



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF CORPORATE SERVICES**

**INVITATION TO TENDER**

**FOR**

**PROVISION OF EXTERNAL AUDIT SERVICES**

**Tender No BEC CS 015/11-12**

***Date: 16th December 2011***

<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: +2673650 700 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 No BEC CS 015/11-12****Provision of External Audit Services**

- Tender offers are invited for the provision of external audit services for Botswana Examinations Council.
- The Procuring Organisation is Botswana Examinations Council.
- Bidders must, in order to be considered for the award of the contract, produce a Tax Clearance Certificate from Botswana Unified Revenue Services (BURS)..
- Tender documents will be available with effect from **16th December 2011** and can be obtained from the Procurement Office of the Botswana Examinations Council at the following addresses:

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Tel: (+267) 365 0700

Fax: (+267) 316 4413, 316 4203, 318 5011

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

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.

Bids must be submitted using the Two Envelope system. **One original and five copies** of the bids must be submitted in two separate envelopes, one containing the Technical Bid, and the other containing the Financial Bid and both envelopes accordingly labelled with the tender number and title. The two envelopes should be sealed and placed in a third outer and larger envelope. This envelope should be sealed and labelled as follows:

**Tender No BEC CS 015/11-12 – Provision of External Audit Services**

Sealed bids should be delivered to the following address:

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

- A non-refundable deposit of BWP500.00 is payable in cash on collection of the tender documents.
- Queries and questions relating to the issue of these documents will be accepted up to five working days before the 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.

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Fax: (+267) 316 4413, 316 4203, 318 5011  
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 **3rd February 2012**. The tenders will be opened in the presence of bidders wishing to attend. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.
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Botswana Examinations Council is not bound to accept the lowest or any bid, or bear any expense in the preparation thereof.

The Secretary  
Tender Committee  
Botswana Examinations Council

Botswana Examinations Council

**TENDER  
TENDERING PROCEDURES**

TENDER DATA

## PROVISION OF EXTERNAL AUDIT SERVICES

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**

List of returnable documents  
Form of Offer & Acceptance  
Contract Data  
Pricing Data  
Tender Schedules

**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. A copy of a valid Tax Clearance Certificate or Exception thereof, certified by the Botswana Unified Revenue Services (BURS)
2. A copy of a practicing certificate
3. Copy of share certificate
4. A copy of certificate of Incorporation or its equivalent
5. Any other relevant documents.

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 audit services as stated under Scope of Work. Bidders should note that the total cost of the audit services 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 be VAT inclusive where applicable.

The validity period for the quoted prices must be at least 180 days from the closing date of the tender.

In addition to the pricing schedules specified in CONTRACT PART 2, Pricing Schedules, the bidders must provide a detailed breakdown of the major cost components in a format of their choice.

- 1.5 Parts of each tender offer communicated on paper shall be submitted as an original, plus five (5) duplicate copies. Each copy must contain the following **RESPONSE FORM**.

<b>Bidder's Name</b>	
<b>Entity 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 Audit</b>	<b>Name:</b> <b>Position:</b> <b>Qualifications:</b> <b>Tel:</b> <b>Fax:</b> <b>Email:</b>
<b>Audit Referees</b> (see <b>CONTRACT PART 3, Scope of Work, 8.1.5</b> )	<b>1</b> <b>2</b> <b>3</b>
<b>Signed:</b>  <b>Bidder's Authorised Representative</b>	

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

**Tender No BEC CS 015/11-12 – Provision of External Audit Services**

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

- 1.7 A two-envelope procedure will be followed.

Bids should be submitted according to the Instructions to Bidders. Important points are repeated as follows:

- The financial bid will only be examined if the respondent's Technical bid meets the requirements of BEC.
- The technical bid should not include any figures relating to cost but must include a statement stipulating the validity period of the tender bid.
- 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 originals of the Technical Bid and the Financial 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.

**The original and FIVE copies of the technical bid shall be placed in a sealed envelope clearly marked Technical Bid – Tender No BEC CS 015/11-12 – Provision of External Audit Services**

**The original and FIVE copies of the financial bid shall be placed in a sealed envelope clearly marked Financial Bid - Tender No BEC CS 015/11-12 – Provision of External Audit Services. Do not open with the Technical Bid.**

**Both envelopes shall be placed into an outer envelope and sealed. The outer envelope shall be labelled Tender Number BEC CS 015/11-12 - Provision of External Audit Services**

- and shall bear the submission address.
- Bids must arrive no later than 10:00 am (local time) on **3rd February 2012**. The outer envelope will be opened immediately, and bidders may be present if they wish. Bids submitted 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 bidders 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. The financial bids of those that do not meet the technical requirements will be sent back to the respondents unopened and sealed in their original envelopes.

- 1.8 The closing time for submission of tender offers is:

**10.00 hrs on 3rd February 2012.**

1.9 Telephonic, telegraphic, telex, email or facsimile tender offers will **not** be accepted.

1.10 The tender validity period is at least 180 days from the closing date of the tender.

1.11 The time and location for opening of the tender offers is:

**Time 10:15 am on 3rd February 2012.**

Location: Botswana Examinations Council  
 Plot 54864  
 KT Motsete Road  
 Gaborone.

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

**The Evaluation Process**

A 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 financial bids of only the short listed bidders after Stage 2 of the evaluation process will be evaluated as stated in Stage 4 of the evaluation process. (See 1.16)
- 4 The audit will be provisionally awarded to the Bidder with highest combined score of Stage 2, Stage 3 and Stage 4 of the evaluation process subject to successful negotiation of the contract as in 1.17.

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

	Score	Weight
Stage 2	: 100	70%
Stage 3	: 100	30%

6 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the audit.

**Notes**

- All important information required for the audit 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 Stage1.

- Non Payment of BWP500.00

- Failure to produce a copy of a valid Tax Clearance Certificate for Botswana Registered Companies or exemption certificate thereof from BURS.
- Failure to separate the technical from the financial bid, ie in two separate bids (two envelopes)
- Guilty of any Malpractice
- Failure to produce a copy of a practicing certificate
- Failure to produce Indemnity Insurance.

Malpractice is defined as corrupt or fraudulent practices as stated below:

- “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection or procurement process, or in contract execution; and
- “fraudulent practice” means a misrepresentation of facts in order to influence a selection or procurement process, or the execution of a contract to the detriment of the Client, and includes collusive practices amongst bidder (prior to or after bid submission) designed to establish bid prices at artificial and non-competitive levels and to deprive the Client of the benefits of free and open competition.

#### 1.14 Technical Stage 2

The following table shows the criteria which will be used. The criteria will be rated on a weighted scale as shown in the table below. In the case of a consortium or joint venture, the bids will be evaluated on the combined strength of the constituent companies involved.

No	Criteria	Description	Score
1	Capability of the entity, consortium or joint venture	<ul style="list-style-type: none"> <li>• Relevant manpower profile</li> <li>• Experience in the provision of External Audit Services</li> <li>• Financial capability of the entity, consortium or joint venture</li> <li>• Audits Successfully completed</li> </ul>	20
2	Capability of the proposed Audit Team	<ul style="list-style-type: none"> <li>• Composition of the team – Relevant Knowledge &amp; Skills</li> <li>• Qualification and experience of team members and technical support and advice on improvements of Financial Statements.</li> </ul>	20
3	Solution and Methodology	<ul style="list-style-type: none"> <li>• Understanding of the requirements</li> <li>• Methodology to be applied by the audit team to ensure quality and timely delivery of the requirements</li> <li>• Proposed contents of Kick off meeting with BEC, that is, meeting to discuss project flow for Audit</li> <li>• Proposed contents of De-briefing Meeting with BEC at which stage the Management Letter will be presented.</li> <li>• Planned after support.</li> </ul>	50
4	Document Presentation	<ul style="list-style-type: none"> <li>• Presentation of the technical bids, i.e., information is easily accessible.</li> </ul>	10

<b>Maximum Score for Stage 2</b>	<b>100</b>
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The cut off for progression to Stage 3 is a minimum score of 75.

**1.15 Evaluation of Financial Bids – Stage 3**

The financial bids of the bidders from Stage 2 will be opened at this stage.

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

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

$$FS = 100 \times LP / P$$

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 100 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) and within budget from stages 2 and 3 will be recommended for the award to BEC Tender Committee subject to an agreed contract. If the contract negotiations fail, then the next preferred bidder will be engaged for contract negotiations and recommended for the award.

Botswana Examinations Council	<b>SCOPE OF WORK</b>	<b>SCOPE OF WORK: SUPPLIES CONTRACT</b>
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### **PURCHASER'S OBJECTIVES**

The purpose of this Invitation to Tender is to invite potential bidders for the provision of external audit services to the Botswana Examinations Council.

### **1. BACKGROUND AND PROPOSED ASSIGNMENT**

The Botswana Examinations Council is a semi-autonomous body created by the Botswana Examinations Council Act NO 11 of 2002. Botswana Examinations Council is a Parastatal organisation under the Ministry of Education, Skills and Development. BEC took over the mandate of examinations from Examinations, Research and Testing Division (ERTD) of the Ministry of Education, Skill and Development from June 1, 2007. The mandate of BEC is to conduct school examinations and any other examinations for the Ministry of Education, Skill and Development, to award certificates in respect of the examinations it operates and to accredit external school qualifications.

### **2. OBJECTIVES AND SCOPE OF THE ASSIGNMENT**

Below are a list of expectations from the completion of the exercise :

The audit firm will be expected, inter alia, to:

- Audit the financial statements of Botswana Examinations Council (BEC) for a contract period of three (3) years.
- BEC may request the External Auditor to rotate key personnel during the period of serving term of office if BEC is not satisfied with the performance of a senior person from the external audit firm
- Provide a detailed management letter citing areas of improvement
- Provide an audit opinion

### **3. SPECIFIC OBJECTIVES**

1. To report on the reliability and integrity of financial statements
2. To render an independent professional opinion on the financial statements and their

compliance with IFRS's to the extent that is required by the International Auditing Standards or generally accepted auditing .

3. To add credibility to the Financial Statements of management by scrutinising the internal controls of Botswana Examinations Council.
4. To objectively evaluate the Financial Statements of Botswana Examinations Council and provide professional advice.
5. Provide a detailed management letter citing areas for improvement.
6. Present audited financial statements to BEC management as well as Council by 30<sup>th</sup> June following the end of the financial year.
7. To finish the exercise within the stipulated timelines so as to give Council enough time to report to the Ministry in accordance with the requirements of the Act.

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>LIST OF RETURNABLE DOCUMENTS</b>
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**Annexure 1 List of returnable documents**

The bidder must complete the following returnable documents:

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

- Certificate for authority of signatory
- Record of addenda to tender documents
- Detailed Response to all other Requirements specified in the Tender returnable documents
- Curriculum Vitae of Key Personnel
- Experience of tenderer
- Management plan

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

- Copy of a Tax Clearance Certificate for Botswana Registered Companies or exemption certificate thereof from BURS.
- Statement of Commitment regarding the deployment of Personnel in Core Functional Areas.
- A practicing certificate

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

- Quality plan
- Curriculum vitae of key personnel
- Detailed Response to all other Requirements specified in the Tender returnable documents.
- Management plan

**4. Other returnable documents that will be incorporated into the contract**

- Offer of Acceptance
- Statement of Commitment regarding the deployment of Personnel in Core Functional Areas
- Implementation Plan

Botswana Examinations Council

**TENDER  
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES  
CERTIFICATE OF AUTHORITY  
OF SIGNATORY**

**Annexure 2 Certificate of Authority**

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 \_\_\_\_\_  
 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 entity.

As witnesses:-

1. \_\_\_\_\_ Chairperson  
 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 entity \_\_\_\_\_, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract \_\_\_\_\_ and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

Furthermore we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY
<i>Lead partner</i>		

**D. Certificate for sole proprietor.**

I, \_\_\_\_\_, hereby confirm that I am the sole owner of the business trading as \_\_\_\_\_.

As witnesses:-

1. \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

Botswana Examinations Council

**TENDER  
RETURNABLE DOCUMENTS**

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

**Annexure 3 Records of Addenda**

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.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

Botswana Examinations Council

**TENDER  
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES  
QUALITY PLAN**

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**Annexure 4 Quality Plan**

**Note to bidders:** Please provide details of your quality plan here. Alternatively, you may attach a copy of your quality plan.

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES CURRICULUM VITAE OF KEY PERSONNEL</b>
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**Annexure 5 Curriculum Vitae of key personnel**

Name	
Date of Birth	
Nationality and ID number	
Designation	
Number of years in current post	
Address	
E mail	
Telephone, Fax	

**Education** (Latest first and from Post Secondary Education)

Degree/ Diploma/ Certificate	Year of graduation	Name of Institution	Main area of study	Class/Division

**Professional qualification**

ACCA/CPA/CIMA Certificate	Year of graduation	Name of Institution	Main area of study	Class/Division

**Experience**

Total relevant experience in years \_\_\_\_\_

Details of Experience (Latest first)

Entity Name	Designation /Position	Brief job description	Duration in years/months

**Major Audit Assignments Completed**

Use the following format to provide details of audits undertaken.

Entity Name	
Employment Period	From : To :
Position Held	
Audit Assignment Title and Description	
Audit Assignment Duration Number of Team Members	
Role in the Audit Assignment	

**References (At least two)**

Referee Name	Designation and Entity	Postal Address	Fax number	Telephone Number

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES EXPERIENCE OF BIDDER</b>
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**Annexure 6 Audit References (Audited Clients)**

Details of at least three references .

Audit Assignment Name/Title	
Client Entity	
Audit Assignment value (specify currency)	
Nature and Scope of the Assignment	
Duration and Year Finished	
Any Major Achievement during the Assignment	
Physical Address of the Client	
Postal Address of the Client	
Client Telephone Number	
Client Fax Number	
Email and URL	
Clients Principal Representative	Name: Position: Tel: Fax: Email:
Key Personnel involved and their role in the audit assignment	1. Name and Role 2. Name and Role 3. Name and Role

Signed

Date

Name

Position

*Tenderer*

Botswana Examinations Council

**TENDER  
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES  
MANAGEMENT PLAN**

**Annexure 7 Management Plan**

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

1. An organisation chart showing onsite 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 audit assignment.

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

Attach additional pages as required.

Signed

Date

Name

Position

*Tenderer*

**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 in addition to the following.

**6.1 Bid**

Bids must include the following items preferably in this order:

Response Form and supporting documents

Entity Profile

Management Summary

Proposed Methodology and Solution

Proposed Audit Team – (Any changes to the proposed audit team must approved by the client)

Details of References

Quality Assurance

**6.1.1 Entity Profile**

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

Bidders should also provide an overview of the entity structure including any subsidiary companies, holding companies and financial backers. A description of the history of the entity, including growth and number of staff, should be provided. Information relating to turnover and profits should also be provided for the last three financial years, preferable in the following format:

	2007-08	2008-09	2009-10
Annual turn over			
Annual net profit			

If the bid is from a consortium, joint venture, partnership or subcontracting, the information should be included for each of the companies to be involved in the audit

**6.1.2 Management Summary**

The Management Summary should contain summaries of

- (a) approach and methodology,
- (b) the proposed solution,

**6.1.3 Proposed Methodology and Solution**

Bidders should provide a detailed description of the proposed methodology and solution. The description should address the following aspects of the proposal:

- (a) **Proposed Solution**
  - Scope, approach and methodology
  - Benefits of proposed solution
  - Delivery strategy and milestones
- (b) **Audit Management**
  - Audit structure
  - Audit reporting

- Audit plan
  - Quality management approach
- (c) **Deliverables (see specific objectives under scope of work)**
- (d) **Bidder's Requirements**
- Supplier's requirements for the commencement of work.

**6.1.4 Proposed Audit Team Personnel**

The bidder must provide information on the personnel who will be engaged in this audit assignment. A detailed C.V. of each consultant must contain the information as stated in accordance with the format given in Returnable Documents.

**Any changes to the proposed team MUST be approved by the client.**

**6.1.5 Reference Audit Assignment Details**

The bidder is required to provide at least three references relating to work of a similar nature and comparable in size to this audit. Each reference should include the following information as a minimum:

Audit Assignment Name

Audit Assignment Value (specify currency)

Length of assignment and whether contractual completion date was met

Name, address and other relevant particulars of the client

Name, position and contact details of the client principal contact

Nature and scope of the assignment

Personnel involved in the assignment and their roles.

**6.1.6 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.

**Key Personnel**

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

Bidders should provide detailed information according to the guidelines given below using the format given in Annexure 5, 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 audit teams:

- 1 Name and date of birth;
- 2 Nationality and Identification Number (Oman 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 audits);
- 7 Previous assignments similar to this assignment;
- 8 Details of other skills and competencies.

**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 audit assignment. The following areas should be covered in this section:

How the work is going to be completed to the required standard, within the audit assignment cost and on time.

How quality management is to be ensured during the assignment.

How contract performance guarantees are to be monitored.

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

## PROVISION OF EXTERNAL AUDIT SERVICES

Botswana Examinations Council

**CONTRACT**

## 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**

**Offer**

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

**EXTERNAL AUDIT SERVICES**

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, Service Provider or the Supplier as the case may be) in the Conditions of Contract identified in the Contract Data.

**For the bidder:**

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 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

Botswana Examinations Council

**CONTRACT PART 2  
PRICING DATA****PRICING INSTRUCTIONS**

Bidders should provide costing for each of the main phases of the audit 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**

<b>Fees</b>	<b>Proposed Scope of Audit and Areas of Focus</b>	<b>Number of personnel</b>	<b>Rate per Hour</b>	<b>Total Hrs</b>	<b>Total Cost (BWP)</b>
Partner					
Manager					
Supervisor					
Audit Senior					
Audit Assistants					
Other costs can be listed below.					
	<b>Total</b>				
	<b>VAT @ 12%</b>				
	<b>Sub Total</b>				
	<b>Grand Total</b>				
	<b>Level of fees in succeeding years</b>				
Year Two	Percentage increment				
Year Three	Percentage increment				

1. All costs must include VAT and all applicable taxes. The tax laws of Botswana will apply where applicable.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated as the maximum to be charged, Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
3. Quoted prices are to be valid for the entire duration of the contract
4. Payments will be made in accordance with agreed payments schedules.
5. State the price and explain the basis for pricing over the 3 year period.

**Tender Schedule**

<i>Activity</i>	<i>Completion Date</i>
<i>Issue ITT</i>	
<i>Tender Closing Date</i>	
<i>Evaluation of Responses</i>	
<i>Preferred Supplier approval by BEC Management</i>	
<i>Contract Negotiations</i>	
<i>BEC Tender Committee</i>	
<i>Tender Award</i>	
<i>Start Audit</i>	
<i>Complete Audit</i>	