



BOTSWANA
EXAMINATIONS
COUNCIL

INVITATION TO TENDER

THE PROVISION OF CERTIFICATION SERVICES FOR QUALITY MANAGEMENT SYSTEMS AND INFORMATION SECURITY MANAGEMENT SYSTEMS OF THE BOTSWANA EXAMINATIONS COUNCIL

Tender No. BEC EAC 016/15-16

• Tenders are invited for the provision of certification services for Quality Management Systems and Information Security Management Systems of the Botswana Examinations Council.

• The Procuring Organisation is Botswana Examinations Council.

• 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 Public Procurement and Asset Disposal Board (PPADB) on a relevant/applicable Codes and Sub-Codes, be registered the Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Clearance Certificate or an exemption thereof.

• 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).

Tender documents will be available with effect from **Wednesday 27th January 2016** and can be obtained from Procurement Office at Botswana Examinations Council at 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

A non-refundable fee of **BWP 500.00** should be paid during collection. Bids must be submitted using the two envelope system. **One original and five copies**, respectively for the financial and technical bids must be submitted in sealed packets labelled as follows:

Tender No. BEC ES 016/15-16 – Invitation to tender for The Provision of Certification Services for Quality Management System and Information Security Management System of the Botswana Examinations Council.

And should be delivered to the following address:

The Secretary

Tender Committee
Botswana Examinations Council
Plot 54864
KT Motsete Road
Gaborone
Botswana

NB. Non-compliance to the separation of 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.

• Queries and questions relating to the issue of these documents will be accepted up to **10 working days** before the tender closing date. The queries or questions should be put 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 **Friday 4th March 2016**. 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 bids response must be structured in the format specified in this tender document.

Tender Committee Secretary
For/ Executive Secretary



Botswana Examinations Council
www.bec.co.bw