEC EAC 002/20-21 - TENDER FOR PROVISION OF JCE MARKING VENUES FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

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			

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES MANAGEMENT PLAN</b>
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**BEC EAC 002/20-21 - TENDER FOR PROVISION OF JCE MARKING VENUES FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

**Note to tenderers:** 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.

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

Attach additional pages as required.

Signed	Date
Name	Position
Tenderer	

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<b>TENDER RETURNABLE DOCUMENT</b>	<b>DECLARATION FORM FOR TENDERING PURPOSES</b>
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**BEC EAC 002/20-21 TENDER FOR PROVISION OF JCE MARKING VENUES FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

Declaration to establish that all Directors, shareholders, partners and 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)*.....

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

	<b>SHAREHOLDERS NAME</b>	<b>NATIONALITY</b>	<b>PERCENTAGE OF SHAREHOLDING</b>
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, favour 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) (Omang No./Passport)

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

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

iv.....  
(Bank Name and Name of signatory) (Omang 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:

**CONTRACT  
VOLUME 3**

**BEC EAC 002/20-21 TENDER FOR PROVISION OF JCE MARKING VENUES FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

**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

**CONTRACT PART 1  
AGREEMENTS & CONTRACT DATA**

**FORM OF OFFER  
AND ACCEPTANCE**

**BEC EAC 002/20-21 INVITATION TO TENDER FOR PROVISION OF JCE MARKING VENUE FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

**OFFER**

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

**PROVISION OF JCE MARKING VENUE FOR BEC IN GABORONE**

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 \_\_\_\_\_ 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 organization)*

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 organization)* .....

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 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**

## 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. \_\_\_\_\_

\_\_\_\_\_  
Authorised Signatory

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

\_\_\_\_\_  
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

<b>WARD</b>	<b>VILLAGE</b>

As witnesses:

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

\_\_\_\_\_  
Authorised Signatory

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

\_\_\_\_\_  
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.



**BEC EAC 002/20-21 INVITATION TO TENDER FOR PROVISION OF JCE MARKING VENUE FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

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 12% VAT

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

**JCE 2020**

Year	No. of rooms	Cost per room	Cost of venue	12% vat	Total
<b>GRAND TOTAL</b>					

**JCE 2021**

Year	No. of rooms	Cost per room	Cost of venue	12% vat	Total
<b>GRAND TOTAL</b>					

**JCE 2022**

Year	No. of rooms	Cost per room	Cost of venue	12% vat	Total
<b>GRAND TOTAL</b>					

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

1. All costs must include VAT (for VAT registered companies), Withholding Tax and 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. **NB: There shall be no advance payment of goods/services/works.**

**BEC EAC 002/20-21 INVITATION TO TENDER FOR PROVISION OF JCE MARKING VENUE FOR BEC IN GABORONE FOR ONE YEAR: 2020 (WITH AN OPTION TO RENEW FOR 2021 AND 2022)**

**1. Purchaser's objectives**

**SPECIFIC REQUIREMENT LIST AND SPECIFICATIONS:**

The purpose of this tender is to fairly, transparently and objectively solicit services for;

- **MARKING VENUE FOR JCE,**

**The Bidders should be able to provide as specified below:**

**JCE MARKING**

The JCE Marking takes place annually during the month of December for 14 continuous working days. For the 2020 examination series, marking will be conducted from **10 – 23 December**. The Marking dates for each subsequent year will be communicated 3 months in advance for the bidder to enable preparations to commence.

**This activity requires the use of the venue as follows:**

<b>Subject</b>	<b>Number of examiners</b>	<b>Number of classrooms</b>
Science paper 2	173	9
English paper 2	176	9
English paper 3	179	9
English paper 4	63	3
Setswana paper 2	206	10
Setswana paper 3	155	8
Mathematics paper 2	196	10
General Science paper 2	6	1
Religious Education paper 2	95	5
Moral Education paper 2	215	10
Physical Education paper 1	53	2
Commerce and Office Procedures paper 1	46	2
Commerce and Office Procedures paper 2	36	2
Commerce and Accounting paper 1	36	2
Commerce and Accounting paper 2	30	2
Design and Technology paper 2	50	2
Agriculture 2	181	9
Agriculture 4	5	1
French 1	5	1
French 2	8	1
French 3	13	1
Music 1 & 2	14	2
Social Studies 2	191	10
Home Economics 1	30	2
SPED office	5	1
BEC Office (1 for admin & 1 for checkers)	25	2
<b>Total</b>	<b>2192</b>	<b>116</b>

**NOTE: Alternatively some of the syllabus components could be allocated halls that could accommodate the required numbers. Social distancing of 1.25 metres should be strictly adhered to.**

## **2. BEC's Objectives**

### **SCOPE OF WORK**

The purpose of this contract is to acquire marking venue in Gaborone for the JCE 2020 examination series, with an option to renew for 2021 and 2022 only). The ideal venue should have maximum security to safeguard the integrity of the examinations, an environment that abides by good occupational health and sanitary standards. The dignity, social status and professionalism of the examiners should be recognised by the adequacy and sufficiently equipped facilities such as ablution rooms, classrooms, furniture, and office space with air conditioners and/or fans for Officers, secure parking space and allowance of fresh air to cater for the extremely hot climate during the marking period. The provider of such a service should also ensure that there is supply of clean hot and cold water for drinking for both examiners and officers on duty at the marking venue and maintain a neatly clean environment throughout the marking period.

The Service Provider should ensure the following:

- (a) 116 standard classrooms with air-conditioning or with ceiling fans to cater for 2192 examiners;
- (b) Office space for 25 BEC officers, 2 offices;
- (c) Clean hot and cold drinking water for 2,192 people daily;
- (d) Functional and equipped ablution facilities to cater for 2,192 people with appropriate toiletry;
- (e) Parking space for approximately 1,000 vehicles (including reserved space for 10 BEC vehicles);
- (f) Suitable standard desks and tables for 2,192 examiners;
- (g) Fenced premises with lockable marking rooms and functional windows. Marking rooms to accommodate a maximum of 25 examiners;
- (h) Clean working environment with full-time cleaners on-site;

**(a) Security:**

- Fenced premises with lockable marking rooms;
- Please note BEC will provide full-time on-site security officers to cover the whole premises on a 24-hour basis.

**(b) Technical requirements for provision of examination marking venues:**

- Adequate, equipped and functional ablution facilities with sufficient toiletry that can cater for the specified numbers of markers (numbers are specified under General Requirements).
- Adequate furniture that includes desks and chairs suitable to be used by adults.
- Rooms should be air conditioned and/or availability of ceiling fans.
- Premises must be fenced with on-site security Officers.
- Clean environment ideal for the health of workers doing marking.
- Standard rooms each to accommodate about 25 examiners.
- Provision of office facilities for administration of the marking exercise. BEC officers would need an office to coordinate the marking exercise from.
- A risk management plan will also be required to ensure that a bidder who is given the job will always deliver regardless of the unforeseen circumstances, e.g cut in electricity, water, etc.
- A strategic management plan should also be provided to ensure that a secure environment is maintained during marking.

### 1. Project Costing:

**NB: This part on project costing should be included in the Financial Proposals only. Bidders should provide cost per room.**

#### JCE 2020

Year	No. of rooms	Cost per room	Cost of venue	12% vat	Total
<b>GRAND TOTAL</b>					

#### JCE 2021

Year	No. of rooms	Cost per room	Cost of venue	12% vat	Total
<b>GRAND TOTAL</b>					

#### JCE 2022

Year	No. of rooms	Cost per room	Cost of venue	12% vat	Total
<b>GRAND TOTAL</b>					

Bidders are also required to provide rate per room inclusive of the amenities that go with it.

**The tender will initially be awarded for one year of 2020 with an option to renew for 2021 and 2022. The renewals if granted, shall be at the same terms and conditions as the initially signed contract and on the rates quoted in this tender.**

**NB:** Payment will be made no later than 30 days after completion of rendering of service and issuance of the invoice. **There shall be no advance payment.**

### 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 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.

## **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.

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