



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF CORPORATE SERVICES**

**INVITATION TO TENDER**

**FOR**

**PROVISION OF CUSTOMS CLEARING AND FORWARDING SERVICES FOR BOTSWANA EXAMINATIONS COUNCIL (BEC) FOR THREE YEAR PERIOD OF 2022, 2023 AND 2024.**

**Tender No. BEC CS 011/21-22**

Available Date: From 17 January 2022

Closing Date: 18 February 2022 at 10.00 Hours

<b>PROCURING ORGANISATION</b>	<b>AGENT</b>
Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana	The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267 365 0700 Fax: +267 310 5400 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**

***Tender Ref No. BEC CS 011/21-22***

**Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024.**

- Bidders are invited for the Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024.
- The Procuring Organisation is Botswana Examinations Council (BEC) and this tender is reserved for **100% citizen owned companies in accordance with the statutory instrument No.23 of 28<sup>th</sup> February 2020.**
- Bidders must, in order to be considered for the award of the contract:
  - Be registered with PPADB under the Code 135: Customs Clearing, Forwarding and Shipping; Sub-Code 01: Customs Clearing, Forwarding and Shipping;  
Be in possession of a valid and appropriate Tax Clearance Certificate or an Exemption thereof;
- Tender documents will be available with effect from **17<sup>th</sup> January 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.

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BEC shall send the ITT document to bidders who provided proof of payment by end of day (16:30hrs) on 11<sup>th</sup> February 2021. 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 CS 011/21-22 Invitation to Tender for Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024.**

Bids must arrive not later than 10:00 am (local time) on **Friday 18<sup>th</sup> February 2022**. Bids received after the closing date and time will NOT be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will NOT be accepted.

Sealed bids should be delivered to the following address:

The Secretary, Tender Committee  
Botswana Examinations Council  
Plot 54862, KT Motsete Road, Gaborone.

NB. Non-compliance to the separation of the technical and financial bids and any appearance of technical figures in the technical bid shall be subject to outright disqualification. The same treatment will be given to bidder's responses that do not have the required number of envelopes for the technical and financial bids.

**Responses that do not have the required number of envelopes will be disqualified. 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.**

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

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- Queries 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.

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

Fax: (+267) 393 3872

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

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Bids must arrive no later than 10:00 am (local time) on Friday 18<sup>th</sup> February 2022. The tenders will be opened in the presence of bidders wishing to attend immediately after closing in BEC premises. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.

The proposal **must** be made in English and Botswana Laws will apply to this tender and subsequently the contract.

**Important Dates:**

Tender Available : From 17<sup>th</sup> January 2022

Tender Closing Date: 18<sup>th</sup> February 2022

Botswana Examinations Council is not bound to accept the lowest or any bid, or bear any expense in the preparation thereof. The BEC also reserves the right to award the tender in full or in parts. The bids response must be structured in the format specified in this tender document.

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Tender Committee Secretary  
For / Botswana Examinations Council

Botswana Examinations  
Council

**TENDER  
TENDERING PROCEDURES**

**TENDER DATA  
VOLUME 1**

**TENDER NO. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024.**

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 tenders are required to submit the following:

- 1 Original and 4 copies and CDs/DVDs for both technical and financial proposals;
- Proof of payment of the tender fee of P250.00 (or P125.00 for Youth Companies);
- PPADB Registration Certificate under Code 135: Customs Clearing, Forwarding and Shipping; Sub-Code 01: Customs Clearing, Forwarding and Shipping 01 (Verification will be done on-line);

- A valid and appropriate Tax Clearance Certificate (Provide Certificate Number and Pin/Tin for on-line verification);
- Submission of a valid Customs Clearing License from BURS;
- Completed Declaration Form for Tendering Purposes;
- Submission of Company Extract accompanied by Confirmation of Shareholders and Directors as well as their Identity Documents;
  - 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 made in English and the Laws of Botswana shall apply in this tender and subsequently the contract.

- 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, withholding Tax or any other taxes in accordance with the tax laws of Botswana.

The tender validity period shall be at least 120 days from the closing date of the tender.

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

- 1.5 Tender No. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024.

Tender Secretary  
Botswana Examinations Council  
Plot 54862, 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, four (4) copies and a re-writable CDs/DVDs of each of the Technical and Financial Bids shall be placed in a separate and sealed envelope clearly marked Technical Bid – Tender No. BEC CS 011/21-22: Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024 and shall bear submission address.

**Re-writable CDs/DVDs should be separate for the Technical and Financial proposals. 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, 18<sup>th</sup> February 2022**, the outer envelope should have the original, four (4) copies and 2 CDs / DVDs of the Technical and Financial bids respectively. These shall be placed in a sealed larger envelope clearly marked;

Tender No. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024.

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. Telephonic, Telegraphic, Telex, 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 open to 100% Citizen Owned companies only.

1.7 The closing time for submission of tender offers is:

10:00hrs on Friday 18<sup>th</sup> February 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 hrs on Friday 18<sup>th</sup> February 2022.  
Location: Botswana Examinations Council  
Plot 54862, KT Motsete Road, Gaborone.

- 1.11 The procedure for evaluation of the responsive tender offers is the quality and cost based selection method.

### **The Evaluation Process**

Tender Evaluation Committee (TEC) will be constituted by the Project Sponsor 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 1.13.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.14.
- 3 The technical bids of only the short listed bidders after Stage 2 of the evaluation process will be opened and evaluated as stated in Stage 3 of the evaluation process in 1.15.
- 4 The project will be provisionally awarded to the Bidder with highest combined score of Stage 2, and Stage 3 of the evaluation process subject to successful negotiation of the contract as in 1.16.

The maximum scores allocated to Stage 2:Technical and Stage 3:Financial are as follows:

Stage 2 : 80

Stage 3 : 20

- 5 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.

### **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.



### 1.13 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 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) Submission of a valid PPADB Registration Certificate under Code 135: Customs Clearing, Forwarding and Shipping; Sub-Code 01: Customs Clearing, Forwarding and Shipping (Verification will be done on-line);
- b) Submission of a Valid Tax Clearance Certificate from BURS; (Provide Certificate Number and Pin/Tin No. for on-line verification);
- c) Submission of a valid Customs Clearing License from BURS;
- d) Submission of completed Form of Declaration For Tendering Purposes;
- e) 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.
- f) Completed and Signed Form of Authority of Signatory;
- g) Completed and Signed Form of Offer and Acceptance **(to be submitted in the Financial Proposal)**

Should a bidder fail to submit items a) to f) on the first instance, they will be requested to resubmit the missing item(s) through email and they will be given a minimum of 2 days or a maximum of 5 days to submit. Should the bidder fail to submit within the required time, they will be disqualified from further evaluation.

**Failure to submit the Completed and Signed Form of Offer and Acceptance, (g) above, in the Financial Proposal, will lead to outright disqualification, where the financial proposal will be rejected without being evaluated.**

### 1.14 Evaluation of bids at Stage 2

The following table shows the criteria which will be used for evaluation. In the case of a consortium or partnership or sub-contracting or any form of collaboration, the bids will be evaluated on the combined strength of the constituent companies involved. NB: Consortium or joint venture or partnership or sub-contracting or any form of collaboration shall be accepted from only 100% citizen owned companies.

No	Criteria	Description	Marks
1	Capability of the Entity or Organisation	<ul style="list-style-type: none"> <li>At Least Three (3) Years past relevant experience in Customs Clearing Services (15 Marks)</li> </ul> <p>Submission of at least 3 traceable references indicating experience in Customs Clearing Services.</p> <p>3 or more reference letters (15 marks )</p> <p>2 reference letters (10 marks)</p> <p>1 reference letter (5 marks)</p> <p>0 reference letter ( 0 marks)</p>	15
2	Capability and Experience of the Proposed Team	<ul style="list-style-type: none"> <li>Bidder must have a proposed team of at least three (3) qualified team members with Bachelor's Degree/Diploma in the relevant field.</li> </ul> <p>Submission of at least 3 relevant Bachelor's Degree/Diploma certified certificates.</p> <p>3 qualified members, – 10 marks</p> <p>2 qualified members, – 5 marks.</p> <p>1 qualified member– 3 marks.</p> <p>0 Qualified members-(0 marks)</p>	10

3	Solution and Methodology	<ul style="list-style-type: none"> <li>• Is the proposed solution addressing the requirements of BEC (20 marks).</li> <li>• Is the proposed implementation of the methodology suitable and in accordance with the Scope and Terms of reference (15 marks).</li> <li>• How well does the methodology to be applied ensure quality and timely delivery of requirements (10 marks)</li> </ul>	45
	Total		70

The cut off for progression to Stage 3 is a minimum score of 49 i.e. 70%, and bidders who score 49 and above will have their financial proposal opened and evaluated.

Bidders should respond to the above requirements in full to guide evaluators in allocating marks

### 1.15 Financial Evaluation Bids – Stage 3

Only technically compliant bids that score a minimum of 49 points (70%) or above shall undergo cost evaluation.

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.

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

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

The qualifying bids will be evaluated based on the following factors:

The following formula will be used to rate the quoted prices:

$$FS = 30 \times LP / P$$

Where:

*FS* = financial score of a given bidder

*LP* = lowest price

*P* = the price quoted by the bidder

The lowest financial bid (*LP*) will be given a financial score (*FS*) of 30 points. The financial scores (*FS*) of the other financial bids will be computed using the formula above.

### 1.16 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.

#### TENDER ACCEPTANCE

Notwithstanding anything contained in any of these tender documents, The Botswana Examinations Council is not bound to accept the lowest or any tender, nor incur any expense in the preparation thereof. Selection of suppliers will not solely base on the lowest price. There are other factors to be considered e.g. quality, lead-time and acceptance of technical information etc. The Botswana Examinations Council reserves the right not to accept the lowest or any tender.

The Botswana Examinations council also reserves the right to award the tender in full or in parts to different bidders.

**Botswana Examinations  
Council**

**TENDER  
RETURNABLE DOCUMENTS**

**LIST OF RETURNABLE  
DOCUMENTS  
Volume 2**

**Tender NO. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024.**

The tenderer must complete the following returnable documents:

**1. Returnable Documents required for tender evaluation purposes**

- Certificate for Authority of Signatory
- Record of Addenda to tender documents
- Detailed Response to all other Requirements specified in the CONTRACT PART 3
  
- Quality plan
- Response Form
- Experience of the bidder
- Risk management plan
  
- All certified copies of documents and conditions specified in(1.3)
- Form of declaration for Tendering Purposes

## **2. Other Documents required for tender evaluation purposes**

- PPADB Registration Certificate under Code 135: Customs Clearing, Forwarding and Shipping; Sub-Code 01: Customs Clearing, Forwarding and Shipping (Verification will be done online)
- Copy of Tax Clearance Certificate from BURS(Provide Certificate and Pin/Tin No. for online verification);
- Company Extract from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and directors, accompanied by identity Documents of both Directors and Shareholders
- Valid Customs Clearing License from BURS

## **3. Returnable Documents that will be incorporated into the contract**

- Quality plan
- Curricula vitae of key personnel
- Detailed Response to all other Requirements specified in the CONTRACT PART 3
- Management plan
- Form of offer & Acceptance
- Response Form
- Form of Declaration For Tendering Purposes

Parts of each tender offer communicated on paper shall be submitted as an original, plus four (4) duplicate copies and 2 re-writable CDs/DVDs; one containing the technical proposal and the other one containing the financial proposal. Each copy must contain the following **RESPONSE FORM**.

<b>Bidder's Name</b>	
<b>Company Registration Number</b>	
<b>Vat Number ( if applicable)</b>	
<b>Country of Registration</b>	
<b>Year of Establishment</b>	
<b>Physical Address</b>	
<b>Postal Address (if different)</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Fax Number</b>	
<b>Email and URL</b>	
<b>Contact Address in Botswana (If applicable)</b>	
<b>Project Title</b>	
<b>Tender No.</b>	
<b>Designated Authorised Representative for this Project</b>	<b>Name:</b> <b>Position:</b> <b>Qualifications:</b> <b>Tel:</b> <b>Fax:</b> <b>Email:</b>
<b>Project Referees</b> (see <b>CONTRACT PART 3, Scope of Work, 8.1.5</b> )	<b>1</b> <b>2</b>
<b>Signed:</b> <b>Bidder's Authorised Representative</b>	



Botswana Examinations  
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<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY</b>
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**Tender NO. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024**

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 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. \_\_\_\_\_  
2. \_\_\_\_\_

\_\_\_\_\_ Chairman

\_\_\_\_\_ 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. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
Signature: Sole owner

\_\_\_\_\_  
Date

Botswana Examinations  
Council

**TENDER**  
**RETURNABLE DOCUMENTS**

**TENDER SCHEDULES**  
**RECORD OF ADDENDA TO**  
**TENDER DOCUMENTS**

**Tender NO. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024.**

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:

	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

**Botswana Examinations  
Council**

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES QUALITY PLAN</b>
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**Tender NO. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024**

**Note to bidders**

Please provide details of your quality plan here. Please describe the management arrangements for the work in this contract. You are requested to include

1. An organization chart showing onsite and off-site management personnel
2. Details of the location (and functions) of offices from which 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  
CURRICULUM VITAE OF KEY  
PERSONNEL**

**Name:**

**Date of Birth:**

**Profession:**

**Nationality:**

**Current Position:**

**Years with the firm:**

**Qualification and Experience:**

**Education:**

**Professional Membership**

**Experience Record**

**Languages:**

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

\_\_\_\_\_ **Date:** \_\_\_\_\_  
[Signature of authorized representative of the Tenderer]

Botswana Examinations  
Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES EXPERIENCE OF BIDDER</b>
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**Tender NO. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024**

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

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Signed

Date

Name

Position

*Tenderer*

**Botswana Examinations  
Council**

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES MANAGEMENT PLAN</b>
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**Tender NO. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024**

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

1. An organisation chart showing 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 contract.

**Summary of items attached to this schedule:**

Attach additional pages as required.



Signed	Date
-----	-----
Name	Position
-----	-----
<i>Tenderer</i>	
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Republic of Botswana	<b>TENDER RETURNABLE DOCUMENT</b>	DECLARATION FORM FOR TENDERING PURPOSES
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**Tender NO. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024**

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

**PART A**

I, \_\_\_\_\_ (full name), in my capacity as..... (state position in Entity)

hereby declare that on my behalf, and on behalf of the owners, partners / directors/ shareholders /administrators and/or Other (Please specify) .....

of: ..... (name of Entity )

of: .....  
..... (Postal/physical address)

that, in connection with the enclosed tender,

All information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the Entity and/or its Representatives. I state that the (State Name of Entity) ..... and/or its representatives confirm that they have not, through other entities, participated in the same tender and offer the same products in response to the same items.

NOTE THAT: In the case of competing franchises, the franchises may bid for the same item but with different products. Item means the commodity required by the procuring entity indicated in the ITT. Product means the commodity offered by the bidder.

I declare and confirm that the Entity and/or its Representatives have in fact not participated in the same tender and offered the same products in response to the same items, through any other registered company or other entity. I hereby provide a current list of Directors/ Administrators/ Partners/ Members and/or Shareholders for the Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body and/or other (Please specify).....

	<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				

	SHAREHOLDERS NAME	NATIONALITY	PERCENTAGE OF SHAREHOLDING
1			
2			
3			
4			
5			
6			
7			

**If more if 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:

**LOCAL PROCUREMENT REGISTRATION CERTIFICATE**

**Tender NO. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024**

**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.



Botswana Examinations Council

**CONTRACT**

Volume 3

**Tender NO. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024**

**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 CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024**

**Offer**

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

**Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024**

The tenderer, 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 tenderer offers to perform all of the obligations and liabilities of the Contractor (or the Consultant or the Supplier as the case may be) under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The total of the amount tendered is \_\_\_\_\_  
 \_\_\_\_\_ Pula, (in words); P \_\_\_\_\_  
 (in figures). (Not applicable for rate only contracts)

This Offer, of which the tenderer 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 tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer becomes the party named as the Contractor, (or the Consultant, Professional Service Provider, Service Provider or the Supplier as the case may be) in the Conditions of Contract identified in the Contract Data.

**For the tenderer:**

Signature(s)

Name(s)

Capacity

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## Acceptance

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the Procuring Organisation accepts the tenderer'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 tenderer's Offer shall form an Agreement between the Procuring Organisation and the tenderer 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 tenderer 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 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 tenderer receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the tenderer (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

Botswana Examinations  
Council

**CONTRACT PART 2  
PRICING DATA**

**PRICING INSTRUCTIONS**

**Tender NO. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024**

***NB: TO BE INCLUDED IN THE FINANCIAL PROPOSAL ONLY***

Bidders should provide costing for each of the main phases of the project 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.

**NB only deliverables should be included in the technical bid but not financials, Financials should be separated from the technical bids.**

**Summary pricing schedule**

The quoted prices should be inclusive of 14% VAT and any other relevant taxes.

**NB: THE PRICES SHOULD BE INCLUDED IN THE FINANCIAL PROPOSAL ONLY AND NOT APPEAR ANYWHERE IN THE TECHNICAL PROPOSAL**

**YEAR 1 RATES**

CUSTOMS CLEARING ACTIVITY	QUANTITY	RATE IN PULA (VAT INCLUSIVE)
Documentation Charge	1	
Agency/Clearance Charge	1	
Goods Handling Fee (per KG)	1	
Forklift Hire Charge (per hour)	1	
<b>TOTAL</b>		

**YEAR 2 RATES**

CUSTOMS CLEARING ACTIVITY	QUANTITY	RATE IN PULA (VAT INCLUSIVE)
Documentation Charge	1	
Agency/Clearance Charge	1	
Goods Handling Fee (per KG)	1	
Forklift Hire Charge (per hour)	1	
<b>TOTAL</b>		

--	--

**YEAR 3 RATES**

CUSTOMS CLEARING ACTIVITY	QUANTITY	RATE IN PULA (VAT INCLUSIVE)
Documentation Charge	1	
Agency/Clearance Charge	1	
Goods Handling Fee (per KG)	1	
Forklift Hire Charge (per hour)	1	
<b>TOTAL</b>		

**TOTAL FOR THREE (3) YEARS P.....**

**NB: BEC does not own a Forklift and expect the winning bidder to provide it for offloading of the consignment from the trucks to the BEC Warehouse.**

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

**Botswana Examinations  
Council**

**CONTRACT PART 3  
SCOPE OF WORK**

**SCOPE OF WORK:  
SERVICES CONTRACT**

**Tender NO. BEC CS 011/21-22 Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC) for Three Year Period of 2022, 2023 and 2024**

**1. Purchaser's objectives**

The purpose of this Invitation to Tender is to fairly, transparently and objectively solicit services for Provision of Customs Clearing and Forwarding Services for Botswana Examinations Council (BEC). The successful Bidder will be involved in a relationship with BEC for a maximum period of three years on a contract basis, which may be terminated on the basis of the bidder's unsatisfactory performance and quality of service.

**2. Background and proposed assignment**

Botswana Examinations Council (BEC) was established through an Act of Parliament No. 11 of 2002 (Amended 28.08. 2019) to the Botswana Examinations Council Act, Cap 58.03, as a semi-autonomous body, governed by a Council with its primary mandate being to execute the examination of the national curriculum for the Ministry of Basic Education. BEC's key business activity is the development, administration, accreditation and certification of school examinations in the primary and secondary education sub-sectors.

**3. Specific objectives**

- a) The service provider notifies BEC of any anticipated goods to be cleared;
- b) The service provider checks to ensure that all documents necessary for clearance have been received;
- c) The service provider contact BEC if some clearance documents are missing;
- d) The service provider notify BEC of any payment to be made to Customs Authorities (such as Botswana Unified Revenue Service (BURS) as early as possible;
- e) The service provider tracks and follows the goods and updates BEC of the progress on the delivery;
- f) In respect of shipments, the service provider shall immediately notify BEC's Procurement Office by e-mail of any condition that could affect the estimated time of arrival at delivery address;
- g) The service provider should have delivery vehicles, bonded warehouse and handling equipment including a forklift.

**Quality: Quality check list**

- Quick response time;

- Capacity and readiness;
- Good record keeping;
- Secure goods handling;
- Tracking of consignments and giving feedback to BEC.

#### **4. Format and Content of Responses**

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

##### **6.1 Bid**

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile
- Proposed Methodology and Solution
- Proposed Project Team
- Details of References
- Quality Assurance
- All returnable documents
- Any relevant information

##### **6.1.1 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.

##### **6.1.5 Appendices**

Documents which cannot be incorporated in the body of 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.

##### **6.1.6 Key Personnel**

Bidders are required to provide detailed Curriculum Vitae of each member of the proposed project team.



Bidders should provide detailed information according to the guidelines given below using the format given on the ITT, and not in a format of their choice. Non-compliance in this respect may have a negative impact on the evaluation of the bid.

Bidders are required to provide the following information about each member of the proposed project teams:

- 1 Name and date of birth;
- 2 Nationality and Identification Number (Omang for Botswana citizens or Passport Number for others);
- 3 Qualifications;
- 4 Formal Educational Qualifications (Type, Institution, Month and Year, Grade/Class/Division);
- 5 Professional Qualification (Type, institution, Month and Year, Grade/Class/Division);
- 6 Details of Experience in reverse chronological order (name of the organization, period of employment, detailed description of experience, post(s) held, roles played in specified projects);
- 7 Previous assignments similar to this project;
- 8 Details of other skills and competencies.

#### **6.1.7 Quality plans and control**

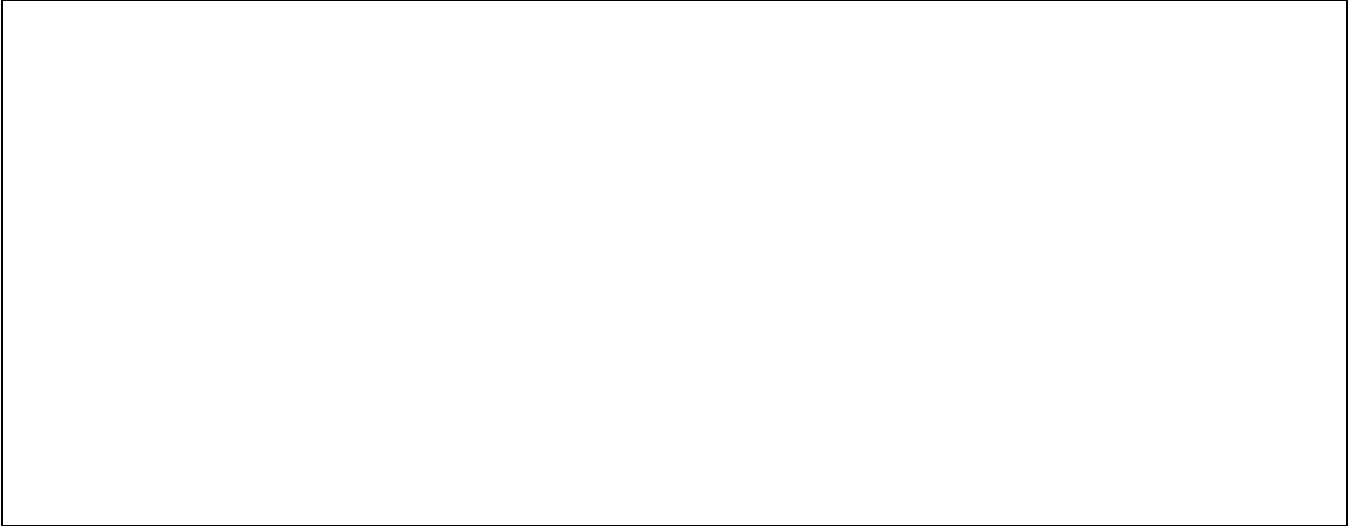
Bidders are required to outline their Quality Management and Quality Assurance methodologies and how they would be implemented in relation to the project. The following areas should be covered in this section:

How the work is going to be completed within the project cost and on time.

How quality management is to be ensured during the project.

How contract performance guarantees are to be monitored.

What problems may occur in conducting the work, and how such problems can best be avoided.



END OF DOCUMENT