****

|  |
| --- |
| DIRECTORATE OF HUMAN RESOURCES |
| INVITATION TO TENDER FOR  |
|

|  |
| --- |
| THE PROVISION OF OFFSITE STORAGE FOR BOTSWANA EXAMINATIONS COUNCIL RECORDS FOR A PERIOD OF FIVE (5) YEARS |
| Tender No BEC HR 008/17-18 |
| *Issue Date: Monday 05 March 2018**Closing Date: 06 April 2018* |
|  |

 |

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

|  |  |  |
| --- | --- | --- |
| **Botswana Examinations Council** | **TENDER** **TENDERING PROCEDURES** | **TENDER NOTICE AND INVITATION TO TENDER****VOLUME 1** |
| *Tender No. BEC HR* 008/17-18 |
| **INVITATION TO TENDER FOR PROVISION OF OFFSITE STORAGE FOR BOTSWANA EXAMINATIONS COUNCIL RECORDS FOR A PERIOD OF FIVE YEARS**  |
|  | Off-site storage providers are invited to submit bids for the **provision of offsite storage for Botswana Examinations Council records for a period of 5 years.** |
|  | The Procuring Organisation is Botswana Examinations Council and this is an open domestic tender. |
|  | Bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 139 Sub-Code 06, be registered with BURS and be in possession of a Tax Clearance Certificate or an exemption thereof, and be licenced to trade. |
|  | Tender documents will be available with effect from **Monday 05 March, 2018** and can be obtained from the procurement office of the Botswana Examinations Council at the following addresses: Postal Address Physical AddressBotswana Examinations Council Botswana Examinations CouncilPrivate Bag 0070 Plot 54864, KT Motsete RoadGaborone. Gaborone. Tel: (+267) 365 0700 Fax: (+267) 3933872Fax: (+267) 3933872Email: procurement@bec.co.bwTender documents can be also be accessed on the BEC website: [www.bec.co.bw](http://www.bec.co.bw) for information purposes only.A non-refundable fee of **P500.00** should be paid during tender collection. Bids must be submitted using the **two envelope system;** one original and four (4) copies **plus a soft copy in a Re-writable 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 labelled 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 labelled as follows; Tender No. BEC HR 008/ 17- 18: Invitation To Tender for Provision of Offsite Storage for Botswana Examinations Council Records for a Period of 5 Years. Bids must arrive not later than **10.00am** (local time) on **Friday** **06 April, 2018**. 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 CommitteeBotswana Examinations CouncilPlot 54864, KT Motsete Road, Gaborone.**NB.** Non-compliance to the separation to the technical and financial bids is subject to outright disqualification. The same treatment will be given to bidders’ responses that do not have the required number of envelopes for the technical and financial bids. **Responses that do not have the required number of envelopes will be disqualified.****Bidders who are awarded the tender should by no means pass it to other parties to undertake the project.** |
|  | Queries and questions relating to the issue of these documents will be accepted up to **10 working days** before tender closing date. The queries or questions should be in writing and should be addressed to:The Secretary, Tender CommitteeBotswana Examinations Council Private Bag 0070, Gaborone, Botswana. Fax: (+267) 316 4413, 316 4203, 318 5011Email: procurement@bec.co.bw |
|  | Bids must arrive no later than **10:00 am** (local time) on **Friday 06 April, 2018.** The tenders will be opened in the presence of bidders wishing to attend. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.  |

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

The Secretary, Tender Committee

|  |  |  |
| --- | --- | --- |
| **Botswana Examinations Council** | **TENDER** **TENDERING PROCEDURES** | **tender data****VOLUME 1** |

**INVITATION TO TENDER FOR PROVISION OF OFFSITE STORAGE FOR BOTSWANA EXAMINATIONS COUNCIL RECORDS FOR A PERIOD OF 5 YEARS**

|  |
| --- |
| 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 ProceduresTender Notice & Invitation to TenderTender DataVolume 2: Returnable DocumentsVolume 3: The ContractPart 1 Agreements & Contract DataForms of SecuritiesPart 2 Pricing Data Pricing InstructionsPart 3 Scope of Work |  |

|  |  |
| --- | --- |
| 1.3 | All bidders are required to submit the following:* 1 original, 4 copies and a re-writable DVD.
* PPADB Registration Certificate under Code 139 Sub-Code 06
* Valid copy of tax clearance certificate
* Completed Form of Declaration by Directors and Shareholders;
* Certified Copies of Share certificate
* Forms from Director of Companies showing the company Directors
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **1.4** | All bidders are required to provide the pricing schedule in the format provided in CONTRACT PART 2, Pricing Data. Bidders must also provide a detailed breakdown of the cost covering all components of the project as stated in CONTRACT PART 3, Scope of Work. Bidders should note that the total cost of the project should not include any variable components based on exchange rates, inflation, etc. Where disbursements are based on actual expenditure, bidders should estimate the maximum expected costs, which will be reimbursed based on actual expenditure incurred.Bidders should quote in Botswana Pula only. All the quoted prices must include VAT for VAT registered companies or withholding tax for international companies The validity period for the quoted prices must be at least 180 days from the closing date of the tender.**NB: Joint venture and sub-contractors will not be accepted in this tender. The bidder should be the owner of the facility that will be used for storing the BEC records.**. BackgroundThe Botswana Examinations Council was established through an Act of parliament No. 11 of 2002 as a semi-autonomous institution, governed by Council with it primary mandate being to execute the examination of the national curriculum for the Ministry of Basic Education. BEC`s key business activity is the development, administration, accreditation and certification of school examination in the primary and secondary education sub-sector.

|  |
| --- |
| SUMMARY FOR SCOPE OF WORK The purpose of this tender is to fairly, transparently and objectively solicit services for the provision of offsite storage of Botswana Examinations Council records, and IT back-up tape canisters, retrieval, delivery and destruction ( as and when needed) of records.The appointed bidder should be able to provide/meet the following;* The boxes should be stored in sequential order as per BEC file plan;
* Access to the premises should be controlled in order to protect records against authorized access, loss ,damage, destruction, theft and breach of confidentiality;
* Any damage to records due to unforeseen circumstances should be reported to BEC immediately;
* Boxes in which records are stored should be replaced when there is damage due to regular handling;
* The bidder must have a system in place for identification and retrieval of individual records including tapes, boxes and canisters;
* The bidder should demonstrate what precautions they have in place to ensure that BEC records are protected from damage and unauthorised destruction;
* The bidder should be able to store archives, non-archival records and tapes.
* The bidder`s storage facility should be suitable for records storage and archives e.g.
* Fire prevention and detection system should comply with guidelines set by the fire brigade;
* Water based extinguisher should not be used as these will damage the records;
* Shelving and cabinets should be made from non-flammable materials
* Records should be free from water leaks;
* Lighting- records should not be exposed to direct sunlight and too much electric lighting;
* The storage facilities should be installed with air-conditioning which will ensure that records will be stored at temperature between 18-20 degree Celsius and relative humidity between 45-50%;
* There should be a plan for pest control in place.
 |
|  |

 |
| **1.5** | The Procuring Organisation’s address for delivery of tender offers and identification details to be shown on each tender offer package are:PROVISION OF OFF-SITE STORAGE FOR BOTSWANA EXAMINATIONS COUNCIL RECORDS FOR A PERIOD OF FIVE YEARS**Tender Secretary, Botswana Examinations Council****Plot 54864, KT Motsete Road, Gaborone.** |
| **1.6** | **A two-envelope** procedure will be followed.Bids should be submitted according to the Instructions to Bidders. Important points are repeated as follows:* The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialled by the person or persons who sign the bid.
* All copies must be signed in ink by an authorised employee, agent or representative of the bidder.
* For each bid, the bidders shall prepare the number of copies indicated in the Instructions to Bidders. The original Bid should be marked ORIGINAL; all other copies should be marked COPY. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct and shall bear the submission address.

Bids must arrive no later than **10:00 am** (local time) **on Friday 06 April 2018.** The outer envelope should have the original, four copies and a re-writable CD. These shall be placed in sealed envelopes clearly marked – **Tender No. BEC HR 008/17-18 PROVISION OF OFF-SITE STORAGE FOR BOTSWANA EXAMINATIONS COUNCIL RECORDS FOR A PERIOD OF FIVE YEARS.** Bids will be opened immediately, and bidders may be present if they wish. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.  |
|  1.7 | The closing time for submission of tender offers is:**10.00hrs** on **Friday** **06 April 2018.** |
| 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:Time: **10:00 am** on **Friday** **06 April 2018.**Location: Botswana Examinations Council Plot 54864 KT Motsete Road  Gaborone. |
| 1.11 | The procedure for evaluation of the responsive tender offers is the Least Cost Selection Services. **The Evaluation Process**Tender Evaluation Committee (TEC) will be constituted to evaluate the bids. The evaluation to be adopted by the Evaluation Committee will be as follows:1. In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
2. The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.13.
3. The technical bids of only the short listed bidders after Stage 2 of the evaluation process will be evaluated as stated in Stage 3 of the evaluation process. (See 1.14).
4. The project will be provisionally awarded to the bidder with highest score of Stage 2 and lowest responsive in Stage 3 and of the evaluation process subject to successful negotiation of the contract as in 1.16. then this should be a two envelope system.

5 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.Notes* Subject to authorisation by BEC Tender Committee, further information may be requested from the bidders during evaluation. Any such request will be made in writing to the bidder’s nominated representative as declared in the Form of Response. Any such correspondence will be for purposes of clarification only and will in no way be indicative of any preference towards any bidder or bid.
* All important information required for the project shall be included in the bid, so that at contract negotiation stage there are no major issues that could call for the change of award.
 |
| **1.12** | **Disqualification at Stage 1**A bidder whose bid does not meet the following requirements will be disqualified during the first scrutiny at Stage1. * PPADB Registration Certificate under Code 139 Sub-Code: 06 (registration will be verified on-line);
* Valid copy of Tax Clearance from BURS;
* Completed Form of Declaration 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 Director of Companies showing the company Directors.
 |
| **1.13** | **Evaluation of Bids at Stage 2** The following table shows the criteria which will be used for evaluation. The criteria will be rated on a weighted scale as shown in the table below. In the case of a consortium or joint venture, the bids will be evaluated on the combined strength of the constituent companies involved.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Criteria** | **Description** | Marks |
| 1 | Experience | * Relevant manpower profile (relevant qualifications of at least two officers with Degree in Archives and Records management or related field, certified copies of certificate to be provided ) - 5
* Minimum experience of 5 years in the provision of off-site storage – 5
* Provision of at least three traceable recent references -5
 | 15 |
| 2 | Technical logistics  | * Compulsory site visits
* Availability of Fire prevention and detection system -2
* Availability of proper extinguisher -2
* Shelving and cabinets should be made from non-flammable materials -2
* Records should be free from water leaks -2
* Lighting- records should not be exposed to direct sunlight and too much electric lighting -2
* The storage facilities should be installed with air-conditioning which will ensure that records will be stored at temperature between 18-20 degree Celsius and relative humidity between 45-50% -3
* There should be a plan for pest control in place -2
 | 15 |
| 3 | Solution and Methodology  | * Understanding of the requirements - 10
 | 15 |
| 4 | Product quality | * Provide a detailed proposal for the disaster management-10
* Provide a detailed plan indicating how security and confidentiality of the records will be ensured from collection of the records from BEC, in transit, during processing at the premises, and in sorage-10
* Provide a detailed plan stipulating how the destruction of records will be carried out( Destruction must only be carried out upon BEC instruction to destroy) – 10
* Provide a proposal how they will handle retrieval of individual files or the entire box-10
 | 40 |
|  |  | **Maximum Marks for Stage 2** | **80** |

**The cut off for progression to Stage 3 is a minimum score of 60 and only bidders who score 60 and above will have their financial proposal evaluated.**  |
| **1.14** | **Evaluation of Financial Bids – Stage 3**Bidders are required to provide prices in line with the table below. The quantities listed below are based on the number of records currently in the off-site storage. It should be noted that the quantities many change on a need basis during the contract period i.e. will increase if BEC creates more records, or decrease if BEC either destroy/destructs the records or remove the records from the off-site storage for any reason.**THIS INFORMATION SHOULD BE INCLUDED IN THE FINANCIAL PROPOSAL ONLY.****able A: Standard box**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Description | Box Size | Number of Boxes | Rate per box per Month | Monthly Storage Fees | Annual Storage Fee |
| Records Storage | Year 1 | Standard Box | 564 |  |  |  |
| Year 2 | 564 |  |  |  |
| Year 3 | 564 |  |  |  |
| Year 4 | 564 |  |  |  |
| Year 5 | 564 |  |  |  |
| **Sub-Total (A)** |  |

**Table B: Tape Boxes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Description** | **Box Size** | **Number of Boxes** | **Rate per box per Month** | **Monthly Storage Fee** | **Annual Storage Fees** |
| **Records Storage** | Year 1 | **Tape boxes** |  **4** |  |  |  |
| Year 2 |  **4** |  |  |  |
| Year 3 |  **4** |  |  |  |
| Year 4 |  **4** |  |  |  |
| Year 5 |  **4** |  |  |  |
|  **Sub-Total (B)** |  |
| **TOTAL BID PRICE (A+B)** |  |

**Other Off-site Storage Costs****The bidder must indicate the rates for the following services which will be required on a need basis.****Table: C Handling Fee**

|  |  |
| --- | --- |
|  **Description** |  **Rate** |
| Handling fee per box |  |
| Retrieval fee per box |  |
| Destruction handling fee |  |
| **Total** |  |

 **Table: D Transport Cost**

|  |  |
| --- | --- |
|  **Description** | **Rate** |
| Scheduled Delivery rate per km |  |
| Unscheduled Delivery rate per km |  |
| Express per km Delivery  |  |
| After-Hours Delivery rate per km |  |
| **Total** |  |

The lowest bidder that scored 60 points or above in stage 2 will be recommended for award. |
| **1.15** | **Basis of Award**The bidder with the lowest financial bid that scored 60 points or higher will 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. |

|  |  |  |
| --- | --- | --- |
| **otswana Examinations Council** | **TENDER****RETURNABLE DOCUMENTS** | **LIST OF RETURNABLE DOCUMENTS****Volume 2** |

|  |
| --- |
| **The tenderer must complete the following returnable documents:** Returnable Documents required for tender evaluation purposes |
|  | * PPADB Registration Certificate Code 139 Sub-Code 06 certified true copy by PPADB
* Valid copy of Tax Clearance from BURS
* Completed Form of Declaration for Tendering Purposes; ;
* Certified copies of Share certificate
* Forms from Director of Companies showing the company Directors
* Certificate for Authority of Signatory
 |
|  | * Record of Addenda to Tender Documents
 |
|  | * Detailed Response to Requirements specified in the CONTRACT PART 3
 |
|  | * Response Form
 |
|  | * Quality Plan
* Experience of the Bidder
 |
| 1. **Returnable Documents that will be incorporated into the contract**
* Response Form
* Quality Plan
* Detailed Response to all other Requirements specified in the CONTRACT PART 3
* Form of Offer and Acceptance
 |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parts of each tender offer communicated on paper shall be submitted as an original, four (4) duplicate copies and a re-writable DVD. Each copy must contain the following RESPONSE FORM.**

|  |  |
| --- | --- |
| ***Bidder’s Name*** |  |
| ***Company Registration Number*** |  |
| ***Vat Number ( if applicable)*** |  |
| ***Country of Registration*** |  |
| ***Year of Establishment*** |  |
| ***Physical Address*** |  |
| ***Postal Address (if different)*** |  |
| ***Telephone Number*** |  |
| ***Mobile Number*** |  |
| ***Fax Number*** |  |
| ***Email and URL*** |  |
| ***Contact Address in Botswana (If applicable)*** |  |
| ***Project Title*** |  |
| ***Tender No.*** |  |
| ***Designated Authorised Representative for this Project*** | ***Name:******Position:******Qualifications:******Tel:******Fax:******Email:*** |
| ***Project Referees******(see CONTRACT PART 3, Scope of Work, 8.1.5)*** | ***1******2******3*** |
| ***Signed:******Bidder’s Authorised Representative*** |  |

 |
| **Botswana Examinations Council** | **TENDER** **RETURNABLE DOCUMENTS** | **TENDER SCHEDULES****CERTIFICATE OF AUTHORITY OF SIGNATORY** |

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

|  |  |  |  |
| --- | --- | --- | --- |
| **A****COMPANY** | **B****PARTNERSHIP** | **C****JOINT VENTURE** | **D****SOLE PROPRIETOR** |
|  |  |  |  |

**A. Certificate for company**

I, , chairperson of the board of directors of hereby confirm that by resolution of the board taken on 20 , Mr/Ms , acting in the capacity of was authorised to sign all documents in connection with this tender offer and any contract resulting from it on behalf of the company.

 **As witnesses:-**

1.

 Chairman

1.

 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 statementthat 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** |
| *Lead partner* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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**

1.

 **Date**

|  |  |  |
| --- | --- | --- |
| **Botswana Examinations Council** | **TENDER****RETURNABLE DOCUMENTS** | **TENDER SCHEDULES****RECORD OF ADDENDA TO TENDER DOCUMENTS** |

|  |
| --- |
| 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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Attach additional pages if more space is required.** |
| **Signed** |  | **Date** |  |
| **Name** |  | **Position** |  |
| **Tenderer** |  |

|  |  |  |
| --- | --- | --- |
| Republic of Botswana | **TENDER****RETURNABLE DOCUMENT** | DECLARATION FORM FOR TENDERING PURPOSES |

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) (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.

1. 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.
2. 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:

 Date

|  |  |  |
| --- | --- | --- |
| **Botswana Examinations Council** | **TENDER****RETURNABLE DOCUMENTS** | **TENDER SCHEDULES** **QUALITY PLAN** |

|  |
| --- |
| **Note to tenderers: Please provide details of your quality plan here. Alternatively, you may attach a copy of your quality plan. Please describe the management arrangements for the work in this contract. You are requested to include:**1. **An organisation chart showing on-site and off-site management personnel**
2. **Details of the location (and functions) of offices from which the work will be managed.**
3. **An explanation of how you propose to allocate adequate resources for the duration of the project and subsequent maintenance periods.**
 |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| **Botswana Examinations Council** | **TENDER****RETURNABLE DOCUMENTS** | **TENDER SCHEDULES****EXPERIENCE OF TENDERER** |

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

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

 |
|  |
| **Signed** |  | **Date** |  |
| **Name** |  | **Position** |  |
| ***Tenderer*** |  |

|  |  |
| --- | --- |
| **Botswana Examinations Council** | CONTRACT**VOLUME 3** |

|  |
| --- |
| **INVITATION TO TENDER FOR PROVISION OF OFF-SITE STORAGE FOR BOTSWANA EXAMINATIONS COUNCIL RECORDS FOR A PERIOD OF 5 YEARS.**  |
| CONTRACT |
| PART 1: AGREEMENTS AND CONTRACT DATA |
|  **Form of Offer and Acceptance** |
|  **Contract Data** |
|  |
|  |
| **PART 2: PRICING DATA** |
|  **Pricing Instructions** |
|  |
| **PART 3: SCOPE OF WORK** |
|  **Scope of work** |

|  |  |  |
| --- | --- | --- |
| **Botswana Examinations Council** | **CONTRACT PART 1****AGREEMENTS & CONTRACT DATA** | **FORM OF OFFER AND ACCEPTANCE** |

# Offer

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

The Provision of Off-Site Storage for Botswana Examinations Council Records for a Period of 5 Years.

The tenderer, identified in the signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the Contractor (or the Consultant or the Supplier as the case may be) under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

This Offer, of which the tenderer has signed one original, may be accepted by the Procuring Organisation by signing the form of Acceptance overleaf and returning one fully executed original of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer becomes the party named as the Contractor, (or the Consultant, Professional Service Provider, Service Provider or the Supplier as the case may be) in the Conditions of Contract identified in the Contract Data.

#### For the tenderer:

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature(s)** |  |  |  |
| **Name(s)** |  |  |  |
| **Capacity** |  |  |  |
|  | ***(Insert name and address of organisation)*** |
| **Name & signature of witness** |  |  | **Date** |  |

# Acceptance

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the Procuring Organisation accepts the tenderer’s Offer. In consideration thereof, the Procuring Organisation shall pay the Contractor, (or the Consultant or the Supplier as the case may be) the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the tenderer’s Offer shall form an Agreement between the Procuring Organisation and the tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

Part 2 Pricing Data

Part 3 Scope of Work

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Procuring Organisation during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be signed by the duly authorised representative(s) for both parties.

The tenderer shall within one week of receiving a fully executed original of this Agreement, including the Schedule of Deviations (if any), contact the Procuring Organisation’s agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the tenderer receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the tenderer (now Contractor, Consultant or Supplier) within five days of the date of such receipt notifies the Procuring Organisation in writing of any reason why he cannot accept the contents of this Form of Offer and Acceptance, this Agreement shall constitute a binding contract between the Parties.

#### For the Botswana Examinations Council

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature(s)** |  |  |  |
| **Name(s)** |  |  |  |
| **Capacity** |  |  |  |
|  | ***(Insert name and address of organisation)*** |
| **Name & signature of witness** |  |  | **Date** |  |

#

|  |  |  |
| --- | --- | --- |
| Botswana Examinations Council | **contract part 2****pricing data** | **pricing instructions**  |

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

1. All costs must include VAT for VAT registered companies, withholding tax for international companies and all applicable taxes. The tax laws of Botswana will apply where applicable.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated as the maximum to charged, Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
3. Quoted prices are to be valid for a period of at least 120 days.
4. Payments will be made in accordance with agreed payments schedules.

|  |  |  |
| --- | --- | --- |
| **Botswana Examinations Council** | **CONTRACT PART 3****SCOPE OF WORK** | **Scope of work:****supplies contract** |

|  |  |
| --- | --- |
| 1 | **Purchaser’s objectives****The purpose of this Invitation to Tender is to invite potential bidders to tender for provision of off-site storage for Botswana Examinations Council Records for a Period of five (5) Years.** .  |
| **2** | **Specific** Requirement List and Specifications **COLLECTION*** The successful bidder will visit BEC offices for collection of semi-current records in physical forms i.e. files, tender documents, registers, receipts, ledgers, bank letters etc. for storage. BEC will produce and provide a list of all records items due for collection. The requirement include the packing of boxes and indexing of contents and all other works or process necessary in this connection. The successful bidder shall carry out collection on specific authority or instructions of designated officials of BEC in writing
* Acknowledgments of the records collected shall be given to the office of origin at the time of pick up (giving the number of boxes).
* Collection of records for storage from BEC offices shall be made within 24 hours of the request made by BEC.

**TRANSPORTATION*** The successful bidder will arrange transportation of semi-current records in a safe and secure manner.
* The bidder`s vehicle should be suitable for the safe transportation of records such that records are protected from adverse weather conditions

**ARRANGEMENT AND DESCRIPTION ( CATALOGUING)*** The successful bidder will arrange and describe (catalogue) BEC records and prepare an inventory. Descriptive details are to be reflected on each box and its individual contents (files, registers, receipts bank letters etc.) to prevent any loss during storage or removal/retrieval. Thereafter the successful bidder shall give the soft copy list of inventory.
* Prices should remain fixed for the entire duration of the contract. Payment will be made no later than 30 days after the delivery of the goods and issuance of the invoice.
* Arrangement and description shall be within fourteen (14) calendar days of collection of the records, with access and retrieval possible in the second month after their collection.

**AREA/CAPACITY*** The successful bidder must provide secure off-site storage with adequate capacity to be able to provide storage for boxes of BEC records.

**SECURITY & LOSS PREVENTION-LOCKED AND GUARDED*** The bidder’s storage facility must have a vault monitored access control for the storage of Media Records e.g. IT tapes
* The storage facility must have 24 hours monitored security. If the security services are outsourced, the bidder must provide a security registration certificate for the company providing security services.
* Access to the storage facilities should be controlled in order to protect records against unauthorised access, loss, damage, destruction, theft and breach of confidentiality.

**Disaster Recovery Plan** * In case of power outage, the bidder must have a contingency plan e.g. the bidder must provide the back-up plan for power outages
* Records must be protected in case of fire

**Destruction*** At the beginning of each year (April), BEC will prepare the list of records which have outlived their retention period and inform the successful bidder and seek their written consent for destruction. Unless there are instructions to the contrary, non-current records meant for destruction will be destroyed in the presence of authorized BEC officials.
* All records that have been destroyed shall not appear on subsequent monthly invoice for storage
* Destruction shall be performed and a destruction certificate produced for all of the destroyed records

**Permanent Withdrawal*** BEC may require the permanent removal of some or all its records in the custody of the service provider. Disclosure of the permanent withdraw service shall be fully explained and the rate and formula with the company

**On-Line Access*** The successful bidder`s software should be capable of providing online web-bases access of their system to BEC for checking availability of records and making request for retrieval of records through this system.

**Account and Invoicing*** The successful bidder will provide a monthly invoice to BEC. The invoice will include a detailed list of all transactions.

**Inspections*** The bidder should agree to yearly site inspection by BEC

**Key Account Manager*** The bidder should allocate a key account Manager to handle BEC Contract
 |
| **3** | **Format and Content of Responses**Bids should be concise, to the point and address all issues raised in this Invitation to Tender document. The strength of the bidder, methodology, cost and personnel proposed will be key factors in the selection process. Bidders should not alter the formats given in the annexure when submitting the bid. The forms listed under Returnable Documents are to be supplied as they form part of the evaluation.**3.1 Bid** Bids must include the following items preferably in this order:Response Form and supporting documentsCompany ProfilePricing schedule All returnable documentsAny relevant information**3.1.1 Company Profile**Bidders should highlight the capability of the organisation to undertake this project and list any similar assignments which have been successfully undertaken in the past. Bidders should note that companies who have successfully implemented similar projects in the past will have an added advantage.**3.1.2 Appendices**Documents which cannot be incorporated in the body of bid should be assembled and indexed and then included in the appendices of the bid. Bidders are free to provide any further information should they wish to do so. |
| **4** | **Quality plans and control**Bidders are required to outline their Quality Management and Quality Assurance methodologies and how they would be implemented in relation to the project. The following areas should be covered in this section:How the work is going to be completed to the required standard, within the project cost and on time.**How quality management is to be ensured during the project.** |

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