



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND  
CERTIFICATION**

**INVITATION TO TENDER FOR**

**PROVISION OF PSLE STANDARDISATION AND MARKING  
VENUE FOR BEC FOR FIVE (5) YEARS: 2023 TO 2027 IN  
GABORONE, BOTSWANA.**

**Tender No. BEC EAC 013/22-23**

**Issue Date: Monday 20 February 2023**

**Closing Date: Friday 17 March 2023**

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: <a href="mailto:procurement@bec.co.bw">procurement@bec.co.bw</a>

Botswana Examinations  
Council

**TENDER  
TENDERING PROCEDURES**

**TENDER NOTICE AND  
INVITATION TO TENDER  
VOLUME 1**

***Tender No. BEC EAC 013/22-23***

**INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023 TO 2027**

- Bidders are invited to submit bids for the Provision of PSLE Standardisation and Marking Venues for BEC for five (5) years: 2023 to 2027.
- This tender is an Open Domestic tender reserved for 100% citizen owned companies **in accordance with Statutory Instrument 23 of 2020 dated 28<sup>th</sup> February 2020.** i.e. only 100% citizen owned companies in Botswana are eligible to tender.
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- Bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 101 – Hotel & Catering (Restaurant) Services: Sub-Code 04 – Conference & Workshop Services or on relevant Codes and Sub-Codes; 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 **Monday 20<sup>th</sup> February 2023** 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 name of the company, Tender Number and Tender Title must be clearly stated when the Proof of Payment is sent.

The youth owned companies must send their proof of payment together with Extract from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and Directors Certificates and their Omang copies.

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.

**BEC shall send the ITT document to bidders who provided proof of payment by end of day (16:30hrs) on Friday 10<sup>th</sup> March 2023.** 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.

Physical Address

Botswana Examinations Council  
Plot 54862, KT Motsete Road  
Gaborone.

Tel: (+267) 365 0700 or T. Mogapi 365 0700

Fax: (+267) 3933872

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

Bids must be submitted using the Two Envelope system. Bids must be submitted using a two envelope system. **One original and four (4) copies plus a soft copy in a Re-writable CD/DVD**, respectively for the financial and technical bids must be submitted in two separate envelopes, one containing the Technical Bids, and the other containing the Financial Bids 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 EAC 013/22-23 INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023 TO 2027**

Bids must arrive not later than **10:00am** (local time) on **Friday 17 March 2023**. 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.

**NB.** Non-compliance to the separation of the **technical** bid and the **financial** bid; and any appearance of the financial figures in the technical bid, shall be subject to outright disqualification. The same treatment will be given to bidders' responses that do not have the required number of envelopes for the technical bid and the financial bid as well as CDs.

**Responses that do not have the required number of envelopes will be disqualified. Re-writable DVDs should be separate for the technical and financial proposal. The DVD for the technical proposal should be included in the technical proposal envelope while the DVD for the financial proposal should be included in the financial proposal envelope.**

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

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Queries and questions relating to the issue of these documents will be accepted up to **5 working days** before the closing date of the tender. The queries or questions should be in writing and should be addressed to:

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The Secretary Attention: Ms. T. Mogapi      Tel: 3650700  
Tender Committee; Botswana Examinations Council  
Private Bag 0070; Gaborone; Botswana.  
Fax: +267 393 3872  
Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

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**N.B.** The selected bidder shall begin work immediately and deliver the Services from October/November 2023 to October/November 2027

**Important Dates:**

**Tender Collection: Monday 20 February 2023**

**Tender Closing: Friday 17 March 2023**

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.

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Tender Committee Secretary  
For/Botswana Examinations Council

**NOTE**

PSLE may be phased out before the end of the 5 years contract therefore will be awarded for one year of 2023 and the contract renewed yearly for 4 years of 2024 to 2027 should the need arise. Bidders are, however, required to quote for all the five (5) years.

Botswana Examinations  
Council

**TENDER  
TENDERING PROCEDURE**

**TENDER DATA  
VOLUME 1**

**TENDER NO. BEC EAC 013/22-23: INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023 TO 2027**

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:

- 1 original, 4 copies and DVDs of both the Technical and Financial proposals;
- Proof of payment of the tender fee of **P500.00 (or P125.00 for youth companies)**;
- PPADB Registration Certificate under Code 101– Hotel & Catering (Restaurant) Services: Sub-Code 04– Conference & Workshop Services or on the Relevant Codes and Sub-Codes (verification will be done on-line);
- A valid copy of Tax Clearance Certificate (Provide Pin & Certificate Number for on-line verification);
- Completed Declaration Form for Tendering Purposes;
- Company Extract from Companies and Intellectual Properties Authority (CIPA) showing 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.

- Completed and Signed Form of Authority of Signatory;
- Completed and signed Form of Offer and Acceptance

**NB: The tender response must be in English.**

- 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 currency of the country of their origin 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.

- 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:

**TENDER NO. BEC EAC 013/22-23 INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION and MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023 TO 2027**

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

- 1.6 A two envelope procedure will be followed, failing which disqualification will be promptly executed.

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 document, four (4) copies and re-writable CD/DVDs of each of the technical bid and financial bid shall be placed in a separate and sealed envelope clearly marked – TENDER NO. BEC EAC 013/22-23 INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023 TO 2027 and shall bear the submission address.**
- **Re-writable CD/DVDs should be separate for the technical and financial proposal. The CD/DVD for the technical proposal should be included in the technical proposal envelope while the CD/DVD for the financial proposal should be included in the financial proposal envelope.**
- Bids must arrive no later than **10:00 am** (local time) on **Friday 17 March 2023**. The outer envelope should have the original, four (4) copies and a CD/DVDs for each of the technical and financial bids respectively. These shall be placed in a sealed larger envelope clearly marked;

**BEC EAC - TENDER FOR INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023, 2024, 2025, 2026, AND 2027**

- 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.
- Immediately after the deadline for the submission of bids, the technical bid of all the tenderers will be opened. The financial bids shall remain sealed and deposited with BEC Tender Committee until those bids meeting the technical requirements have been identified.

**This tender is reserved for 100% citizen owned Botswana registered companies ONLY. NB: 100% Citizen Owned company means all Shareholders and all Directors in a company are citizens of Botswana.**

- 1.7 The closing time for submission of tender offers is: 10.00 am on **Friday 17 March 2023**.
- 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:  
10:00 a.m. on **Friday 17 March 2023**  
Location: Botswana Examinations Council  
Plot 54864; KT Motsete Road; Gaborone.
- 1.11. The procedure for evaluation of the responsive tender offers is Quality and Cost Based Selection 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 technical 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.
- 4 The project will be provisionally awarded to the bidder with highest combined score of Stage 2 and Stage 3 and of the evaluation process subject to successful negotiation of the contract as in 1.15.
- 5 The maximum scores allocated to Stage 2: Technical and Stage 3: Financial are as follows:

Stage 2	-	80
Stage 3	-	<u>20</u>
Total		<u>100</u>



- 6 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.
- 7 The successful bidder shall deliver the services to Botswana Examinations Council as described under Deliverables 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 technical 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 sub-contracting 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 sub-contracting or any form of collaboration to proceed to stage 2. NB: Consortium or joint venture or partnership or sub-contracting or any form of collaboration shall be accepted from only 100% citizen owned companies.

Companies must submit all of the following;

- a) PPADB Registration Certificate under Code 101– Hotel & Catering (Restaurant) Services: Sub-Code 04 – Conference & Workshop Services or on the Relevant Codes and Sub-Codes (registration will be verified on-line);
- b) A valid copy of Tax Clearance Certificate (registration will be verified on-line);
- c) Completed Form of Declaration for Tendering Purposes;
- d) Company Extract from Companies and Intellectual Properties Authority (CIPA) showing 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) Completed and Signed Form 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) will lead to outright disqualification.**



<b>Total</b>	<b>80</b>
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**The bidder should respond to the above requirements in full to guide evaluators in allocating marks for Stage 2 evaluations.**

The cut off for progression to Stage 3 is a minimum score of 60 points out of 80 and only bidders who score 60 and above will have their financial proposals opened and evaluated. Botswana Examinations Council reserves the right to terminate any further evaluation of this tender at this stage.

### **1.14 Financial Evaluation – Stage 3**

The qualifying bids will be evaluated based on the following factors: The following formula will be used to rate the quoted prices:

$$FS = 20 \times ;$$

Where:

- FS = financial score of a given bidder
- LP = lowest price
- P = the price quoted by the bidder

Only technically compliant bids that score a minimum of 60 points (75%) or above shall undergo cost evaluation where evaluators shall correct arithmetic errors and convert bids to a common currency. Should there be discrepancy between the Unit price and Total price, the unit price shall be used. Should there be discrepancy between the amount in figures and amount in words, the amount in words will be used.

Citizen Economic Empowerment Schemes will be applied to the prices prior to applying the formula, thus EDD and the Local Procurement 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

The lowest financial bid (LP) will be given a financial score (FS) of 20 points. The financial scores (FS) of the other financial bids will be computed using the formula above.

#### **Basis of Award**

The bidder with the highest combined score (Technical and Financial) from stages 2, and 3 would 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**

**TENDER  
RETURNABLE DOCUMENTS**

**LIST OF RETURNABLE  
DOCUMENTS**  
Volume ...

**BEC EAC 013/22-23 TENDER FOR INVITATION TO TENDER FOR PROVISION OF  
PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS:  
2023, 2024, 2025, 2026, AND 2027**

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 of both the technical and financial proposal. 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
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Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender

**BEC EAC 013/22-23 TENDER FOR INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023, 2024, 2025, 2026, AND 2027**

**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 SHAREHOLDING</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. ....                           | .....                 |
| (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 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.

**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 deposed 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>
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**BEC EAC 013/22-23 TENDER FOR INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023, 2024, 2025, 2026, AND 2027**

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

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS</b>
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**TENDER NO. BEC EAC 013/22-23 INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023 TO 2027**

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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**BEC EAC 013/22-23 TENDER FOR INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023, 2024, 2025, 2026, AND 2027**

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

<p><b>TENDER RETURNABLE DOCUMENTS</b></p>	<p><b>TENDER SCHEDULES EXPERIENCE OF TENDERER</b></p>
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**BEC EAC 013/22-23 TENDER FOR INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023, 2024, 2025, 2026, AND 2027**

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**

**BEC EAC 013/22-23 TENDER FOR INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023, 2024, 2025, 2026, AND 2027**

**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

<b>CONTRACT PART 1 AGREEMENTS &amp; CONTRACT DATA</b>	<b>FORM OF OFFER AND ACCEPTANCE</b>
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**BEC EAC 013/22-23 TENDER FOR INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023, 2024, 2025, 2026, AND 2027**

**OFFER**

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

**Provision of PSLE Standardisation and Marking Venue for the BEC for the Five (5) Years of 2023, 2024, 2025, 2026 and 2027.**

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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**BEC EAC 013/22-23 TENDER FOR INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023, 2024, 2025, 2026, AND 2027**

**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**

<b>WARD</b>	<b>VILLAGE</b>

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.

**BEC EAC 013/22-23 TENDER FOR INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023, 2024, 2025, 2026, AND 2027**

The purpose of this tender is to fairly, transparently and objectively solicit services **PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023 TO 2027**. The Bidders should be able to provide as specified below:

**PART 1**

**PSLE STANDARDISATION**

SYLLABUS NAME/ACTIVITY	NUMBER OF EXAMINERS/PERSONNEL	NUMBER OF ROOMS	DATE
English	55	1 hall	25-27 October
Setswana	55	1 hall	25-27 October
Agriculture	55	1 hall	25-27 October
<b>TOTAL</b>	<b>165</b>	<b>3</b>	

**NOTE: Each hall should be able to accommodate at least 55 examiners**

**PART 2**

**PSLE MARKING**

This activity requires the use of the entire venue as follows:

SYLLABUS NAME/ACTIVITY	NUMBER OF EXAMINERS/PERSONNEL	NUMBER OF ROOMS	DATE
Setswana	400	20	October/November
English	400	20	October/November
Agriculture	400	20	October/November
Checkers	140	6	October/November
BEC Office	20	1	October/November
<b>TOTAL</b>	<b>1220</b>	<b>67</b>	

**NOTE: Alternatively one of the syllables could be allocated a hall big enough to accommodate 400 Examiners.**



## **SUMMARY PRICING SCHEDULE**

**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.**

**BEC EAC 013/22-23 TENDER FOR INVITATION TO TENDER FOR PROVISION OF PSLE STANDARDISATION AND MARKING VENUE FOR BEC FOR FIVE (5) YEARS: 2023, 2024, 2025, 2026, AND 2027**

**Note that the schedules are for 2023 series and are being used as a guide. The schedules for FOUR (4) years 2024, 2025, 2026 and 2027 cannot be determined since there are no school calendars for those years yet. As such, the 2022 schedules and associated figures are used to estimate for the 2023, 2024, 2025, 2026 and 2027 examination series schedules and quantities.**

### **SCOPE**

The purpose of this tender is to solicit Provision of Marking venues. The activity is mainly processes where examiners meet to discuss and agree on standards to be applied to candidates' work. During these activities, there is extensive use of question papers and candidates' scripts hence there should be security at all times. Strict security precautions should be taken at all times to ensure that the reliability, validity and credibility of examinations are maintained.

<b>Checklist Items</b>	
a)	Lockable rooms with air-conditioning or with ceiling fans
b)	Office room space for BEC officers
c)	Clean cold water for examiners three times a day
d)	Clean and functional ablution facilities and accessories
e)	Parking space for approximately 600 vehicles (including reserved spaces for 6 BEC vehicles).
f)	Suitable desks/tables and chairs for examiners (capacity of the room should allow for minimum distance of 1.25 m from centre of one desk to the next)
g)	Fenced/walled secure premises
h)	Full-time on-site security officers
i)	PSLE marking will not require any provision of meals.

The tender is divided into **TWO** activities, that is, standardization and marking for Primary School Leaving Examination (PSLE) **October/November** 2023 to 2027.

**PSLE STANDARDISATION**

SYLLABUS	NUMBER OF EXAMINERS/PER SONNEL	STANDARDISATION DATES	NO. OF ROOMS
<b>English Paper 2</b>	55	25 – 27 October, 2023	1 hall
<b>Setswana Paper 2</b>	55	25 – 27 October, 2023	1 hall
<b>Agriculture Paper 1</b>	55	25 – 27 October, 2023	1 hall

It is preferred that the examiners for each component use a hall during standardization sessions since they will be discussing questions and marking keys.

**PSLE MARKING**

This activity requires the use of the entire venue as follows:

SYLLABUS NAME/ACTIVITY	NUMBER OF EXAMINERS/PER SONNEL	MARKING DATES	NUMBER OF ROOMS
<b>Setswana</b>	400	30 Oct – 12 Nov	20
<b>English</b>	400	30 Oct – 12 Nov	20
<b>Agriculture</b>	400	30 Oct – 12 Nov	20
<b>Checkers</b>	140	6 Nov – 12 Nov	6
<b>BEC Office</b>	20	30 Oct – 12 Nov	1
<b>TOTAL</b>	<b>1220</b>		<b>67</b>

The tender may be awarded in parts or according to syllabus components. Bidders can bid for the whole or part of the tender as long as the following combinations are met:

BEC will give a contract to the bidder who is prepared to offer services for 2023 2024, 2025 2026 and 2027 series. Capability as determined by the evaluation criteria in the invitation to tender remains paramount to the final decisions of award or rejection. Botswana Examinations Council is **not** bound to accept the lowest or any bid or bear any expense in the preparation thereof.

**1. Project Costing:**

(Insert pricing model required – an example is given below for all the levels and the activities).

**NB: Should be included in the Financial Proposals only.**

**PSLE 2023**

Number	Activity	Cost per Room	12% VAT	TOTAL
1	Standardisation			
2	Marking			

**NOTE** that PSLE Marking needs to occupy the entire venue.

**PSLE 2024**

Number	Activity	Cost per Room	12% VAT	TOTAL
1	Standardisation			
2	Marking			

**PSLE 2025**

Number	Activity	Cost per Room	12% VAT	TOTAL
1	Standardisation			
2	Marking			

**NOTE** that PSLE Marking needs to occupy the entire venue.

**PSLE 2026**

Number	Activity	Cost per Room	12% VAT	TOTAL
1	Standardisation			
2	Marking			

**PSLE 2027**

Number	Activity	Cost per Room	12% VAT	TOTAL
1	Standardisation			
2	Marking			

*Provide the total cost including all expenses separate for each year for each form. Sufficient breakdown of each element should be indicated. An example is given above.*

**2 Specific Requirements for PSLE Marking and Guide to Costing**

ITEM	AMOUNT (P)
i) 60 standard classrooms with air-conditioning or with ceiling fans to cater for 1330 examining personnel (examiners, checkers and BEC officers).	
j) Office space for 10 BEC officers, 2 offices.	
k) Clean and cold drinking water for 1330 people daily	
l) Functional and clean ablution facilities to cater for 1330 people with appropriate toiletry	
m) Parking space for approximately 600 vehicles (including reserved space for 6 BEC vehicles).	
n) Suitable standard desks and tables for 1330 examining personnel	
o) Fenced premises with lockable marking rooms and functional windows. Marking rooms to accommodate a maximum of 30 examiners.	
p) Clean working environment with full-time cleaners on-site.	
q) Full-time on-site security officers to cover the whole premises on a 24-hour basis.	
Sub Total	
VAT @ 12 %	
<b>TOTAL AMOUNT</b>	

**NB:** This information should be provided in the Financial Proposal and not the technical proposal.

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

**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 this document 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
- All returnable documents
- Any relevant information

#### 3.1.1 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.

#### 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 wish to do so.

#### 1. 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-----**