



**BOTSWANA
EXAMINATIONS
COUNCIL**

DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND CERTIFICATION

INVITATION TO TENDER

FOR

PROVISION OF SECURITY PRINTING AND PACKAGING OF EXAMINATION QUESTION PAPERS FOR BOTSWANA EXAMINATIONS COUNCIL FOR 2020 TO 2022 FOR:

- 1. PRIMARY SCHOOL LEAVING EXAMINATIONS (PSLE),**
- 2. JUNIOR CERTIFICATE EXAMINATION (JCE) AND**
- 3. BOTSWANA GENERAL CERTIFICATE OF SECONDARY EDUCATION (BGCSE)**

TENDER NO.: BEC EAC 004/19 - 20

Tender Collection Date: Monday, 29th July 2019

Tender Closing Date: Friday, 6th September 2019

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 EAC 004/19 - 20

Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

- 1. Primary School Leaving Examinations (PSLE),**
- 2. Junior Certificate Examination (JCE) and**
- 3. Botswana General Certificate of Secondary Education (BGCSE)**

- Bidders are invited to submit bids for the Provision of Security Printing and Packaging Services for the PSLE, JCE and BGCSE Examinations Question Papers for the three (3) years from 2020 to 2022 Examinations
- This tender is an Open International tender i.e. both bidders in Botswana and outside Botswana are eligible to tender.
- For Botswana companies, bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code-201- Sub-Code -01-or on any relevant Codes and Sub-Codes; be registered with BURS and be in possession of a Tax Clearance Certificate, and have an appropriate license.

For companies outside Botswana, bidders must in order to be considered for the award of the contract, be registered with Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Exemption Certificate for Tax Withholding purposes and be in possession of a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document). BURS may be contacted on the following:

PLOT 53976; KUDUMATSE ROAD

PRIVATE BAG 0013; GABORONE , BOTSWANA

TEL: +267 363 8000 FAX: +267 363 9999; WEBSITE: www.burs.org.bw

Tender documents will be available with effect from **Monday 29th July 2019** and can be obtained from the Procurement Office of the Botswana Examinations Council at the following addresses:

Postal Address

Botswana Examinations Council
Private Bag 0070
Gaborone.

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

Contact Name: Ms T. Chifani Telephone Number: 365 0700
Fax: (+267) 393 3872 Email: procurement@bec.co.bw

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

NOTE:

1. All companies, whether within Botswana or outside, 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 response and the project shall be made to BEC.

A non-refundable and non-transferable fee of **P500.00** shall be paid during tender collection. Bids must be 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** 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 **CD/DVD** for the Technical Proposal must be in the Technical Proposal Envelope while the **CD/DVD** for the financial proposal must be in the Financial Proposal Envelope. 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 004/19 - 20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

1. **Primary School Leaving Examinations (PSLE),**
2. **Junior Certificate Examination (JCE) and**
3. **Botswana General Certificate of Secondary Education (BGCSE)**

Bidders not able to pay at BEC Cashier counter may deposit document fees in the BEC account and provide proof of payment for collection of the bid document. Documents will however be issued after confirmation with BEC Finance Division that funds have indeed been received in the BEC Account. BEC Account Details are as follows:

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

Bids must arrive not later than **10:00am** (local time) on **Friday 6th September 2019**. 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.

The tender document may be viewed from BEC website: www.bec.co.bw. Bidders are advised that this document is for viewing purposes only. Bid responses will only be accepted from bidders who bought and collected the document from BEC.

Responses that do not have the required number of original and copies 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 **10 working days** before tender closing date. The queries or questions should be in writing and should be addressed to:

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

Bids must arrive no later than **10:00 am** (local time) on from **Friday 6th September 2019**. 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.

1. BEC may visit the premises before award for verification if it deems it necessary to do so.
2. The selected bidder shall begin work immediately and deliver the question papers by August 2020

Important Dates:

Tender Collection: Monday 29th July 2019

Tender Closing: Friday 6th September 2019

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 EAC 004/19 - 20

Invitation to Tender - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

- 1. Primary School Leaving Examinations (PSLE),**
- 2. Junior Certificate Examination (JCE) and**
- 3. Botswana General Certificate of Secondary Education (BGCSE)**

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:

BOTSWANA COMPANIES:

- 1 original, **4** copies and DVDs of both the Technical and Financial proposals.
- Proof of payment of the tender fee of **P500.00**;
- PPADB Registration Certificate under Code 201 Sub-Code 01 or on any other 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 Form from Companies and Intellectual Properties Authority (CIPA) showing company shareholders and Certified Copies of Share Certificates;
 - 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.

- Forms from Companies and Intellectual Property Authority (CIPA) showing the Company Directors.
- Completed and signed Form of Offer and Acceptance

INTERNATIONAL COMPANIES

- 1 Original, 4 copies and DVDs of both the Technical and Financial proposals;
- Proof of payment of the tender fee of **P500.00**;
- Valid Copy of Tax Exemption Certificate;
- Valid Copy of Appropriate Licence or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document);
- Completed Declaration Form for Tendering Purposes;
- Submission of Form from Register of Companies from Country of Origin showing company Shareholders and Certified Copies of Share Certificates;
 - publicly listed companies may submit certificates of their controlling shareholders only (this document should be in English or be accompanied by a translation document);
 - 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.
- Forms from Register of Companies from country of origin showing the company Directors (this document should be in English or be accompanied by a translation document).
- 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 quoted prices 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 EAC 004/19 - 20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

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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 rewriteable CD/DVDs of each of the technical and financial bids shall be placed in a separate and sealed envelope clearly marked – Tender No. BEC EAC 004/19 - 20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

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- 2. Junior Certificate Examination (JCE) and**
- 3. Botswana General Certificate of Secondary Education (BGCSE)**

- **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 **Friday, 6th September 2019**. The outer envelope should have the original, four (4) copies of the technical and financial bids respectively. These shall be placed in a sealed larger envelope clearly marked;

Tender No. BEC EAC 004/19 - 20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

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- 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.

This tender is open to both Botswana registered companies and international companies.

- 1.7 The closing time for submission of tender offers is: 10.00 am on **Friday, 6th September 2019**
- 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:

10:00am on **Friday, 6th September 2019**

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 1.16.

- 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 goods to Botswana Examinations Council as per accepted samples and shall be accepted after inspection to confirm conformance to specifications.

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. In the case of a consortium or joint venture, the companies shall be evaluated individually for compliance with the listed requirements. i.e, individual companies must meet the compliance criteria for the consortium or joint venture to proceed to stage 2.

BOTSWANA COMPANIES must submit all of the following;

- a) PPADB Registration Certificate under Code 201 Sub-Code 01 or on any other Relevant Codes and Sub-Codes (registration will be verified on-line);
- b) A Valid Copy of Tax Clearance Certificate (registration will be verified on-line);
- c) Completed Form of Declaration for Tendering Purposes;
- d) Forms from Companies and Intellectual Property Authority (CIPA) Showing the Company Directors.
- e) Forms from Companies and Intellectual Property Authority (CIPA) Showing the Company Shareholders and Certified copies of Share Certificates;
 - 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.
- f) Completed and Signed Form of Offer and Acceptance

INTERNATIONAL COMPANIES must submit all of the following;

- a) Valid copy of Tax Exemption Certificate;
- b) Valid Copy of Appropriate License or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document);
- c) Completed and Signed Form of Declaration for Tendering Purposes;
- d) Forms from Country of Origin Showing the Company Directors (this document should be in English or be accompanied by a translation document);
- e) Forms from Country of Origin Showing the Company Shareholders and certified copies of Share Certificates (this document should be in English or be accompanied by a translation document);
 - Publicly listed companies may submit certificates of their controlling shareholders only (this document should be in English or be accompanied by a translation document);
 - 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.
- f) Completed and Signed Form of Offer and Acceptance

Should a bidder (both domestic and international) 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 for evaluation. In the case of a consortium or joint venture, the bids will be evaluated on the combined strength of the constituent companies involved.

AREA	CRITERIA	WEIGHT
Organisation	Background	
	Give a detailed report of the past relevant experience in printing, packaging and transporting of examinations papers and related security material. 3 years of experience is sufficient with a track record and proof of bulk printing and delivery of related security material. Financial capability of the company e.g: Financial Statements or Bank Guarantee Statement should also	15

	be provided	
	Qualifications of a Senior Manager in Printing and another Manager in Transport and Logistics or business related field or entrepreneurship. Proof of such qualifications are needed, e.g. a certificate.	10
	Capability and confirmation of at least 3 previous contracts through a letter by any institution that was serviced in the past. The letter may indicate that the bidder had successfully delivered bulk goods.	10
Methodology	Overall Project approach, methodology and strategy	
	Capacity to implement the project <ul style="list-style-type: none"> • Availability of secure printing plant (5) • Security plan (5) • Quality plan (5) 	15
	Quality Management, Security Management, Assurance and should be registered with the following standards: ISO <ul style="list-style-type: none"> • 18028-1 (Network Security Management) (3) • 9001 (Quality Management) (3) • 12647 (Graphic Technology Process Control) (3) Any standard related to: <ul style="list-style-type: none"> • ISO 22301 (Business Continuity Management) (2) • APACS (UK Payments Administration) is a UK trade organisation that brings together all payment systems organisations and gives banks, building societies and card issuers a forum where they can work together on non-competitive issues. (2) • CPAS is the Cheque Printer Accreditation Scheme (is for security printers wishing to produce cheques which are intended to be cleared through the UK cheque clearing system). This is an additional security and quality control to the ISO 27001 (Information Security Management) standard. (2) 	15
	Understanding of requirements and adherence to the scope of work	15
Total		80

The cut off for progression to Stage 3 is a minimum score of 60 points out of 80 (75%) 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.

The Weights are as follows: Technical Weight = **80**

Financial Weight = **20**

1.14 Financial Evaluation – Stage 3

The qualifying bids will be evaluated based on the following factors: The following formula will be used to rate the quoted prices:

$$FS = FW \times LP / P; \quad \text{Where:}$$

FW	=	Financial Weight
FS	=	Financial Score of a Given Bidder
LP	=	Lowest Price
P	=	The Price Quoted by the Bidder under evaluation

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

1.16 Basis of Award

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

The successful bidder shall deliver the goods to Botswana Examinations Council and shall be accepted based on the approved samples.

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

BEC may visit the premises for verification if it deems it necessary to do so before award.

Botswana Examinations
Council

TENDER
RETURNABLE DOCUMENTS

**LIST OF RETURNABLE
DOCUMENTS**
Volume 2

Tender No. BEC EAC 004/19 - 20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

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- 3. Botswana General Certificate of Secondary Education (BGCSE)**

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

2. Other Documents required for tender evaluation purposes

- Copy of a Tax Clearance Certificate for Botswana Registered Companies or exemption certificate thereof from BURS;
- PPADB Registration Certificate;
- Certified copies of forms from CIPA showing Shareholders;
- Certified copies of Share Certificates;
- Certified 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 re-writeable 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	

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY
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Tender No. BEC EAC 004/19 - 20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

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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

Botswana Examinations Council

**TENDER
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES
RECORD OF ADDENDA TO
TENDER DOCUMENTS**

Tender No. BEC EAC 004/19 - 20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

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We confirm that the following communications received from the Procuring Organisation before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

Botswana Examinations
Council

TENDER
RETURNABLE DOCUMENTS

TENDER SCHEDULES
QUALITY PLAN

Tender No. BEC EAC 004/19 - 20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

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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 organization 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.

Botswana Examinations Council

**TENDER
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES
CURRICULUM VITAE OF KEY
PERSONNEL**

Tender No. BEC EAC 004/19 - 20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

1. Primary School Leaving Examinations (PSLE),
2. Junior Certificate Examination (JCE) and
3. Botswana General Certificate of Secondary Education (BGCSE)

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>	
<p>_____ Date: _____</p>	
<p><i>[Signature of authorized representative of the Tenderer]</i></p>	

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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Tender No. BEC EAC 004/19 - 20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

- 1. Primary School Leaving Examinations (PSLE),**
- 2. Junior Certificate Examination (JCE) and**
- 3. Botswana General Certificate of Secondary Education (BGCSE)**

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**

Tender No. BEC EAC 004/19 - 20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

- 1. Primary School Leaving Examinations (PSLE),**
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- 3. Botswana General Certificate of Secondary Education (BGCSE)**

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

Republic of Botswana	TENDER RETURNABLE DOCUMENT	DECLARATION FORM FOR TENDERING PURPOSES
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Tender No. BEC EAC 004/19 - 20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

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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 SHAREHOLDING
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, 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) (Omag No. /Passport)

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

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

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

Botswana Examinations Council

**CONTRACT
VOLUME 3**

Tender No. BEC EAC 004/19-20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

- 1. Primary School Leaving Examinations (PSLE),**
- 2. Junior Certificate Examination (JCE) and**
- 3. Botswana General Certificate of Secondary Education (BGCSE)**

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

Tender No. BEC EAC 004/19-20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

- 1. Primary School Leaving Examinations (PSLE),**
- 2. Junior Certificate Examination (JCE) and**
- 3. Botswana General Certificate of Secondary Education (BGCSE)**

OFFER

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

Tender No. BEC EAC 004/19-20 - Provision of Security Printing and Packaging Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for Primary School Leaving Examinations (PSLE), Junior Certificate Examination (JCE) and Botswana General Certificate of Secondary Education (BGCSE)

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)

NB:

- 1. DO NOT INCLUDE FIGURES FOR THE FORM INCLUDED IN THE TECHNICAL PROPOSAL. WRITE "REFER TO FINANCIAL PROPOSAL"**
- 2. INDICATE FIGURES 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 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**

Tender No. BEC EAC 004/19-20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

1. Primary School Leaving Examinations (PSLE),
2. Junior Certificate Examination (JCE) and
3. Botswana General Certificate of Secondary Education (BGCSE)

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

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 - Year 2020

Item No.	Item Name	Estimated Quantity for 2020	Unit Price	VAT 12%	or withholding tax	Sub Total	Total
1	PSLE Question Papers	590,000					
2	JCE Question Papers	1,330,000					
3	BGCSE Question Papers	750,000					
4	Freight						
Grand Total							

Summary Pricing Schedule - Year 2021

Item No	Item Name	Estimated Quantity for 2021	Unit Price	VAT 12%	Sub Total	or withholding tax	Total
1	PSLE Question Papers	640,000					
2	JCE Question Papers	1,450,000					
3	BGCSE Question Papers	800,000					
4	Freight						
Grand Total							

Summary Pricing Schedule - Year 2022

Item No	Item Name	Estimated Quantity for 2022	Unit Price	VAT 12%	or withholding tax	Sub Total	Total
1	PSLE Question Papers	700,000					
2	JCE Question Papers	1,600,000					
3	BGCSE Question Papers	850,000					
4	Freight						
				Grand Total			

NB: Botswana Examinations Council reserves the right to award the tender in parts to different bidders or in full to one bidder.

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. Delivery shall be made to Botswana Examinations Council, Plot 54864, KT Motsete Road; Gaborone.
6. Payments will be made in accordance with agreed payments schedules. Payment shall be made within 30 days after receipt of goods / services / works. **NB: There shall be no advance payment of goods/services/works.**

Botswana Examinations
Council

**CONTRACT PART 3
SCOPE OF WORK**

**SCOPE OF WORK:
SUPPLIES CONTRACT**

SCOPE

Tender No. BEC EAC 004/19-20 - Provision of Security Printing and Packaging OF Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for:

- 1. Primary School Leaving Examinations (PSLE),**
- 2. Junior Certificate Examination (JCE) and**
- 3. Botswana General Certificate of Secondary Education (BGCSE)**

Purchaser's objectives

The purpose of this Invitation to Tender is to invite potential bidders, both local and international, to the Botswana Examinations Council for The Provision of Security Printing and Packaging Services of the PSLE; JCE and BGCSE Examinations Question Papers for the three year period of 2020, 2021 and 2022.

Overview of the required supplies

The purpose of this Invitation To Tender is to invite potential bidders, both local and international, for the Provision of Security Printing and Packaging of Examinations Question Papers for the PSLE, JCE and BGCSE Examinations Question Papers. The successful bidder will be involved in a relationship with BEC for a maximum period of 3 years providing such service for 2020, 2021 and 2022. The rate will provisionally remain fixed and will only change if the assessment syllabus changes and produce papers that are drastically different.

Background and Proposed Assignment

The Botswana Examinations Council is a semi-autonomous body created by the Botswana Examinations Council Act NO 11 of 2002. The Council is mandated to design, develop and administer examinations as per specifications for each qualification, in accordance with the requirements specified by the Ministry of Basic Education. In respect of the aforementioned obligations, the Council is charged with the responsibility to print, package, and distribute question papers and stationery to Educational Regions and ultimately to Schools or Examinations Centres. It is in pursuance of such prerogative that the Council wishes to engage a security printing company to print, package and deliver to BEC question papers for the 2020, 2021 and 2022 Primary School Leaving Examinations (PSLE), Junior Certificate Examinations (JCE) and Botswana General Certificate Of Secondary Education (BGCSE). Packaging for main question paper dispatch at all levels is done according to Centre and Regional data that is supplied by BEC. For JCE and BGCSE levels, there is also the early material question paper dispatch which should be packaged per component per centre. This means on receipt at BEC, a package for Centre X should be directed to that Centre. BEC will also provide camera ready copies or electronic copies of the question papers for the various subjects and components. Quality, security and cost are the emphasis of this undertaking hence both the technical and financial bids will be assessed before the award of this tender.

The purpose of this tender is to fairly, transparently and objectively solicit services for **Tender No. BEC EAC 004/19-20 - Provision of Security Printing and Packaging of Examination Question Papers for Botswana Examinations Council for 2020 to 2022 for Primary School Leaving Examinations (PSLE), Junior Certificate Examination (JCE) and Botswana General Certificate of Secondary Education (BGCSE)**

Specific Objectives

- a) To provide a quote for the three (3) items; question papers for PSLE, JCE and BGCSE for the three years of 2020, 2021 and 2022. Indents for 2019 are herein provided so that the breakdown of quantities for 2020, 2021 and 2022 may be estimated.
- b) To print, package to component, centre and region and deliver question papers to BEC premises. The 2019 indents provide the estimated required details.
- c) To commit to deliver the question papers for the three examinations by the date as stated.
- d) General printing requirements
 - Examination Paper size A4
 - Copy : Supplied camera ready copy or electronic (soft) copy
 - Material : White printing 80gsm.
 - Colour : Black and White.
 - Finishing : Folded, inset, saddle stitched or glued and trimmed.
 - Enveloping : Security bagged to BEC unique design in 5s or 10s for stock or spare copies, and 20s, 50s or 100s depending on the page extents and candidature.
 - Centering : Centre packed in outer polybags labeled and box by centre by region (and sub-region for PSLE) for approximately 850 PSLE, 290 JCE and 80 BGCSE centres.
 - Dispatch : Suitably packed for dispatch to Gaborone.
 - Freight : Sea and road transport will be most preferred to deliver the consignment.

Please note that the 2019 indents and specimen of the examination papers will be provided with the bid document. Bidders can use indents for 2019 (PSLE, JCE and BGCSE) to estimate for 2020, 2021 and 2022. The live copies can only be released during printing time for a particular year. For security reasons quotes should be made based on the specimen provided.

The figures given in the Schedule of Requirements pertaining to the number of examination papers required, the number of pages for each paper and the total number of examination papers to be supplied are estimates and Botswana Examinations Council may vary such figures or may introduce new examination papers at any time and the commensurate extra cost occasioned by these changes shall be met by the purchaser (BEC).

NB: PSLE may be faced out before the end of the 3 year contract therefore will be awarded for one year and the contract renewed yearly for 2 years should the need arises.

BEC reserves the right to award the whole tender to one bidder or award the tender in parts to more than one tender. The bidders are encouraged to provide quotes for all the levels and years. BEC will give contracts to bidders who are prepared to offer services for a period of three years, i.e. 2020, 2021 and 2022. Capability as determined by the evaluation criteria in the bid document remains paramount to the final decisions of award/ or rejection.

Schedule of Requirements

- a) Security: Bidders should describe the security features in their printing premises and outline how each printing process can contribute to the sustenance of security of the examination papers.
- b) Type-setting and Proof Reading:
- the arrangement of type-setting material
 - feedback on type-setting material
 - access to computers
 - back-up facility and storage
 - proof reading of copies supplied and provision of print proofs before printing
 - handling and communication of errors
 - responsibility for errors
- c) Production: A detailed explanation on the processes of how the question papers are going to be printed and packed
- d) Relevant Experience: Years spent printing similar examinations material
- e) Quality: How will the organisation ensure that the work done is to the specification and requirements of the user?
The quality should be based on:
- type-setting
 - delivery process
 - packaging
 - material used
 - paper used
- f) Project Cost: Bidders should provide the total cost of the contract including all expenses. Sufficient breakdown of each element should be indicated.
- Printing cost per page
 - Packaging material cost
 - Security envelopes
 - Centre consignments
 - Transport
- **For Botswana Companies**, prices should be quoted in Botswana Pula (BWP) or any other convertible currency while international companies may quote in the currency of their country of origin or any convertible currency. All the quoted prices must include VAT for Botswana VAT registered companies and Withholding Tax at the prevailing rates for foreign companies i.e. should be compliant with Botswana tax laws.
 - Prices should remain fixed for the entire duration of the contract except if the change of the syllabus could drastically affect changes in page numbers.

- Payment will be made no later than 30 days after the delivery of the goods and issuance of the invoice.

NOTE: Separate quotations should be made for PSLE, JCE and BGCSE. Combined quotes will not be accepted. Quotes should appear separate for each level and for each of the three years of 2020, 2021 and 2022.

Prices should appear on the Financial Proposal only and must not appear anywhere on the Technical Proposal.

Security Requirements

6.1 Information Security Policy and Internal Organisation

Provide details of the Information Security Policy within the operation and provide details or evidence that there has been training and awareness given to employees. Provide details on Information Security Protection Measures and on Business Continuity/Disaster Recovery Policy.

6.2 Personnel Security

Provide details or evidence for ensuring personnel security, details on how the company deals with avoiding leakage of confidential information. If there is a system of vetting employees, details to be provided.

6.3 Physical and Environmental Security

Details of any of the following security measures if they are currently employed at the premises

- CCTV – all external entrances/exits
- CCTV – some external entrances/exits
- CCTV – all internal operational areas
- CCTV – some internal operational areas
- Real-time monitoring of CCTV network
- Digital recording of all CCTV coverage
- Access control – all external entrances
- Access control – some internal entrances
- Access control – all internal operational areas
- Access control – some internal operational areas
- On-site security personnel – 24 hours
- On-site security personnel – not 24 hours
- Alarms – to all external entry points
- Alarms – internal entrance to operational areas

- Remote alarm monitoring (24/7)
- External windows – security bars, mesh, frosting
- Secure Perimeter Fencing
- Perimeter Movement Detectors
- Intruder Alarms
- Intruder Smoke Cloak
- Intruder White Noise
- Intruder Strobe Lighting
- Lockable Cages for Product Storage
- Fireproof Safe for Product
- Full details must be provided of how secure data (including but not exclusive to software, hard copy information, equipment, personnel access right, etc) is disposed of
- Details on measures to prevent against external and environmental threats (such as fire, floods, explosion, power failure, civil unrest and other forms of natural or manmade disaster).
- Security waste disposal measures

6.4 IT Security

Provide details on the following;

- security measures applied to equipment taken off-site e.g., laptops, mobile phones, blackberry, tablets etc.,
- measures taken to protect the integrity of software and information from malicious intends,
- software applications used and versions
- measures made to back up or mirror key information systems to ensure the continued integrity and availability of information ,
- procedures for the handling and storage of information to protect from unauthorised disclosure or misuse,
- policies, procedures and controls to protect the exchange of information, (to include your procedures for receipt, processing and despatch of confidential work),
- arrangements in place to protect physical media in transit against unauthorised access misuse or corruption,
- measures to adequately protect electronic messaging (e-mail), the process for the management of user access rights.

6.5 Security of work

Provide details of how work produced on site is protected and kept to ensure restricted access as well as how third party suppliers are handled.

6.6 Dispatch of secure materials

Provide details of the mode of transport to be used to transport secure examination materials to BEC.

Format and Content of Responses

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

7.1 Bid

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile
- Licence Documents (where applicable)
- Tax Clearance or Exemption Certificate
- Pricing Schedule
- All returnable documents
- Any relevant information

7.1.1 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 also provide an overview of the company structure including any subsidiary companies, holding companies and financial backers. A description of the history of the company, including growth and number of staff, should be provided. Information relating to turnover and profits should also be provided for the last three financial years, preferable in the following format:

	2016-2017	2017-2018	2018-2019
Annual turn over			
Annual net profit			

If the bid is from a consortium, joint venture, partnership or subcontracting, the information should be included for each of the companies to be involved in the project.

7.1.2 Management Summary

The Management Summary should contain summaries of

- (a) approach and methodology,
- (b) the proposed solution,
- (c) technical architecture

7.1.3 Proposed Methodology and Solution

Bidders should provide a detailed description of the proposed methodology and solution. The description should address the following aspects of the proposal:

(a) **Proposed Solution**

- Scope, approach and methodology
- Benefits of proposed solution
- Delivery strategy and milestones
- Acceptance testing approach

(b) **Project Management**

- Project structure
- Project reporting
- Project plan
- Quality management approach

(c) **Deliverables**

Copies of Question Papers for PSLE, JCE and BGCSE as indicated in the table below.

LEVEL	2020	2021	2022
PSLE	590,000	640,000	700,000
JCE	1,330,000	1,450,000	1,600,000
BGCSE	750,000	800,000	850,000

NOTE: The 2019 indent will accompany this ITT to assist the bidder with the breakdown of papers for use as estimates.

(f) **Bidder's Requirements**

- Supplier's requirements for the commencement of work.

7.1.4 Proposed Project Team Personnel

The bidder must provide information on the personnel who will be engaged in this project. A detailed C.V. of each consultant must contain the information as stated in 8 below and also in accordance with the format given in Returnable Documents.

7.1.5 Reference Project Details

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

- Project Name
- Project Value (specify currency)
- Length of project and whether contractual completion date was met
- Name, address and other relevant particulars of the client
- Name, position and contact details of the client principal contact
- Nature and scope of the assignment
- Personnel involved in the project and their roles.

7.1.6 Appendices

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

Accreditations or equivalents

Copies of accreditation/certification or outline plans of application must be provided. Where applications for accreditation/certification are 'In progress', documentary evidence must be provided of where the company is in the process plus expected date of accreditation award.

Details of any other accreditation/certifications, processes or professional memberships that are believed would support their Supplier Security Registration must be provided by the supplier.

Key Personnel

Bidders are required to provide detailed Curriculum Vitae of each member of the proposed project team.

Bidders should provide detailed information according to the guidelines given below using the format given in Annexure 4, and not in a format of their choice. Non-compliance in this respect may have a negative impact on the evaluation of the bid.

Bidders are required to provide the following information about each member of the proposed project teams:

- 1 Name and date of birth;
- 2 Nationality and Identification Number (Omang for Botswana citizens or Passport Number for others);
- 3 Qualifications;
- 4 Formal Educational Qualifications (Type, Institution, Month and Year, Grade/Class/Division);
- 5 Professional Qualification (Type, institution, Month and Year, Grade/Class/Division);
- 6 Details of Experience in reverse chronological order (name of the organization, period of employment, detailed description of experience, post(s) held, roles played in specified projects);
- 7 Previous assignments similar to this project;
- 8 Details of other skills and competencies.

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.

How contract performance guarantees are to be monitored.

What problems may occur in conducting the work, and how such problems can best be avoided?

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