



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND CERTIFICATION**

**INVITATION TO TENDER**

**FOR**

**INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES.**

**TENDER NO. *BEC EAC 016/21-22***

**Issue Date: 04 April 2022**

**Closing Date: 06 May 2022**

<b>PROCURING ORGANISATION</b>	<b>AGENT</b>
<b>Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana</b>	<b>The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267 365 0700 Fax: +267 393 3872  Email: <a href="mailto:procurement@bec.co.bw">procurement@bec.co.bw</a></b>

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**Tender No. BEC EAC 016/21-22**

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**INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES.**

Companies are invited to submit bids for the Supply and Delivery of Examination Tamper Evident Plastic Envelopes to BEC for the five (5) years of 2022, 2023, 2024, 2025 and 2026 for PSLE, JCE, BGCSE and SPED candidates.

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This tender is reserved for 100% Citizen Owned Companies in accordance with Statutory Instrument 23 of 2020 dated 28<sup>th</sup> February 2020. Only companies that are wholly owned and directed by citizens of Botswana are eligible for the tender.

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- Bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 201: Printed Matter and Related Equipment; Sub-Code 01: Printed Matter (Books, Newspapers, Journals, Postcards, Promotional Material – content provided etc), and be in possession of a valid Tax Clearance Certificate or an exemption thereof.
- Tender documents will be available with effect from **04 April 2022** 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 receipt of proof of payment and after verification that funds have been received in the BEC account.

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

NOTE:

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

Proof of Payment must be sent to [procurement@bec.co.bw](mailto:procurement@bec.co.bw) as well as [tmogapi@bec.co.bw](mailto: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 bidders upon receipt of their proof of payment and after verification that funds have been received in the BEC account.

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BEC shall send the ITT document to bidders who provided proof of payment by end of day (16:30hrs) on **29 April 2022**. No bidder's proof of payment shall be accepted after this time and will therefore not be sent the ITT document. Please note that the tender fee remains non-refundable and non-transferable even with this requirement.

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.

Tel: (+267) 365 0700  
Fax: (+267) 393 3872

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](mailto:procurement@bec.co.bw)

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 labelled as follows;

**Tender No. BEC EAC 016/21-22: INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES.**

Bids must arrive **not** later than **10:00am** (local time) on **Friday, 06 May 2022**. 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.

Note:

- The samples of the tamper evident plastics envelopes to be printed will be provided as hardcopies and must be collected from BEC Procurement Office after payment.
- Acceptance of delivery shall be based on the samples provided by BEC, as such the goods supplied must match the technical requirements of the samples.

**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, i.e. sub-contracting will **not** be allowed.

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- 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  
Botswana Examinations Council  
Private Bag 0070, Gaborone, Botswana.

Contact Name: Mr T. Mogapi  
Telephone Number: (+267) 365 0700, Fax: (+267) 393 3872  
Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw) / [Tmogapi@bec.co.bw](mailto:Tmogapi@bec.co.bw)

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Bids must arrive **not** later than **10:00 am** (local time) on **Friday, 6 May 2022**. 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.

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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.

**Important Dates:**

**Tender Available Date:** From Monday, 4 April 2022  
**Tender Closing:** Friday, 6 May 2022 at 10.00hrs

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Tender Committee Secretary  
For / Botswana Examinations Council

Botswana Examinations  
Council

**TENDER  
TENDERING PROCEDURE**

**TENDER DATA  
VOLUME 1**

**BEC EAC 016/21-22: INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES.**

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) One (1) original plus four (4) copies plus a soft copy in a Re-writable CD/DVD;
- b) Proof of payment of the tender fee of **P250.00** or **P125.00**;
- c) Valid copy of Tax Clearance Certificate (Provide Certificate No. and Pin No. for on-line verification);
- d) PPADB Registration Certificate under Code 201 Sub-Code 01 (registration will be verified on-line);
- e) A completed Form of Declaration for Tendering Purposes;
- f) Submission of Extract from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and Directors 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.
- g) Completed Form of Authority of Signatory;
- h) Completed and Signed Form of Offer and Acceptance.

- 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. The validity period of the tender must be **at least 120 days** from the closing date of the tender

## **BACKGROUND**

Botswana Examinations Council is a semi-autonomous institution that is mandated by the Botswana Examination Act no. 11 of 2002 (Amended 2019), among others, to design, develop and administer school examinations. The Council is charged with among others, transportation of examinations material from Warehouses to Centres and back, and these are packaged in durable and tamper evident plastic envelopes

The Tamper Evident Plastic Envelopes selected will be used for packaging examinations for three examinations levels at different times for Primary School Leaving Examinations (PSLE), Junior Certificate Examinations (JCE), Botswana General Certificate of Secondary Education (BGCSE) and Special Education (SPED) examinations for the years 2022, 2023, 2024, 2025 and 2026. The bidder is advised to quote differently for the respective levels for different years. BEC may award one or two or all levels of the examination to a single bidder depending on the capacity and capability as established by the evaluating committee's findings.

**The Tax laws of Botswana shall apply in this tender and subsequently the contract.**

**NB: Bidders must note that the Tamper Evident Envelopes will be needed at the same time for all the three levels, PSLE, JCE, BGCSE and SPED.**

## **NOTE:**

**PSLE may be phased out before the end of the 5 year contract therefore will be awarded for one year of 2022 and the contract renewed yearly for 4 years of 2023; 2024; 2025 and 2026 should the need arise, at the costs as would be provided in the tender responses. Bidders are, however, required to quote for all the five (5) years.**

## **GENERAL PRINTING REQUIREMENTS**

The quality of plastic material used to make the Tamper Evident Envelopes should be durable. The sizes of the plastic bags should be accurate. The branding and the colour on the plastic bags should be accurate as dictated in the table that follows to differentiate levels and processes, as well as the samples provided by BEC. Security features on the plastic bags should be tamper evident, non-transparent and should seal tightly.

NB: Samples are provided as an aid to the specifications.

The purpose of this tender is to fairly, transparently and objectively solicit services for the Supply and Delivery of Examination Tamper Evident Plastic Envelopes for different levels for five (5) years.

**The temper envelopes to be supplied and delivered is as follows:**

## **Specifications**

### **1. Material**

Polyethylene (PE) 100% Recyclable, Biodegradable and environmentally friendly material (100 Microns (equivalent to 400 Gauge or 0.1 mm)

### **2. Opaque Material**

Security envelopes/poly mailers to be opaque. It must not allow the light to pass through the envelope and reflects back all the incident light rays. This makes sure that the examination papers placed inside the tamper evident envelope cannot be seen from outside.

### **3. Tear Resistant**

Tamper evident envelopes must have sheer elasticity. The adhesive used for closure must single time use only, once sealed cannot be opened. Thus to open the envelope one has to cut open the envelope.

### **4. Tamper Evident Closure**

Tamper evident envelopes to have Lip to lip closure. With the following security features

i. "VOID" mark will be printed on the surface; to easily identify that the envelope has been tampered with.

ii. Water Solvent sensitive ink security feature written 'WATER'

iii. Water Solvent sensitive security strip running from left to right above the 'WATER' text which when sealed will reveal 'SOLVENT' text written on the bag.

iv. Protective seal/foil to prevent damage to security features before use.

v. Peel and Seal adhesive closure - Tamper evident envelopes should have flap with the peeled liner has an adhesive layer which is to be stuck on the other flap. The moment the two flaps have been closed, it becomes a permanent closure of the envelope. When tried to open, the mark "VOID" would appear on the envelope.

vi) Lip to lip closure - Tamper evident envelopes to have lip to lip to closure. Two flaps face each other, with one having an adhesive liner.

### **5. Writable Surface**

Tamper evident envelopes to be made of material that makes writing on it easy and smooth. The surface of the tamper evident envelope should be able to written with either ballpoint pen or a permanent marker.

### **6. Moisture Resistant**

The tamper evident envelopes to be manufactured from co-extruded LDPE (low density polyethylene). This plastic material should be weather resistant.



**7. Pinhole**

A small pinhole in the bottom of the bag. Hole size of around 1/8" to 1/4" diameter running from left to right of the envelope (as in the sample supplied) to offer maximum air relief.

**8. Artwork**

Artwork will be provided by BEC

Level	Colour	Size	Quantity per Year				
			2022	2023	2024	2025	2026
PSLE	White with blue on top	450*370*50mm	8,500	8,500	8,500	8,500	8,500
JCE	White with green on top	450*370*50mm	12,000	12,000	12,000	12,000	12,000
BGCSE	White printed with black ink	450*370*50mm	8,000	9,000	9,000	9,000	9,000
SPECIAL NEEDS	PSLE White with Purple colour on top	450*370*50mm	2,000	2,000	2,000	2,000	2,000
		570*520*50mm	2,500	2,500	2,500	2,500	2,500
	JCE White with red colour on top	450*370*50mm	5,000	5,000	5,000	5,000	5,000
		570*520*50mm	1,500	1,500	1,500	1,500	1,500
	BGCSE White with Mustard colour on top	450*370*50mm	500	500	500	500	500
		570*520*50mm	1,000	1,000	1,000	1,000	1,000

- 1.5 The Procuring Organisation's address for delivery of tender offers and identification details to be shown on each tender offer package are:

**BEC EAC 016/21-22: INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES**

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

- 1.6 A one-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.

The original, four (4) copies and a re-writable CD /DVD shall be placed in a sealed envelope clearly marked – **TENDER NO. BEC EAC 016/21-22 INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES** and shall bear the submission address.

**Bids must arrive no later than 10:00 am (local time) on Friday 06 May 2022. The sealed envelope should have the original, four (4) copies and a CD/DVD clearly marked;**

**TENDER NO. BEC EAC 016/21-22: INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES**

Bids will be opened immediately, in the presence of bidders willing to attend. Bids received after the closing date and time will not be accepted. Email or Facsimile bids will not be accepted.

**This tender is reserved for 100% Citizen Owned companies ONLY.**

- 1.7 The closing time for submission of tender offers is: **10.00 am on Friday, 06 May 2022.**
- 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 the **Friday, 06 May 2022**  
Location: Botswana Examinations Council  
Plot 54864, KT Motsete Road, Gaborone
- 1.11 The procedure for evaluation of the responsive tender offers is Least Cost Evaluation – Supplies Method

#### **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 bids of the shortlisted 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 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 goods to Botswana Examinations Council and shall be accepted after inspection to confirm conformance to specifications.

#### **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 Stage 1. In the case of a consortium or joint venture or partnership, or any form of working together, 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 form of working together, to proceed to stage 2. **Consortium or joint venture or partnership / or any form of working together will only be accepted from 100% citizen owned companies.**

Companies must submit all of the following;

- a) PPADB Registration Certificate under Code 201- Printed Matter and Related Equipment; Sub-Code 01 - Printed Matter (Books, newspapers, journals, postcards, promotional material – content provided etc) - (Registration will be verified online);
- b) Valid copy of Tax Clearance Certificate (Provide Certificate Number & Pin Number for online verification);
- c) A completed Form of Declaration for Tendering Purposes;
- d) Submission of Company Extract from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and Directors accompanied by certified copies of the Shareholders and Directors' Identity Documents;
  - (publicly listed companies may submit 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.
- e) Completed Certificate of Authority of Signatory;
- f) Completed and signed Form of Offer and Acceptance.

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

**1.13 Evaluation of Bids at Stage 2**

The table below 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 assed as one (not individually). Failure to meet one or more specification requirement will lead to the bidder not proceeding to Financial Evaluation. **Consortium or joint venture or partnership / or any form of working together will only be accepted from 100% citizen owned companies.**

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.

<b>Level: PSLE</b> <b>Colour: White with Blue on Top</b> <b>Size: 450*370*50 mm</b>	
<b>Required Specification of the Tamper Envelopes</b>	<b>Specification Offer by Bidder</b>
<b>1. Material</b> Polyethylene (PE) 100% Recyclable, Biodegradable and environmentally friendly material  i) 100 Microns (equivalent to 400 Gauge or 0.1 mm)	
ii) Opaque Material Security envelopes/poly mailers to be opaque. It must not allow the light to pass through the envelope and reflects back all the incident light rays. This makes sure that the examination papers placed inside the tamper evident envelope cannot be seen from outside	
<b>2. Tear Resistant</b> Tamper evident envelopes must have sheer elasticity. The adhesive used for closure must single time use only, once sealed cannot be opened. Thus to open the envelope one has to cut open the envelope.	
<b>3. Tamper Evident Closure</b> Tamper evident envelopes to have Lip to lip closure. With the following security features	

<p>i. "VOID" mark will be printed on the surface; to easily identify that the envelope has been tampered with.</p>	
<p>ii. Water Solvent sensitive ink security feature written 'WATER'</p>	
<p>iii. Water Solvent sensitive security strip running from left to right above the 'WATER' text which when sealed will reveal 'SOLVENT' text written on the bag.</p>	
<p>iv. Protective seal/foil to prevent damage to security features before use.</p>	
<p>v. Peel and Seal adhesive closure - Tamper evident envelopes should have flap with the peeled liner has an adhesive layer which is to be stuck on the other flap. The moment the two flaps have been closed, it becomes a permanent closure of the envelope. When tried to open, the mark "VOID" would appear on the envelope.</p>	
<p>vi) Lip to lip closure - Tamper evident envelopes to have lip to lip to closure. Two flaps face each other, with one having an adhesive liner.</p>	
<p>vii) Security solvent ink microcline</p>	
<p><b>4. Writable Surface</b> Tamper evident envelopes to be made of material that makes writing on it easy and smooth. The surface of the tamper evident envelope should be able to written with either ballpoint pen or a permanent marker.</p>	
<p><b>5. Moisture Resistant</b> The tamper evident envelopes to be manufactured from co-extruded LDPE (low density polyethylene). This plastic material should be weather resistant.</p>	
<p><b>6. Pinhole</b> A small pinhole in the bottom of the bag. Hole size of around 1/8" to 1/4" diameter running from left to right of the envelope</p>	

(as in the sample supplied) to offer maximum air relief.	
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<b>Level: JCE</b> <b>Colour: White with Green on Top</b> <b>Size: 450*370*50 mm</b>	
<b>Required Specification of the Tamper Envelopes</b>	<b>Specification Offer by Bidder</b>
<b>1. Material</b> Polyethylene (PE) 100% Recyclable, Biodegradable and environmentally friendly material  i) 100 Microns (equivalent to 400 Gauge or 0.1 mm)	
ii) Opaque Material Security envelopes/poly mailers to be opaque. It must not allow the light to pass through the envelope and reflects back all the incident light rays. This makes sure that the examination papers placed inside the tamper evident envelope cannot be seen from outside	
<b>2. Tear Resistant</b> Tamper evident envelopes must have sheer elasticity. The adhesive used for closure must single time use only, once sealed cannot be opened. Thus to open the envelope one has to cut open the envelope.	
<b>3. Tamper Evident Closure</b> Tamper evident envelopes to have Lip to lip closure. With the following security features  i. "VOID" mark will be printed on the surface; to easily identify that the envelope has been tampered with.	
ii. Water Solvent sensitive ink security feature written 'WATER'	

<p>iii. Water Solvent sensitive security strip running from left to right above the 'WATER' text which when sealed will reveal 'SOLVENT' text written on the bag.</p>	
<p>iv. Protective seal/foil to prevent damage to security features before use.</p>	
<p>v. Peel and Seal adhesive closure - Tamper evident envelopes should have flap with the peeled liner has an adhesive layer which is to be stuck on the other flap. The moment the two flaps have been closed, it becomes a permanent closure of the envelope. When tried to open, the mark "VOID" would appear on the envelope.</p>	
<p>vi) Lip to lip closure - Tamper evident envelopes to have lip to lip to closure. Two flaps face each other, with one having an adhesive liner.</p>	
<p>vii) Security solvent ink microcline</p>	
<p><b>4. Writable Surface</b>          Tamper evident envelopes to be made of material that makes writing on it easy and smooth. The surface of the tamper evident envelope should be able to written with either ballpoint pen or a permanent marker.</p>	
<p><b>5. Moisture Resistant</b>          The tamper evident envelopes to be manufactured from co-extruded LDPE (low density polyethylene). This plastic material should be weather resistant.</p>	
<p><b>6. Pinhole</b>          A small pinhole in the bottom of the bag. Hole size of around 1/8" to 1/4" diameter running from left to right of the envelope (as in the sample supplied) to offer maximum air relief.</p>	



<b>Level: BGCSE</b> <b>Colour: White Printed with Black ink</b> <b>Size: 450*370*50 mm</b>	
<b>Required Specification of the Tamper Envelopes</b>	<b>Specification Offer by Bidder</b>
<b>1. Material</b> Polyethylene (PE) 100% Recyclable, Biodegradable and environmentally friendly material  i) 100 Microns (equivalent to 400 Gauge or 0.1 mm)	
ii) Opaque Material Security envelopes/poly mailers to be opaque. It must not allow the light to pass through the envelope and reflects back all the incident light rays. This makes sure that the examination papers placed inside the tamper evident envelope cannot be seen from outside	
<b>2. Tear Resistant</b> Tamper evident envelopes must have sheer elasticity. The adhesive used for closure must single time use only, once sealed cannot be opened. Thus to open the envelope one has to cut open the envelope.	
<b>3. Tamper Evident Closure</b> Tamper evident envelopes to have Lip to lip closure. With the following security features  i. "VOID" mark will be printed on the surface; to easily identify that the envelope has been tampered with.	
ii. Water Solvent sensitive ink security feature written 'WATER'	
iii. Water Solvent sensitive security strip running from left to right above the 'WATER' text which when sealed will reveal 'SOLVENT' text written on the bag.	

<p>iv. Protective seal/foil to prevent damage to security features before use.</p>	
<p>v. Peel and Seal adhesive closure - Tamper evident envelopes should have flap with the peeled liner has an adhesive layer which is to be stuck on the other flap. The moment the two flaps have been closed, it becomes a permanent closure of the envelope. When tried to open, the mark "VOID" would appear on the envelope.</p>	
<p>vi) Lip to lip closure - Tamper evident envelopes to have lip to lip to closure. Two flaps face each other, with one having an adhesive liner.</p>	
<p>vii) Security solvent ink microcline</p>	
<p><b>4. Writable Surface</b> Tamper evident envelopes to be made of material that makes writing on it easy and smooth. The surface of the tamper evident envelope should be able to written with either ballpoint pen or a permanent marker.</p>	
<p><b>5. Moisture Resistant</b> The tamper evident envelopes to be manufactured from co-extruded LDPE (low density polyethylene). This plastic material should be weather resistant.</p>	
<p><b>6. Pinhole</b> A small pinhole in the bottom of the bag. Hole size of around 1/8" to 1/4" diameter running from left to right of the envelope (as in the sample supplied) to offer maximum air relief.</p>	

<b>SPECIAL NEEDS</b> <b>Level: PSLE</b> <b>Colour: White with Purple Colour on Top</b> <b>Size: 450*370*50 mm</b>	
<b>Required Specification of the Tamper Envelopes</b>	<b>Specification Offer by Bidder</b>
<b>1. Material</b> Polyethylene (PE) 100% Recyclable, Biodegradable and environmentally friendly material  i) 100 Microns (equivalent to 400 Gauge or 0.1 mm)	
ii) Opaque Material Security envelopes/poly mailers to be opaque. It must not allow the light to pass through the envelope and reflects back all the incident light rays. This makes sure that the examination papers placed inside the tamper evident envelope cannot be seen from outside	
<b>2. Tear Resistant</b> Tamper evident envelopes must have sheer elasticity. The adhesive used for closure must single time use only, once sealed cannot be opened. Thus to open the envelope one has to cut open the envelope.	
<b>3. Tamper Evident Closure</b> Tamper evident envelopes to have Lip to lip closure. With the following security features  i. "VOID" mark will be printed on the surface; to easily identify that the envelope has been tampered with.	
ii. Water Solvent sensitive ink security feature written 'WATER'	
iii. Water Solvent sensitive security strip running from left to right above the 'WATER' text which when sealed will reveal 'SOLVENT' text written on the bag.	

<p>iv. Protective seal/foil to prevent damage to security features before use.</p>	
<p>v. Peel and Seal adhesive closure - Tamper evident envelopes should have flap with the peeled liner has an adhesive layer which is to be stuck on the other flap. The moment the two flaps have been closed, it becomes a permanent closure of the envelope. When tried to open, the mark "VOID" would appear on the envelope.</p>	
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<b>SPECIAL NEEDS</b> <b>Level: JCE</b> <b>Colour: White with Red Colour on Top</b> <b>Size: 450*370*50 mm</b>	
<b>Required Specification of the Tamper Envelopes</b>	<b>Specification Offer by Bidder</b>
<b>1. Material</b> Polyethylene (PE) 100% Recyclable, Biodegradable and environmentally friendly material  i) 100 Microns (equivalent to 400 Gauge or 0.1 mm)	
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**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 Financial Bids – 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.**

Evaluators will correct arithmetic errors and convert bids 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.

Citizen Economic Empowerment Schemes will be applied to the prices prior to applying the formula, thus EDD and the Local Preference Schemes. Bidders must sign the Local Procurement Registration Certificate attached.

The Citizen Empowerment Policy will be applied where:

- The EDD policy will also be applied. Bidders must submit their EDD certificates for this preference to be applied to them.
- The Local Empowerment Policy will also be applied and bidders must submit evidence for the policy to be applied.

## 1.15 Basis of Award

The lowest bidder who met all requirements of Stage 2 or above, 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.

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.

**Botswana Examinations  
Council**

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>LIST OF RETURNABLE DOCUMENTS</b>
--------------------------------------------	-----------------------------------------

**TENDER NO. BEC EAC 016/2021-22- INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES**

1. The tenderer must complete the following returnable documents:
  - 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
  - Form of Offer and Acceptance
  - Form of Declaration For Tendering Purposes
  - Response form
  - Quality plan
  - Experience of the bidder
  - Risk management plan
2. 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 plus a rewritable CD/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	

Republic of Botswana	<b>TENDER RETURNABLE DOCUMENT</b>	DECLARATION FORM FOR TENDERING PURPOSES
----------------------	---------------------------------------	--------------------------------------------

Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender

**TENDER NO. BEC EAC 016/21-22- INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES**

**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).....

	<b>DIRECTORS/MEMBERS/ PARTNERS NAME and /OR Other (Please Specify)</b>	<b>CAPACITY IN ENTITY</b>	<b>NATIONALITY</b>	<b>PERCENTAGE OF SHAREHOLDIN G</b>
1				
2				
3				
4				
5				
6				
7				

	<b>SHAREHOLDERS NAME</b>	<b>NATIONALITY</b>	<b>PERCENTAGE OF SHAREHOLDING</b>
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.....<br>(Bank Name and Name of signatory)    | .....<br>(Omang No. /Passport) |
| ii.....<br>(Bank Name and Name of signatory)   | .....<br>(Omang No. /Passport) |
| iii. ....<br>(Bank Name and Name of signatory) | .....<br>(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.

**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.

7. 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:

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY</b>
----------------------------------------	-----------------------------------------------------------------------

**TENDER NO. BEC EAC 016/21-22- INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE , BGCSE AND SPED CANDIDATES**

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

Botswana Examinations  
Council

**TENDER  
RETURNABLE DOCUMENTS**

TENDER SCHEDULES  
RECORD OF ADDENDA TO  
TENDER DOCUMENTS

**TENDER NO. BEC EAC 016/21-22 - INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES**

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

Bidder

Botswana Examinations  
Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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**TENDER NO. BEC EAC 016/21-22 - INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES**

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 organisational 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.

Botswana Examinations  
Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES EXPERIENCE OF TENDERER
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**TENDER NO. BEC EAC 016/21-22 - INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES.**

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

Botswana Examinations Council

**CONTRACT**

**VOLUME 3**

**TENDER NO. BEC EAC 016/21-22 - INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES**

**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

**TENDER NO. BEC EAC 016/21-22 - INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE JCE BGCSE AND SPED CANDIDATES**

**OFFER**

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

**Supply and Delivery of Tamper Evident Envelopes for the BEC for the Five (5) Years of 2022, 2023, 2024, 2025 and 2026.**

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 authorised 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.

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, or the Supplier as the case may be) in 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)

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 bidder'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 bidder's Offer shall form an Agreement between the Procuring Organisation 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 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 the said documents are valid unless contained in this Schedule, which must be signed by the duly authorised 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 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 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 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

	<b>LOCAL PROCUREMENT REGISTRATION CERTIFICATE</b>
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**TENDER NO. BEC EAC 016/21-22 - INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES**

**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 EAC 016/21-22 - INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE JCE BGCSE AND SPED CANDIDATES.**

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.

**SUMMARY PRICING SCHEDULE**

Pricing schedule should indicate cost for the years 2022, 2023, 2024, 2025 and 2026 for PSLE, JCE BGCSE & SPED. These should be placed inside the financial proposal envelope.

YEAR	SCHOOL LEVEL		Colour	Size	PRICE QUOTED			
					Quantity	PRICE	VAT	TOTAL
2022	PSLE		White with blue on top	450*370*50mm	8, 500			
	JCE		White with green on top	450*370*50mm	12, 000			
	BGCSE		White Printed with black ink	450*370*50mm	8, 000			
	SPECIAL NEEDS	PSLE	PSLE	White with Purple colour on top	450*370*50mm	2, 000		
			PSLE	White with Purple colour on top	570*520*50mm	2, 500		
		JCE	JCE	White with red colour on top	450*370*50mm	5,000		
			JCE	White with red colour on top	570*520*50mm	1, 5000		
BGCSE	BGCSE	White with Mustard colour on top	450*370*50mm	500				
		BGCSE	White with Mustard colour on top	570*520*50mm	500			
<b>GRAND TOTAL</b>								

**Botswana Examinations Council**

YEA R	SCHO OL LEVEL		PRICE QUOTED						
			Colour	Size	Quantit y	PRIC E	VA T	TOTA L	
2023	PSLE		White with blue on top	450*370*50mm	8, 500				
	JCE		White with green on top	450*370*50mm	12, 000				
	BGCSE		White Printed with black ink	450*370*50mm	9, 000				
	SPECIA L NEEDS	PSLE	White with Purple colour on top	PSLE White with Purple colour on top	450*370*50mm 570*520*50mm	2, 000 2, 500			
			JCE	White with red colour on top	JCE White with red colour on top	450*370*50mm 570*520*50mm	5,000 1, 5000		
		BGCSE	White with Mustard colour on top	BGCSE White with Mustard colour on top	450*370*50mm 570*520*50mm	500 1, 000			
<b>GRAND TOTAL</b>									

YEA R	SCHOOL LEVEL		PRICE QUOTED						
			Colour	Size	Quantit y	PRICE	VA T	TOTAL	
2024	PSLE		White with blue on top	450*370*50mm	8, 500				
	JCE		White with green on top	450*370*50mm	12, 000				
	BGCSE		White Printed with black ink	450*370*50mm	9, 000				
	SPECIA L NEEDS	PSLE	White with Purple colour on top	PSLE White with Purple colour on top	450*370*50mm 570*520*50mm	2, 000 2, 500			
			JCE	White with red colour on top	JCE White with red colour on top	450*370*50mm 570*520*50mm	5,000 1, 5000		
		BGCSE	White with Mustard	BGCSE White with Mustard colour on top	450*370*50mm 570*520*50mm	500 1, 000			

**INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE YEARS 2022 2023 2024 2025 AND 2026 FOR PSLE JCE BGCSE AND SPED CANDIDATES**

**Botswana Examinations Council**

		colour on top						
<b>GRAND TOTAL</b>								

YEAR	SCHOOL LEVEL		PRICE QUOTED						
			Colour	Size	Quantity	PRICE	VA T	TOTAL	
2025	PSLE		White with blue on top	450*370*50mm	8,500				
	JCE		White with green on top	450*370*50mm	12,000				
	BGCSE		White Printed with black ink	450*370*50mm	9,000				
	SPECIAL NEEDS	PSLE	White with Purple colour on top	White with Purple colour on top	450*370*50mm	2,000			
					570*520*50mm	2,500			
		JCE	White with red colour on top	White with red colour on top	450*370*50mm	5,000			
					570*520*50mm	1,500			
	BGCSE	White with Mustard colour on top	White with Mustard colour on top	450*370*50mm	500				
				570*520*50mm	1,000				
<b>GRAND TOTAL</b>									

YEAR	SCHOOL LEVEL		PRICE QUOTED						
			Colour	Size	Quantity	PRICE	VA T	TOTAL	
2026	PSLE		White with blue on top	450*370*50mm	8,500				
	JCE		White with green on top	450*370*50mm	12,000				
	BGCSE		White Printed with black ink	450*370*50mm	9,000				
	SPECIAL NEEDS	PSLE	White with Purple colour on top	White with Purple colour on top	450*370*50mm	2,000			
					570*520*50mm	2,500			
		JCE	White with red colour on top	White with red colour on top	450*370*50mm	5,000			

**INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE YEARS 2022 2023 2024 2025 AND 2026 FOR PSLE JCE BGCSE AND SPED CANDIDATES**

**Botswana Examinations Council**

		White with red colour on top	White with red colour on top	570*520*50mm	1, 5000			
		<b>BGCSE</b> White with Mustard colour on top	<b>BGCSE</b> White with Mustard colour on top	450*370*50mm 570*520*50mm	500 1, 000			
<b>GRAND TOTAL</b>								

**NB: Botswana Examinations Council will award the tender in parts or in full.**

1. All costs must include VAT for VAT registered companies, withholding Tax and all applicable taxes. **The tax laws of Botswana will apply and subsequently the 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. The tender shall be valid for a period of at least **120 days**.
5. Payments will be made in accordance with agreed payments schedules to be agreed at the date of signing the contract. **There shall be no advance payment of goods/services/works.**



**TENDER NO. BEC EAC 016/21-22 - INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF EXAMINATION TAMPER EVIDENT PLASTIC ENVELOPES TO BEC FOR THE FIVE (5) YEARS OF 2022, 2023, 2024, 2025 AND 2026 FOR PSLE, JCE, BGCSE AND SPED CANDIDATES**

**1 BEC's objectives**

The purpose of this Invitation to Tender is to invite potential bidders to provide services for Supply and Delivery of Examination Tamper Evident Plastic Envelopes for PSLE, JCE, BGCSE and SPED for the five (5) years of 2022, 2023, 2024, 2025 and 2026. The winning bidder would provide such service for the years mentioned.

The job involves the Supply and Delivery of Examination Tamper Evident Plastic Envelopes for PSLE, JCE, BGCSE and SPED for BEC centres. The schedule of delivery will be agreed upon between the two parties prior to the execution of the project. Charges made should include VAT for VAT registered companies. The materials will be packaged per centre and delivered to Botswana Examinations Council on agreed timelines. The element of timing is also important since BEC's work schedules are deadline bound. Attributes such as quality, effectiveness and promptness cannot be overemphasised. Adherence to delivery schedule is paramount. Strict security precautions should be adhered to at all times to ensure that the reliability, validity and credibility of examinations are maintained.

**NB: PSLE may be phased out before the end of the 5 year contract and therefore will be awarded for one year and the contract renewed yearly for 4 on the quoted amounts for the supply and delivery of examination tamper evident plastic envelopes for the years should the need arise.**

**2 Specific Requirement List and Specifications:**

**a) Security:**

- Availability of satisfactory security features on the envelopes produced with tamper evident seal;
- Show the durability of seal used;

**Quality:**

The quality should be based on:

- capacity and readiness
- security logistics
- personnel accountability
- material used
- packaging

**Project Cost:**

Provide the total cost including all expenses separate for each year for each level. Sufficient breakdown of each element should be indicated.

- Cost for PSLE tamper evident envelopes for 2022, 2023, 2024, 2025, 2026;
- Cost for JCE tamper evident envelopes for 2022, 2023, 2024, 2025, 2026;
- Cost for BGCSE tamper evident envelopes for 2022, 2023, 2024, 2025, 2026;
- Cost for Special Need tamper evident envelopes for 2022, 2023, 2024, 2025, 2026;

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

**a) Project Cost:** Provide the total cost including all expenses separate for each year for each level. Sufficient breakdown of each element and unit cost should be indicated. The number of centres may increase as new Centres get registered each year for each level.

**The quantity of supply and delivery of temper envelopes to BEC is as follows:**

**NB:** The number of centres may increase as new Centres get registered each year for each level.

- Printing cost per Tamper Evident Envelope and per size
- Packaging material cost
- Centre consignments
- Transport
- Prices should be quoted in Botswana Pula only and should be compliant with Botswana tax laws such as being VAT inclusive.
- Prices should remain fixed for the entire duration of the contract unless there could be a drastic change in numbers caused by changes in the syllabus and or number of schools and candidates which may affect changes in volumes of material.
- Payment will be made no later than 30 days. The winning company should check with the Finance Division after the delivery of the goods and issuance of the invoice.

The table below should be used as guidance to provide breakdown of stationery prices should appear as follows:

Level	Colour	Size	Quantity per Year					Specifications
			2022	2023	2024	2025	2026	
PSLE	White with blue on top	450*370*50 mm	8,500	8,500	8,500	8,500	8,500	1. <b>Material</b> Polyethylene (PE) 100% Recyclable, Biodegradable and
JCE	White with green on top	450*370*50 mm	12,000	12,000	12,000	12,000	12,000	

BGCS E	White printed with black ink	450*370*50 mm	8,000	9, 000	9, 000	9, 000	9,000	environmentally friendly material  100 Microns (equivalent to 400 Gauge or 0.1 mm), plastic thickness.
SPECIAL NEEDS	<b>PSLE</b> White with Purple colour on top	450*370*50 mm 570*520*50 mm	2,000 2,500	2,000 2,500	2,000 2,500	2,000 2,500	2,000 2,500	i) Opaque Material Security envelopes/poly mailers to be opaque. It must not allow the light to pass through the envelope and reflects back all the incident light rays. This makes sure that the examination papers placed inside the tamper evident envelope cannot be seen from outside.  <b>2. Tear Resistant</b> Tamper evident envelopes must have sheer elasticity. The adhesive used for closure must single time use only, once sealed cannot be opened. Thus to open the envelope one has to cut open the envelope.  <b>3.Tamper Evident Closure</b> Tamper evident envelopes to
	<b>JCE</b> White with red colour on top	450*370*50 mm 570*520*50 mm	5,000 1,500	5,000 1,500	5,000 1,500	5,000 1,500	5,000 1,500	
	<b>BGCSE</b> White with Mustard colour on top	450*370*50 mm 570*520*50 mm	500 1,000	500 1,000	500 1,000	500 1,000	500 1,000	

								<p>have Lip to lip closure. With the following security features</p> <p>i. "VOID" mark will be printed on the surface; to easily identify that the envelope has been tampered with.</p> <p>ii. Water Solvent sensitive ink security feature written 'WATER'</p> <p>iii. Water Solvent sensitive security strip running from left to right above the 'WATER' text which when sealed will reveal 'SOLVENT' text written on the bag.</p> <p>iv. Protective seal/foil to prevent damage to security features before use.</p> <p>v. Peel and Seal adhesive closure - Tamper evident envelopes should have flap with the peeled liner has an adhesive layer which is to be stuck on the other flap. The moment the two</p>
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								<p>flaps have been closed, it becomes a permanent closure of the envelope. When tried to open, the mark "VOID" would appear on the envelope.</p> <p>vi) Lip to lip closure - Tamper evident envelopes to have lip to lip to closure. Two flaps face each other, with one having an adhesive liner.</p> <p>vii) Security solvent ink microcline</p> <p><b>4. Writable Surface</b>          Tamper evident envelopes to be made of material that makes writing on it easy and smooth. The surface of the tamper evident envelope should be able to written with either ballpoint pen or a permanent marker.</p> <p><b>5. Moisture Resistant</b>          The tamper evident envelopes to be manufactured from co-extruded LDPE (low density</p>
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								<p>polyethylene). This plastic material should be weather resistant.</p> <p><b>6. Pinhole</b> A small pinhole in the bottom of the bag. Hole size of around 1/8" to 1/4" diameter running from left to right of the envelope (as in the sample supplied) to offer maximum air relief.</p> <p><b>8. Artwork</b> Artwork will be provided by BEC</p>
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### 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 documents
- Company Profile
- Pricing schedule should be not included anywhere in technical proposal as it is a two envelope system.
- All returnable documents
- Any relevant information

##### 3.1.1 Company Profile

Bidders should highlight the capability of the company to undertake this project and list any similar assignments which have been successfully undertaken in the past.

##### 3.1.2 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 so wish.

### 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**-----