



**BOTSWANA
EXAMINATIONS
COUNCIL**

DIRECTORATE OF INFORMATION, COMMUNICATIONS AND TECHNOLOGY

INVITATION TO TENDER

FOR

**THE PROVISION OF INTERNET SERVICES TO BOTSWANA EXAMINATIONS
COUNCIL FOR A PERIOD OF THREE (3) YEARS – RE-TENDER**

TENDER NO. BEC ICT 003/21-22

Tender Collection Date: *Wednesday 21 July 2021*

Tender Closing Date: *Friday 20 August 2021*

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

Tender No. BEC ICT 003/21-22

TENDER NO. BEC ICT 003/21-22: THE PROVISION OF INTERNET SERVICES TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS – RE-TENDER

- Bidders are invited to submit bids for the Provision of Internet Services To Botswana Examinations Council.
- This is an Open-Domestic Tender. Any company registered in Botswana may submit their bid.
- Bidders must, in order to be considered for award of the contract be a holder of a Network Facilities Provider license or a Services and Applications Provider license issued by Botswana Communications Regulatory Authority (BOCRA); be registered with **PPADB under Code 118 - Telecommunications Services; Sub-Code 01 - Public Telecommunication Services, or Sub-Code 03 - Value Added Service**; be registered with BURS and be in possession of a Valid Tax Clearance Certificate, and have an appropriate license.

Tender documents will be available with effect from Wednesday 21 July 2021 and will be **sent to bidders** upon payment of a non-refundable and non-transferable fee of P250.00 payable to the following BEC Account details:

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

(NB: The fee for the youth is P125.00 non-refundable and non-transferable)

Bidders are advised to use **44444** as reference number. The tender document will be sent to the bidder upon proof of payment

The tender document is available from Botswana Examinations Council website <http://www.bec.co.bw/docs/invite-tender> for viewing purposes only.

NOTE:

- Tenders responses will be accepted from only companies that were sent the electronic ITT by BEC.
- There will be no issuing of hard copies of ITTs to bidders.

Proof of Payment must be sent to procurement@bec.co.bw as well as tmogapi@bec.co.bw and must be included in the Bid Responses, failing which the bid will be disqualified. The tender document will be sent to the bidder upon proof of payment

The Procurement Office of the Botswana Examinations Council can also be contacted at the following addresses for any clarification:

Postal Address

Botswana Examinations Council
Private Bag 0070
Gaborone.

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

Contact Name: Mr T. Mogapi Telephone Number: 365 0700

Fax: (+267) 393 3872 Email: procurement@bec.co.bw

Delivery of bid response and the project shall be made to BEC.

Bids must be submitted using the **one envelope system**; one original and four (4) copies **plus a soft copy in a re-writable CD/DVD** envelope accordingly labeled with the tender number and title. This envelope should be sealed and labeled as follows; **TENDER NO. BEC ICT 003/21-22: The Provision of Internet Services To Botswana Examinations Council**

Bids must arrive not later than **10:00am** (local time) on **Friday 20 August 2021**. 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.

Responses that do not have the required number of envelopes will be disqualified. Re-writable CDs/DVDs should be included in the 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 **5 working days** before tender closing date. The queries or questions should be in writing and should be addressed to:

The Secretary Att: Mr T. Mogapi Tel: 3650700
Tender Committee; Botswana Examinations Council
Private Bag 0070; Gaborone; Botswana.
Fax: (+267) 323 3872 Email: procurement@bec.co.bw

Bids must arrive no later than **10:00 am** (local time) on **Friday 20 August 2021**. 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.

The proposal must be made in English.

Sealed bids should be delivered to the following address

The Secretary; Tender Committee
Botswana Examinations Council
Plot 54864, KT Motsete Road; Gaborone.

The tender document is available from BEC website: www.bec.co.bw for viewing purposes only. **Bidders are advised that this document will not be issued as a hard copy.**

N.B. The selected bidder shall start providing internet services to Botswana Examinations Council on the 16th September 2021. This means that the delivery, installation and testing of internet equipment shall be done and completed at least one (1) week prior to this date.

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

Important Dates:

Tender Collection: Wednesday 21 July 2021

Tender Closing: Friday 20 August 2021 at 10:00hrs

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

BEC ICT 003/21-22: THE PROVISION OF INTERNET SERVICES TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) 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 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:

- a) 1 original, 4 copies and CDs/DVDs of the proposal.
- b) PPADB Registration Certificate under **Code 118 - Telecommunications Services; Sub-Code 01 - Public Telecommunication Services, or Sub-Code 03 - Value Added Service** (verification will be done on-line);
- c) A Valid Copy of Tax Clearance Certificate (Provide Pin & Certificate Number for on-line verification);
- d) Completed Declaration Form for Tendering Purposes;
- e) Submission of Company Extract accompanied by confirmation of Shareholders and Directors as well as their Identity documents;
 - publicly listed companies may submit certificates (or related documents) 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) A copy of a Network Facilities Provider license or a Services and Applications Provider license issued by Botswana Communications Regulatory Authority (BOCRA) .
- g) Completed and Signed Form of Authority of Signatory;
- h) Completed and signed Form of Offer and Acceptance

NB: The tender response must be made in English.

A one-envelope procedure will be followed.

- 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 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.

BACKGROUND

Botswana Examinations Council (BEC) is a semi-autonomous body which was created by the Botswana Examinations Council Act No. 11 of 2002. In 2019, this act was revised and updated to the Botswana Examinations Council (Amendment) Act No 21 of 2019. The Council is mandated to manage and conduct examinations and assessments in general education; and technical and vocational education training.

BEC is committed to the use of technology to achieve its objectives, and this has resulted in an increased reliance on Information and Communication Technology. This reliance on technology, migration of some applications to the cloud and the advent of web-based applications has given rise to an ever-increasing demand for internet services within the organization. This demand for internet services has given rise to new challenges and opportunities; it means that the organization needs a very stable and reliable internet service that will be available for 24 hours in all the 365 days of a year. **Hence only service providers that can provide technical support 7 days a week and 365/366 days a year should bid.**

For Disaster Recovery purposes BEC also has a Disaster Recovery site which is currently located at the Public Procurement and Asset Disposal Board (PPADB) head office at Plot 8913 Maakgadigau Way, Gaborone West Industrial, Gaborone. It replicates its data from its primary site to the Disaster Recovery site at defined intervals.

It is upon this background that BEC is requesting for the qualifying bidders to submit proposals for the provision of internet services to the Council for a period of three (3) years.

SCOPE

The purpose of this invitation to tender is to solicit suitable companies which are Internet Service Providers (ISPs) and are licensed by Botswana Communications Regulatory Authority (BOCRA) to submit proposals for the Provision of Internet Services to Botswana Examinations Council for a period of three (3) years effective from September 2021. These internet services include inter alia:

- Internet for the Head Office located at Plot 54864, KT Motsete Rd, Gaborone
- A secondary internet connection at the head office located at Plot 54864, KT Motsete Rd, Gaborone
- Data link to the Disaster Recovery Site located at Plot 8913 Maakgadigau Way, Gaborone West Industrial Site, Gaborone
- Home Internet Connections for a specified number of staff members

A more detailed and comprehensive description of the required services is outlined in table 1 below.

Table 1: Detailed Description of Internet Services Required

Item Name	Quantity	Description
1. Primary Internet Link and Service for Primary Site (Head Office)	1	<ul style="list-style-type: none"> • A dedicated 60Mbps internet link with 60Mbps internet bandwidth. The 60Mbps bandwidth value quoted must be a Committed Information Rate (CIR). • The internet link shall use an optic fibre cable full path from the service provider to the BEC Head Office. • The 60Mbps internet bandwidth quoted shall be uncapped and unlimited and shall be quoted a fixed monthly rate. Both uploads and downloads shall be at 60Mbps.
2. Secondary Internet Connection for Primary Site (Head Office)	1	<ul style="list-style-type: none"> • A 50 Mbps Secondary internet connection which uses 5G/4.5G/4G technology. The 50Mbps bandwidth value quoted shall be a Committed Information Rate (CIR). • Provision of a WAN link Load Balancing Appliance with 5G/4.5G/4G capability for aggregating and Load Balancing the Primary Internet link and the Secondary Internet Connection • The primary aim of using a Load Balancer is to increase internet bandwidth, improve availability and reliability and to reduce bandwidth costs

<p>3. 10Mbps Home Internet Connections for Staff Homes</p>	<p>20</p>	<ul style="list-style-type: none"> • Home internet connections using either Optic Fiber or 3G/4G/4.5G/5G or Radio Link or ADSL technology for 20 residential areas within a 50km radius of Gaborone. The choice of internet technology used shall depend on the best available technology at each of these locations. • Each home internet connection should have an internet bandwidth of 10Mbps. • The homes are in the following locations: <ul style="list-style-type: none"> ○ Tsholofelo (1) ○ Tlokweng (1) ○ Partial (1) ○ Phakalane (1) ○ Kumakwane (1) ○ Gaborone North (2) ○ Odi/Matebeleng (1) ○ The twelve (12) unidentified homes are yet to be determined but shall also be within the 50Km radius of Gaborone. Their identification shall be complete by the time the contract negotiations take place. <p>These home internet connections are for management.</p> <ul style="list-style-type: none"> • It is important to note that staff can relocate at any time during the contract and in such cases the selected service provider shall move the internet connections to new homes at no cost to BEC if the new home is within a 50Km radius of Gaborone from the BEC Head Office. • The priority of Internet technology used at each home shall be in this order: <ul style="list-style-type: none"> ○ Optic Fiber connection ○ Radio Link ○ ADSL connection ○ 5G/4G/4.5G/3G Broadband internet connection
<p>4. Domain Name Hosting</p>	<p>1</p>	<ul style="list-style-type: none"> • The bidder shall provide DNS domain name hosting for the Botswana Examinations Council domain. Currently the BEC domain name (bec.co.bw) is hosted by another domain hosting service provider and it shall be the responsibility of the successful bidder to liaise with this BEC domain host to ensure that no issues arise during the domain name transfer. The sub-domain hosting functionality may be required in future. The bidder will also be required to provide DNS reverse lookups and WHOIS.
<p>5. Public IP Addresses</p>	<p>1</p>	<ul style="list-style-type: none"> • The bidder will supply the 20 public IP addresses for some applications or services that are

		accessible to the public. BEC can ask for more if the need arises.
6. Data Link for Disaster Recovery Site	1	<ul style="list-style-type: none"> • The link shall use an Optic Fibre Cable • The Link shall be of 20Mbps bandwidth • The DR site is located at Plot 8913 Maakgadigau Way, Gaborone West Industrial, Gaborone at the PPADB Office • This link will be used for replication of data and systems to the DR site • It is important to note that the Disaster Recovery site can be relocated at any time during the contract and in such cases the selected service provider shall move link to the new hosting location at no cost to BEC if the new hosting location is within a 50Km radius of Gaborone from the BEC Head Office.
7. Service Level Agreement	1	<ul style="list-style-type: none"> • The bidder shall provide a Service Level Agreement for the 3-year duration of the contract and shall attach a draft contract in its proposal. This contract should stipulate that the price of the internet service proposed will be adjusted in line with price adjustments enforced by BOCRA. However, such price adjustments shall be done on the contract's anniversary. It should also provide for an increment of bandwidth within the three (3) years in line with business requirements. Increments shall also only be done at the contract anniversary.
8. Bidder's Capability	1	<ul style="list-style-type: none"> • The project shall be awarded to a capable bidder and bidders must demonstrate their capability by giving a brief summary of similar projects done at four (4) organizations. The bidder should also provide curriculum vitae and certificates of at least two (2) of its staff members who have worked in similar projects.
9. References	1	<ul style="list-style-type: none"> • The project shall be awarded to a bidder who has traceable references from four (4) organizations where they have done a similar project. Bidders must therefore submit reference letters from four (4) companies where they have done similar projects.

NOTE:

The bidder must state the specifications of their proposed solution against the BEC specification requirement to enable evaluators to make a meaningful comparison.

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- 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:

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Tender Secretary, Botswana Examinations Council
Plot 54864, KT Motsete Road, Gaborone.

- 1.6 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 re-writable CDs/DVDs of each of the bids shall be placed in a separate and sealed envelope clearly marked – TENDER NO. BEC ICT 003/21-22: The Provision of Internet Services To Botswana Examinations Council for a Period of Three (3) Years and shall bear the submission address.

- Bids must arrive no later than **10:00 am** (local time) on **Friday 20 August 2021**. The sealed envelope should have the original, four (4) copies and a CD/DVD clearly marked;

TENDER No. BEC ICT 003/21-22: The Provision of Internet Services To Botswana Examinations Council for a Period of Three (3) 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. Email or Facsimile bids will not be accepted.

- 1.7 The closing time for submission of tender offers is: 10.00 am on **Friday 20 August 2021**.
- 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:
10:00 am on **Friday 20 August 2021**
Location: Botswana Examinations Council
Plot 54864; KT Motsete Road; Gaborone.
- 1.11. The procedure for evaluation of the responsive tender offers is: Method 1: Least Cost Evaluation Method

The Evaluation Process

The 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 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 as described in 1.14.
- 4 The project will be provisionally awarded to the lowest compliant bidder subject to successful negotiation of the contract as in 1.15.
- 5 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.
- 6 The successful bidder shall deliver the equipment to Botswana Examinations Council that conform 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.
- Please include Table of Contents in your bid

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 Stage1. In the case of a consortium or joint venture or partnership,

Sub-Contract or any form of collaboration 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 or partnership or any firm of collaboration to proceed to stage 2. NB: Consortium or Joint Venture or Partnership, Sub-Contract or any form of collaboration shall only be accepted where such is formed by local companies registered in Botswana.

Bidders must submit all of the following.

- a) PPADB Registration Certificate under **Code 118 Telecommunications Services; Sub-Code 01 Public Services or 03 Value Added Service** (registration will be verified on-line).
- b) A Valid Copy of Tax Clearance Certificate (Provide Certificate Number and Pin Number for on-line verified);
- c) Completed Form of Declaration for Tendering Purposes;
- d) Company Extract from Companies and Intellectual Property Authority (CIPA) Showing the Company Shareholders and Directors, accompanied by Identity Documents of both Directors and Shareholders.
 - Publicly listed companies may submit certificates of their controlling shareholders only;
 - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- e) A copy of a Network Facilities Provider license or a Services and Applications Provider license issued by Botswana Communications Regulatory Authority (BOCRA).
- f) Completed and Signed Form of Authority of Signatory;
- g) Completed and Signed Form of Offer and Acceptance

Should a bidder fail to submit items a) to f) 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, (g) above, on the first instance, will lead to outright disqualification.

1.13 Evaluation of Bids at Stage 2 (Technical Evaluation)

The following table shows the criteria which will be used to conduct technical evaluation. Bidders must **fully comply** with the requirements by stating their specifications, thus bidder specifications must be the same or better than the required specifications as described by BEC. Consortiums / Joint Ventures / Partnerships / Sub-Contracts / any form of collaboration will be assessed as one (not individually). Failure to meet one or more specification requirement will lead to the bidder not proceeding to Financial Evaluation.

NB: Bidders are required to state their specification offer in full failing which they'll be disqualified. Stating such words as "comply" or any related words will not be accepted.

Table 2: Technical Evaluation Criteria

No.	Description	Scoring Criteria	Bidder's Specification	Compliant (Yes / No)
1	Primary Internet Link	A dedicated 60Mbps, internet link with 60Mbps internet bandwidth proposed		
		Proposed internet link shall use an optic fibre cable		
		Proposed 60Mbps internet bandwidth is uncapped		
2	Secondary Internet Connection	Proposed connection technology is 5G/4.5G/4G		
		Proposed internet bandwidth is 50Mbps		
		WAN Link Load balancing device capable of 5G/4.5G/4G connection proposed		
3	10Mbps Home Internet Connections for Staff	Twenty (20) 10Mbps Home Internet Connections proposed		
		Each proposed home internet connection shall use either Optic Fibre or Radio Link or ADSL or 5G/4.5G/4G/3G technology		
4	Domain Name Hosting	DNS Domain name hosting proposed		
5	Public IP Addresses	20 Public IP addresses proposed		
6	Data Link for Disaster Recovery Site	A 20Mbps data link is proposed		
		The proposed data link uses an optic fibre cable		
7	Support and Maintenance Solution	Draft SLA provided clearly showing the following – but not limited to them.		
		Response Times for Minor, Medium and Major outlined?		
		Approximate resolution times for Minor, Medium and Major faults outlined?		
		Support shall be provided 7 days a week, 365/366 days a year (i.e 24/7).		
8	Bidders Capability	The bidder has done at least 4 similar projects (provide traceable references)		
		The bidder has at least 2 staff members with relevant qualifications (Certificate or Diploma or Degree in ICT or Telecommunications)		

		The bidder has at least 2 staff members who have worked on similar projects		
9	References	The bidder has provided traceable references from 4 organization where they have done an internet service project		
COMPLAINT (Yes/No):				

Bidders should respond to the above requirements in full to qualify to the next stage of evaluation.

For a bidder to pass the technical evaluation stage, it has to comply with each of the criteria items in Table 2 above. Any bidder that is found to be non-compliant with just a single technical evaluation criterion shall be disqualified and their bid shall not undergo any further evaluation.

1.14 Evaluation of Bids at Stage 3

Cost Evaluation and Comparison

Note: If no charges the bidder shall indicate Not Applicable or N / A

Bidders should price in ink, bidders that do not comply with pricing format will be eliminated from evaluation.

Only bids that are fully technically compliant shall undergo cost evaluation.

Arithmetic errors shall be corrected, and bids will be converted to a common currency. Should there be discrepancy between the Unit Price and the Total Price, the Unit Price shall be used. Should there be discrepancy between the amount in figures and the amount in words, the amount in words will be used.

Bids will be ranked in order of their prices after correction of any arithmetic errors.

1.16 Basis of Award

The lowest priced bidder, after applying all the policies, 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.

The successful bidder shall provide internet services to Botswana Examinations Council **for 3 years** with effect from **September 2021**.

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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 1 re-writable CD/DVD/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	

<p>TENDER RETURNABLE DOCUMENTS</p>	<p>TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY</p>
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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

<p>TENDER RETURNABLE DOCUMENTS</p>	<p>TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS</p>
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TENDER NO. BEC ICT 003/21-22: THE PROVISION OF INTERNET SERVICES TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

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
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TENDER NO. BEC ICT 003/21-22: THE PROVISION OF INTERNET SERVICES TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

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.

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES CURRICULUM VITAE OF KEY PERSONNEL
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TENDER NO. BEC ICT 003/21-22: THE PROVISION OF INTERNET SERVICES TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

Name:	Date of Birth:
Profession:	Nationality:
Current Position:	Years with the firm:
<u>Qualification and Experience:</u>	
<u>Education:</u>	
Professional Membership:	
<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>_____</p> <p><i>[Signature of authorized representative of the Tenderer]</i></p>	<p>Date: _____</p>

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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TENDER NO. BEC ICT 003/21-22: THE PROVISION OF INTERNET SERVICES TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

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			

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES MANAGEMENT PLAN
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TENDER NO. BEC ICT 003/21-22: THE PROVISION OF INTERNET SERVICES TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

Note to tenderers: Please describe the management arrangements for the work in this contract. You are requested to include:

4. An organisation chart showing on-site and off-site management personnel
5. Details of the location (and functions) of offices from which the work will be managed.
6. 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 ICT 003/21-22: THE PROVISION OF INTERNET SERVICES TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

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				

	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 so for the duration of the Contract. The Tenderer further undertakes not to subcontract more than 25% of the Net Amount to other 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 deposited 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:

LOCAL PROCUREMENT REGISTRATION CERTIFICATE

TENDER NO. BEC ICT 003/21-22: THE PROVISION OF INTERNET SERVICES TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

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

A WOMAN	B YOUTH	C PEOPLE WITH DISABILITY	D RURAL SETTING	E EMPLOYMENT

A. B. C. Certificate for businesses owned by WOMAN/ YOUTH/ PEOPLE WITH DISABILITY

I, _____, being a duly authorised representative and acting on my capacity as _____ of _____, hereby confirm that the above mentioned business is 100% owned by women/ youth/ people with disability.

As witnesses: -

1. _____
2. _____

Authorised Signatory
Date _____

D. Certificate for RURAL SETTING

I, _____, being a duly authorised representative and acting on my capacity as _____ of _____, hereby confirm that the above mentioned business has been established and operates from a rural area.

LOCATION OF BUSINESS

WARD	VILLAGE

As witnesses: -

1. _____
2. _____

Authorised Signatory
Date _____

E. Certificate for EMPLOYMENT

I, _____, being a duly authorised representative and acting on my capacity as _____ of _____, hereby confirm that the above mentioned business has employed majority of any of the following categories- women/ youth/ people with disability.

Total no employees _____ No of Women (W) _____ Youth (Y) _____

People with disability (PWD) _____

% ratio of (W+ Y+ PWD) to Total no of employees _____ (Cut-off point will be 60%)

As witnesses: -

1. _____

Authorised Signatory

2. _____

Date

NB: Youth in this regard will people within the age of 18-35 years.

**TENDER NO. BEC ICT 003/21-22: THE PROVISION OF INTERNET SERVICES TO
BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) 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

CONTRACT PART 1 AGREEMENTS & CONTRACT DATA	FORM OF OFFER AND ACCEPTANCE
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TENDER NO. BEC ICT 003/21-22: THE PROVISION OF INTERNET SERVICES TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

OFFER

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

THE PROVISION OF INTERNET SERVICES TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

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)

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

.....

TENDER NO. BEC ICT 003/21-22: THE PROVISION OF INTERNET SERVICES TO BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS

Bidders should provide costing for each item 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 (PS)

The quoted prices should be inclusive of 14% VAT and/or all the Taxes in accordance with the requirements of Botswana Tax Laws.

NB: THE PRICES SHOULD BE INCLUDED IN THE BIDS PROPOSAL

Table PS1: Fixed (Once-Off) Costs

ITEM No.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1.	Load Balancer	1		
2.	Radio	1		
3.	Installation and Configuration	1		
4.				
5.				
6.				
VAT (@ 14 %)				
Total (Fixed Costs)				

Table PS2: Monthly Costs

ITEM No.	DESCRIPTION	QUANTITY	UNIT PRICE (Monthly Cost)	AMOUNT
1.	60Mbps Primary Internet Bandwidth	36		
2.	50Mbps Secondary Internet Bandwidth	36		
3.	Data Link for Disaster Recovery Site	36		
4.	10Mbps Home Internet Connections for 20 staff members	36		
5.				
6.				
7.				
VAT (@ 14%)				
Total (Monthly Costs for 3 years):				

Table PS3: Cost Summary for 3Years

ITEM No.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1.	Total of Fixed Costs	1		
2.	Total of Monthly Costs for 3 Years	1		
Grand Total for 3 Years:				

1. All costs must include VAT (for VAT registered companies), Withholding Tax and all other applicable taxes. The tax laws of Botswana will apply to the ITT and the signed contract.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated as the maximum to be charged.
3. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
4. Tenders must be valid for a period of at least 120 days.
5. Payments will be made in accordance with agreed payments schedules. Payment shall be made within 30 days after receipt of goods / services / works. **NB: There shall be no advance payment of goods/services/works.**

**TENDER NO. BEC ICT 003/21-22: THE PROVISION OF INTERNET SERVICES TO
BOTSWANA EXAMINATIONS COUNCIL FOR A PERIOD OF THREE (3) YEARS**

1. Purchaser's objectives

The purpose of this invitation to tender is to solicit suitable companies which are Internet Service Providers (ISPs) and are licensed by Botswana Communications Regulatory Authority (BOCRA) to submit proposals for the Provision of Internet Services to Botswana Examinations Council for a period of three (3) years effective from September 2021.

The tender shall be awarded as **a whole tender to one bidder**. BEC will give contracts to a bidder who is prepared to offer services required. Capability as determined by the evaluation criteria in the bid document remains paramount to the final decisions of award/ or rejection.

2. Scope

The following services are in the scope of this tender:

- Primary Internet Link for the head office
- Secondary Internet Connection
- Home Internet Connections for a specified number of staff members
- Domain Name Hosting service
- Public IP addresses
- Data Link to the Disaster Recovery Site
- Support and Maintenance

A more detailed and comprehensive description of the required services is outlined in table 1.

3. Project Cost

The bidder shall provide the cost of each item proposed including all applicable taxes in the provision of internet services to the council. In outlining the cost, a sufficient breakdown of each element should be indicated as outlined on tables PS1, PS2, and PS3 under Summary Pricing Schedule.

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

4. Format and Content of Responses

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

4.1 Bid

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile
- All returnable documents
- Any relevant information

4.1.1 Company Profile

Bidders should highlight the capability of the organisation to undertake this project and list any similar assignments which have been successfully undertaken in the past. Bidders should note that companies that have successfully implemented similar projects in the past will have an added advantage.

4.1.2 Appendices

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

5. 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.

NB: The proposal must be made in English.

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