

INVITATION TO TENDER

Tender No. BEC ICT 009/14-15

PROVISION OF ICT SUPPORT AND MAINTENANCE SERVICES FOR SERVERS TO BOTSWANA EXAMINATIONS COUNCIL

- Tender offers are invited from Botswana registered companies for the **Provision of ICT Support and Maintenance Services for Servers to Botswana Examinations Council (BEC)**.
- The Procuring Organisation is Botswana Examinations Council.
- Bidders who are domiciled in Botswana must, in order to be considered for the award of the contract, be duly registered with the Registrar of Companies and with the Botswana Unified Revenue Services for a Tax Clearance Certificate; be registered with PPADB under Code 121 Sub Code 01 or 02 OR Code 122 Sub Code 03 and be in possession of a valid trading license.
- Tender documents will be available with effect from **20th October 2014** and can be obtained from the Reception of the 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

Bids must be submitted using the Two Envelope system. **One (1) original and five (5) 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 ICT 009/14-15 – Provision of ICT Support and

Maintenance Services for Servers to Botswana Examinations Council.

Sealed bids should be delivered to the following address:

The Secretary

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

- 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 **20th November 2014**. The tenders will be opened in the presence of bidders wishing to attend immediately after opening 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.

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/ Executive Secretary