



INVITATION TO TENDER

Tender No. BEC CS 002/14-15

PROVISION OF COMPREHENSIVE INSURANCE SERVICES FOR BOTSWANA EXAMINATIONS COUNCIL.

Bidders are invited for the provision of comprehensive insurance services for Botswana Examinations Council for three year period of **2015,2016 and 2017**.

The Procuring Organisation is Botswana Examinations Council (BEC) and this tender **is open to Botswana registered companies only**.

Bidders must, in order to be considered for the award of the contract:

- Be registered with PPADB under the relevant sub-codes of Code 127;
- Be in possession of a valid and appropriate Tax Clearance Certificate or an Exemption thereof;
- In possession of copies of a valid Non-Bank Financial Institution Regulatory Authority (NBFIRA) licence.
- In possession of an appropriate trading licence or a document showing the bidder's authority to provide the insurance cover proposed.
- Have submitted certified copies of share certificates and documentation from Director of companies showing directors of the company.

Tender documents will be available with effect from **17 November 2014** and can be obtained from the Reception of the Botswana Examinations Council at a non-refundable fee of **P500.00** (Five Hundred Pula only) from the following addresses:

Postal Address

Botswana Examinations Council
Private Bag 0070
Gaborone.
Tel: (+267) 365 0700

Contact Name: Ms.T. Chifani Tel: (+267) 3650 866

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.
Fax: (+267) 316 4413, 316 4203, 318 5011
Email: procurement@bec.co.bw

Bids must be submitted using the Two Envelope system. **One original and five copies** of the bids must be submitted in two separate envelopes, one containing the **Technical Bid**, and the other containing the **Financial Bid** 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 CS 002/14-15– Provision of Comprehensive Insurance Services for BEC

Sealed bids should be delivered to the following address:

The Secretary
Tender Committee
Botswana Examinations Council
Plot 54862
KT Motsete Road
Gaborone.

NB. Non-compliance to the separation of the technical and financial bids is subject to outright disqualification during tender opening. The same treatment will be given to bidders, **i.e. Responses that do not have the required number of copies for the technical and financial bids will be disqualified.**

Bidders who are awarded the tender should by no means pass it to other parties to undertake the contract.

- A non-refundable deposit of **BWP500.00** is payable by cash in favour of the Botswana Examinations Council is required on collection of the tender documents.
- Queries and questions relating to the issue of these documents will be accepted up to 5 working days before tender closing date. The queries or questions should be in writing and should be addressed to:

The Secretary

Tender Committee, Att.T. Chifani
Botswana Examinations Council
Private Bag 0070
Gaborone
Botswana.

Tel: (+267) 365 0866

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

Email: procurement@bec.co.bw

Bids must arrive no later than **10:00 am (local time) on 19th December 2014**. 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 BEC also reserves the right to award the tender in full or in parts. The bids response must be structured in the format specified in this tender document.

Tender Committee Secretary

For/ Executive Secretary