



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF EXAMINATIONS, ADMINISTRATION AND CERTIFICATION**

**INVITATION TO TENDER**

**FOR**

**Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and  
Certifying Statements for Botswana Examinations Council (BEC) for 5 Years (2022-  
2026)**

**TENDER NO. BEC EAC 004/22-23**

**Tender Available Date: Monday 5<sup>th</sup> September 2022**

**Tender Closing Date: Friday 14<sup>th</sup> October 2022 at 10:00 HRS**

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

Botswana Examinations  
Council

**TENDER  
TENDERING  
PROCEDURES**

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

*Tender No. BEC EAC 004/22-23*

**INVITATION TO TENDER FOR Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council (BEC) for 5 years (2022-2026)**

Bidders are invited to submit bids for **Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council (BEC) for 5 years (2022-2026)**.

- This tender is an Open International tender i.e. both bidders in Botswana and outside Botswana are eligible to tender.
- For Botswana companies, bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 213: General Manufactures/ Producers Sub-Code 14 Printing Services or on relevant Codes and Sub-Codes; be registered with BURS and be in possession of a Tax Clearance Certificate, and have an appropriate license.

For companies outside Botswana, bidders must in order to be considered for the award of the contract, be registered with Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Exemption Certificate for Tax Withholding purposes and be in possession of a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document). BURS may be contacted on the following:

**PLOT 53976; KUDUMATSE ROAD**

**PRIVATE BAG 0013; GABORONE , BOTSWANA**

**TEL: +267 363 8000 FAX: +267 363 9999; WEBSITE: [www.burs.org.bw](http://www.burs.org.bw)**

Tender documents will be available with effect from **Monday 5<sup>th</sup> September 2022** and will be **sent to bidders** upon payment of a non-refundable and non-transferable fee of **P250.00** payable to the following BEC Account details:

Account Name: BEC  
Bank Name: First National Bank  
Account Number: 6222 132 9940  
Branch Name: Corporate  
Branch Code: 282267  
Swift Code: FIRNBWGX

**(NB: The fee for the youth is P125.00 non-refundable and non-transferable)**

Bidders are advised to use **44444** as reference number. The tender document will be sent to the bidder upon receipt of proof of payment and after verification that funds have been received in the BEC account.

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

NOTE:

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

Proof of Payment must be sent to [procurement@bec.co.bw](mailto:procurement@bec.co.bw) as well as [tmogapi@bec.co.bw](mailto:tmogapi@bec.co.bw) and must be included in the Bid Responses, failing which the bid will be disqualified. The tender document will be sent to the bidders upon receipt of their proof of payment and after verification that funds have been received in the BEC Account.

BEC shall send the ITT document to bidders who provided proof of payment by end of day (16:30hrs) on **Friday 7<sup>th</sup> October 2022**. No bidder's proof of payment shall be accepted after this time and will therefore not be sent the ITT document. Please note that the tender fee remains non-refundable and non-transferable even with this requirement.

The Procurement Office of the Botswana Examinations Council can also be contacted at the following addresses for any clarification:

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Physical Address

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.

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

Tender documents can also be accessed on BEC website: [www.bec.co.bw](http://www.bec.co.bw) for information purposes only.

NOTE:

1. All companies, whether within Botswana or outside, are required to make their own arrangements for payment and for collection of the bid documents as well as for submission of bid responses.
2. Delivery of both the bid response and the project shall be made to BEC Head Office at the physical address provided.

Bids must be submitted using the **two envelope system**; one original and four (4) copies **plus a soft copy in a re-writable DVD/CD**, 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 labeled 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 labeled as follows;

**TENDER NO. BEC EAC 004/22-23: Invitation to Tender for Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council (BEC) for 5 years (2022-2026)**

Bids must arrive not later than **10:00am** (local time) on **Friday 14<sup>th</sup> October 2022**. Bids received after the closing date and time will **NOT** be accepted. Telephonic, telegraphic, telex or facsimile bids will **NOT** be accepted.

**Sealed bids should be delivered to the following address**

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

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

The tender document may be viewed from BEC website: [www.bec.co.bw](http://www.bec.co.bw). Bidders are advised that this document is for viewing purposes only. Bid responses will only be accepted from bidders who bought and were electronically sent the document by BEC.

**Responses that do not have the required number of envelopes will be disqualified. Re-writable CDs/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 DVD/CD 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.**

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

The Secretary Att: Mr T. Mogapi      Tel: (+267) 365 0700  
Tender Committee; Botswana Examinations Council  
Private Bag 0070; Gaborone; Botswana.  
Fax: (+267) 393 3872  
Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)  
Website: [www.bec.co.bw](http://www.bec.co.bw)

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The proposal must be made in English.

**N.B.** The selected bidder shall begin work immediately and deliver the Certificate Stationery on the specified dates to Botswana Examinations Council Head Office.

**Important Dates:**

**Tender Collection:** Monday 5<sup>th</sup> September 2022

**Tender Closing:** Friday 14<sup>th</sup> October 2022

Botswana Examinations Council is **not** bound to accept the lowest or any bid, or bear any expense in the preparation thereof. The Botswana Examinations Council also reserves the right to award the tender in full or in parts

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Tender Committee Secretary  
For/Botswana Examinations Council

Botswana Examinations  
Council

**TENDER  
TENDERING PROCEDURE**

**TENDER DATA  
VOLUME 1**

**Tender No. BEC EAC 004/22-23: Invitation to Tender for Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

The conditions of tender are contained in this document.

- 1.1 The Procuring Organisation is the Botswana Examinations Council.
- 1.2 The tender documents issued by the Procuring Organisation comprise:

Three volume approach:

**VOLUME 1:** TENDERING PROCEDURES

Tender Notice & Invitation to Tender  
Tender Data

**VOLUME 2:** RETURNABLE DOCUMENTS

**VOLUME 3:** THE CONTRACT

Part 1 - Agreements & Contract Data  
  
Forms of Securities  
  
Part 2 - Pricing Data  
  
Pricing Instructions

Part 3 - Scope of Work

- 1.3 All bidders are required to submit the following:

**BOTSWANA COMPANIES:**

- 1 original, 4 copies and CDs/DVDs of both the Technical and Financial proposals.
- Proof of payment of the tender fee of **P250.00**;
- PPADB Registration Certificate under Code 213: General Manufactures/ Producers Sub-Code 14 Printing Services or on the Relevant Codes and Sub-Codes (verification will be done on-line);
- A Valid Copy of Tax Clearance Certificate (Provide Pin & Certificate Number for on-line verification);
- Completed Declaration Form for Tendering Purposes;
- Submission of Company Extract accompanied by confirmation of Shareholders and Directors as well as their Identity Documents;
  - publicly listed companies may submit certificates (or related documents) of their controlling shareholders only;

- NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- 4 sample certificates each for the PSLE, JCE and Certifying Statements, with all the security features incorporated in the quality of a complete product and the gadgets to be used to view the hidden security features on the certificates.
- Completed and signed Form of Offer and Acceptance

## INTERNATIONAL COMPANIES

- 1 Original, 4 copies and CDs/DVDs of both the Technical and Financial proposals;
- Proof of payment of the tender fee of **P250.00**;
- Valid Copy of Tax Exemption Certificate;
- Valid Copy of Appropriate License or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document);
- Completed Declaration Form for Tendering Purposes;
- Submission of Form from Register of Companies from Country of Origin and Certified Copies of Share Certificates showing company Shareholders, or related documents;
  - publicly listed companies may submit their controlling shareholders only or (this document should be in English or be accompanied by a translation document);
  - 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.
- Forms from Register of Companies from country of origin showing the company Directors (this document should be in English or be accompanied by a translation document).
- 4 sample certificates each for the PSLE, JCE and Certifying Statements, with all the security features incorporated in the quality of a complete product and the gadgets to be used to view the hidden security features on the certificates.
- Completed and signed Form of Offer and Acceptance

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

- 1.4 All bidders are required to provide the pricing schedule in the format provided in CONTRACT PART 2, Pricing Data. Bidders must also provide a detailed breakdown of the cost covering all components of the project as stated in CONTRACT PART 3, Bidders should note that the total cost of the project should not include any variable components based on exchange rates, inflation, etc. Where disbursements are based on actual expenditure, bidders should estimate the maximum expected costs, which will be reimbursed based on actual expenditure incurred.

Bidders should quote in Botswana Pula or currency of the country of their origin or any convertible currency.

All the quoted prices must include VAT, withholding Tax or any other taxes in accordance with the tax laws of Botswana.

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

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

**TENDER NO. BEC EAC 004/22-23 for Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

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

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

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

- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialed 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 re-writable DVDs/CDs of each of the technical and financial bids shall be placed in a separate and sealed envelope clearly marked – TENDER NO. BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026) and shall bear the submission address.**

- **Re-writable CDs/DVDs should be separate for the technical and financial proposal. The CD/DVD for the technical proposal should be included in the technical proposal envelope while the CD/DVD for the financial proposal should be included in the financial proposal envelope.**
- Bids must arrive no later than **10:00 am** (local time) on **Friday 14<sup>th</sup> October 2022**. The outer envelope should have the original, four (4) copies and 2 DVDs of the technical and financial bids respectively. These shall be placed in a sealed larger envelope clearly marked;

**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**



- Bids will be opened immediately, and bidders may be present if they wish. Bids received after the closing date and time will not be accepted. Email or Facsimile bids will not be accepted.
- Immediately after the deadline for the submission of bids, the technical bid of all the tenderers will be opened. The financial bids shall remain sealed and deposited with BEC Tender Committee until those bids meeting the technical requirements have been identified.

**This tender is open to both Botswana registered companies and international companies.**

- 1.7 The closing time for submission of tender offers is: 10.00 am on **Friday 14<sup>th</sup> October 2022**.
- 1.8 Telephonic, telegraphic, telex, email or facsimile tender offers will not be accepted.
- 1.9 The tender validity period is **120 days** from the closing date of the tender.
- 1.10 The time and location for opening of the tender offers is:  
10:00 am on **Friday 14<sup>th</sup> October 2022**.  
Location: Botswana Examinations Council  
Plot 54864; KT Motsete Road; Gaborone.
- 1.11. The procedure for evaluation of the responsive tender offers is Quality and Cost Based Selection Method.

### **The Evaluation Process**

Tender Evaluation Committee (TEC) will be constituted to evaluate the bids. The evaluation to be adopted by the Evaluation Committee will be as follows:

- 1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
- 2 The qualifying bids after Stage 1 will go through to Stage 2: Part I of the evaluation process as described in 1.13.
- 3 The technical bids of the short listed bidders after Stage 2: Part I of the evaluation process will proceed to Stage 2: Part II, and will be invited to make a verbal presentation of the design of the certificates and the security features. The bidder is also expected to supply all necessary equipment required to view all the security features. Any expenses incurred by the bidders making these presentations will be borne entirely by the bidder. The presentation will be evaluated using the criteria stated in 1.13. Any clarifications sought by the bidders will also be taken into account.
- 4 The financial bids of only the short listed bidders after Stage 2: Part II of the evaluation process will be evaluated as stated in Stage 3 of the evaluation process as described in 1.14.

- 5 The project will be provisionally awarded to the bidder with highest combined score of Stage 2 and Stage 3 and of the evaluation process subject to successful negotiation of the contract as in 1.15.
- 6 The maximum scores allocated to Stage 2: Technical and Stage 3: Financial are as follows:

Stage 2: Part I	-	80
Stage 2: Part II	-	50
Stage 3:	-	<u>20</u>
- 7 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.
- 8 The successful bidder shall deliver the goods to Botswana Examinations Council as per accepted samples and shall be accepted after inspection to confirm conformance to specifications.

### Notes

- Subject to authorization by BEC Tender Committee, further information may be requested from the bidders during evaluation. Any such request will be made in writing to the bidder's nominated representative as declared in the Form of Response. Any such correspondence will be for purposes of clarification only and will in no way be indicative of any preference towards any bidder or bid.
- All important information required for the project shall be included in the bid, so that at contract negotiation stage there are no major issues that could call for the change of award.

### 1.12 Disqualification at Stage 1

A bidder whose technical bid does not meet the following requirements will be disqualified during the first scrutiny at Stage 1. In the case of a consortium or joint venture or partnership or sub-contracting or any form of collaboration, the companies shall be evaluated individually for compliance with the listed requirements. i.e, individual companies must meet the compliance criteria for the consortium or joint venture or partnership or sub-contracting or any form of collaboration to proceed to stage 2.

**BOTSWANA COMPANIES** must submit all of the following;

- a) PPADB Registration Certificate under Code 213: General Manufactures/ Producers Sub-Code 14 Printing Services or on the Relevant Codes and Sub-Codes (registration will be verified on-line);
- b) A Valid Copy of Tax Clearance Certificate (registration will be verified on-line);
- c) Completed Form of Declaration for Tendering Purposes;
- d) Company Extract from Companies and Intellectual Property Authority (CIPA) Showing the Company Shareholders and Directors, accompanied by Identity Documents of both Directors and Shareholders.
  - Publicly listed companies may submit certificates of their controlling shareholders only;
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be

submitted and so on until the shareholders submitted bears the names of individuals.

- e) Completed and Signed Form of Authority of Signatory
- f) Sample Certificates with all the security features incorporated in the quality of a finished product, together with gadgets to be used to view the hidden security features on the Certificates. The package to be enclosed in the Technical bid.
- g) Completed and Signed Form of Offer and Acceptance – in the financial proposal

**Should a bidder fail to submit items a) to e) on the first instance, they will be requested to re-submit 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 stipulated time, they will be disqualified from further evaluation.**

**Failure to submit the sample Certificates, with the required security features, and gadgets to view the hidden security features above in (f) will lead to outright disqualification (without reverting to the bidder to provide such).**

**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.**

**INTERNATIONAL COMPANIES** must submit all of the following;

- a) Valid copy of Tax Exemption Certificate;
- b) Valid Copy of Appropriate License or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document);
- c) Completed and Signed Form of Declaration for Tendering Purposes;
- d) Forms from Country of Origin Showing the Company Shareholders and Directors as well as certified copies of Share Certificates (this document should be in English or be accompanied by a translation document);
  - Publicly listed companies may submit their controlling shareholders only (this document should be in English or be accompanied by a translation document);
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- e) Sample Certificates with all the security features incorporated in the quality of a finished product, together with gadgets to be used to view the hidden security features on the Certificates. The package to be enclosed in the Technical bid.
- f) Completed and Signed Form of Offer and Acceptance – in the financial proposal.

**Should a bidder (both domestic and international) fail to submit items a) to d) 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 sample Certificates, with the required security features, and gadgets to view the hidden security features above in (e) will lead to outright disqualification (without reverting to the bidder to provide such).

Failure to submit the Completed and Signed Form of Offer and Acceptance, (f) above, on the first instance, will lead to outright disqualification.

### 1.13 Evaluation of Bids at Stage 2

#### Part I: Technical Compliance

A. The following table shows the criteria which will be used for evaluation. In the case of a consortium or joint venture or partnership or sub-contracting or any form of collaboration, the bids will be evaluated on the combined strength of the constituent companies involved.

B. The Weights are as follows: Technical Weight = **80**      Financial Weight = **20**

No	Criteria	Description	Marks
1	Capability of the company	<p>Relevant Manpower Profile</p> <ul style="list-style-type: none"> <li>• The primary function of the institution or organization should include the design and production of security materials, including certificates. <b>(5 marks)</b></li> <li>• At least a minimum of ten (10) years' experience in designing, printing and packaging of security material? Proof of existence should be attached <b>(5 marks)</b></li> <li>• Track records and successful previous contracts with at least five (5) credible and reputable companies of BEC stature? Traceable Reference letters from the companies should be attached. <b>(10 marks)</b> <i>2marks each relevant reference</i></li> </ul>	<b>20</b>
2	Capability of the proposed Project Team	<ul style="list-style-type: none"> <li>• Composition of the team should include at least five staff members with requisite skills according to the specified and related roles in the project. <b>(5 marks)</b> <i>1 mark each categorized role</i></li> <li>• Four of the five proposed team members should at least hold a Bachelor's Degree in the field of expertise relevant to the project. <b>(4 marks)</b> <i>1 marks each per member</i></li> <li>• At least two of the five proposed team members should possess the relevant skills of secure printing. <b>(4 marks)</b> <i>2 marks each per member</i></li> <li>• At least two of the five proposed team members should possess at least five years' experience in the field of graphic designing. <b>(4 marks)</b></li> </ul>	<b>20</b>

		<p><i>2 mark each per member</i></p> <ul style="list-style-type: none"> <li>• A detailed statement of commitment is to be provided, as outlined in the bidder proposal <b>(3 marks)</b></li> </ul>	
3	Technical Feasibility	<p>Inspection of the Bidder's Premises as and when necessary. Please provide detailed information on the below:</p> <ul style="list-style-type: none"> <li>• Availability of a secure printing plant? <b>(3 marks)</b></li> <li>• Production process uses quality management system planning from production to packaging of the products? <b>(5 marks)</b></li> <li>• Printing plant to have a heavy duty security printing machinery? <b>(5 marks)</b></li> <li>• Production capacity of the security printing plant to meet the requirements of the BEC? <b>(4 marks)</b></li> <li>• Printing plant ascribes to what security management standard, or have one or more of the below listed initiatives in place? <b>(5 marks)</b> <ul style="list-style-type: none"> <li>➢ Security manual</li> <li>➢ Security policy</li> <li>➢ Security protocols</li> <li>➢ Restricted areas</li> <li>➢ Video surveillance</li> <li>➢ Security guards etc.</li> </ul> </li> <li>• Provide details of how the institution or organization mitigates the risks of bridge of the security of the production site? <b>(3 marks)</b></li> </ul> <p>NB: Bidders must provide a proposal/information on the aspects bulleted above and such information will be verified during the site visit to the bidder's site.</p>	25
4	Methodology and Solution	<p>Proposed Methodology: the bidder should provide an elaborate methodology detailing how the work will be done and the resources required for every stage of work and the responsibilities of personnel involved.</p> <ul style="list-style-type: none"> <li>• How well does the proposed methodology fit to the requirements? <b>(5 marks)</b></li> <li>• How well does the methodology to be applied by the project team to ensure quality and timely delivery of requirements? <b>(5 marks)</b></li> <li>• Has the bidder showed understanding of requirements and adherence to the scope of work? <b>(5 marks)</b></li> </ul>	15

<b>Maximum Marks for Stage 2: Part I</b>	<b>80</b>
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The cut off for progression to Stage 2: Part II is minimum score of 75% or 60 points, and only bidders who score 60 points and above will proceed to be evaluated at Stage 2: Part II, which is the Technical Presentation.

**Part II: Technical Presentation**

Short listed bidders progressing from Stage 2: Part I, will be invited to make a presentation of sample certificates, with particular reference to the security features and the entire project plan. The presentation will be conducted virtually, and should there be any related expense to the bidder, such expenses shall be borne by the bidder.

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:

Criteria	Description	Marks
Certificate Features	<b>Security Features</b> <ul style="list-style-type: none"> <li>• Has the bidder incorporated and labelled all the eight security features as listed in the ITT? (16 marks) <i>2 marks each labelled security feature</i></li> <li>• Has the bidder proposed and labelled two additional security features? (4 marks) <i>2 marks each labelled additional security feature</i></li> </ul>	<b>20</b>
	<b>Aesthetic</b> <ul style="list-style-type: none"> <li>• How would you rate the general outlook and color contrasts of the different certificates? (10marks)                             <ul style="list-style-type: none"> <li>➤ Primary School Leaving Examination Certificate (2 marks)</li> <li>➤ Junior Certificate Examination Certificate (2 marks)</li> <li>➤ Certifying Statement (2 marks)</li> </ul> </li> <li>• Has the BEC logo been used on the sample certificates as per the Corporate Standard Manual? (4 marks)</li> </ul>	<b>10</b>
	<b>Certificate Samples</b> <ul style="list-style-type: none"> <li>• Has the bidder provided 4 sample certificates with all the security features incorporated, in the quality of a finished product? (4 marks)</li> <li>• Has the bidder provided functioning gadgets that allow effective viewing of the hidden security features? (6 marks)</li> </ul>	<b>10</b>

	Presentation <ul style="list-style-type: none"> <li>• Has the bidder in their presentation demonstrated a clear understanding of the certificate business; in terms of highlighting the security features, and the entire project plan? (10 marks)</li> </ul>	<b>10</b>
<b>Maximum Marks for Stage 2: Part II</b>		<b>50</b>

The cut off for progression to Stage 3 is a minimum score of 80% (40 points), and only bidders who score 40 points and above will have their financial proposals opened and evaluated.

**Bidders should respond to the above requirements in full to guide evaluators in allocating marks for Stage 2 evaluation.**

**1.14 Financial Evaluation – Stage 3**

Only technically compliant bids that scored a minimum of 40 points (80%) or above at Stage 2: Part II shall undergo cost evaluation.

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

$$FS = FW \times LP / P; \quad \text{Where:}$$

FW = Financial Weight

FS = Financial Score of a Given Bidder

LP = Lowest Price

P = The Price Quoted by the Bidder under evaluation

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

The lowest financial bid (LP) will be given a financial score (FS) of the total financial weight 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 Part II and Financial) from stages 2 Part II, 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.

The successful bidder shall deliver the goods to Botswana Examinations Council and shall be accepted based on the approved samples

Botswana Examinations  
Council

**TENDER**  
**RETURNABLE DOCUMENTS**

**LIST OF RETURNABLE  
DOCUMENTS**  
**Volume 2**

**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

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 Requirements specified in the CONTRACT PART 3
- Response form
- Quality plan
- 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**

- Copy of a Tax Clearance Certificate for Botswana Registered Companies or exemption certificate thereof from BURS;
- PPADB Registration Certificate;
- Certified copies of forms from CIPA showing Shareholders;
- Certified copies of Share Certificates;
- Certified copies of forms from CIPA showing list of Directors.

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

- Response form;
- Quality plan;
- Detailed Response to all other Requirements specified in the contract part 3;
- Form of Offer & Acceptance;
- Curriculum vitae of key personnel;
- Management plan;
- Form of Declaration by Directors & Shareholders.

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



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

Botswana Examinations Council

<p><b>TENDER RETURNABLE DOCUMENTS</b></p>	<p><b>TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY</b></p>
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**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

Indicate the status of the bidder by ticking the appropriate box hereunder. The bidder must complete the certificate set out below for the relevant category.

A COMPANY	B PARTNERSHIP	C JOINT VENTURE	D SOLE PROPRIETOR

**A. Certificate for company**

I, \_\_\_\_\_, chairperson of the board of directors of \_\_\_\_\_ hereby confirm that by resolution of the board taken on \_\_\_\_\_ 20\_\_\_\_\_, Mr/Ms \_\_\_\_\_, acting in the capacity of \_\_\_\_\_ was authorised to sign all documents in connection with this tender offer and any contract resulting from it on behalf of the company.

As witnesses:-

- |          |          |
|----------|----------|
| 1. _____ | _____    |
|          | Chairman |
| 2. _____ | _____    |
|          | Date     |

**B. Certificate for Partnership**

We, the undersigned, being the key partners in the business trading as \_\_\_\_\_  
 \_\_\_\_\_ hereby authorise Mr/ Ms \_\_\_\_\_ acting in  
 the capacity of \_\_\_\_\_ to sign all documents in  
 connection with the tender offer for Contract \_\_\_\_\_  
 and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**NOTE:** This certificate is to be completed and signed by all of the partners. Attach additional pages if more space is required.

**C. Certificate for Joint Venture**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms \_\_\_\_\_ an authorised signatory of the company \_\_\_\_\_, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract \_\_\_\_\_ and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture. Furthermore we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

NAME OF FIRM	ADDRESS	AUTHORISING

		SIGNATURE, NAME & CAPACITY
<i>Lead partner</i>		

**D. Certificate for sole proprietor.**

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

As witnesses:-

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

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

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

\_\_\_\_\_  
Date

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS</b>
--	---

**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

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

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

**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 on-site and off-site management personnel
2. Details of the location (and functions) of offices from which the work will be managed.
3. An explanation of how you propose to allocate adequate resources for the duration of the project.

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES CURRICULUM VITAE OF KEY PERSONNEL</b>
--	---

<b>Name:</b>	<b>Date of Birth:</b>
<b>Profession:</b>	<b>Nationality:</b>
<b>Current Position:</b>	<b>Years with the firm:</b>
<b><u>Qualification and Experience:</u></b>	
<b><u>Education:</u></b>	
<i>Professional Membership</i>	
<b><u>Experience Record</u></b>	
<b><u>Languages:</u></b>	
<b>Certification:</b>	
<p>I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.</p>	
<p>_____ <b>Date:</b> _____</p>	
<p><i>[Signature of authorized representative of the Tenderer]</i></p>	

**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES QUALITY PLAN</b>
--	--

**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

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												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Signed</td> <td style="width: 35%;"></td> <td style="width: 15%;">Date</td> <td style="width: 35%;"></td> </tr> <tr> <td>Name</td> <td></td> <td>Position</td> <td></td> </tr> <tr> <td>Bidder</td> <td colspan="3"></td> </tr> </table>				Signed		Date		Name		Position		Bidder			
Signed		Date													
Name		Position													
Bidder															



Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES MANAGEMENT PLAN</b>
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**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

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

4. An organisation chart showing on-site and off-site management personnel
5. Details of the location (and functions) of offices from which the work will be managed.
6. An explanation of how you propose to allocate adequate resources for the duration of the project and subsequent maintenance periods.

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

Attach additional pages as required.

Signed

Date

Name

Position

Tenderer

Republic of Botswana	<b>TENDER RETURNABLE DOCUMENT</b>	DECLARATION FORM FOR TENDERING PURPOSES
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**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

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				

	<b>SHAREHOLDERS NAME</b>	<b>NATIONALITY</b>	<b>PERCENTAGE OF SHAREHOLDING</b>
1			
2			
3			
4			
5			
6			
7			

**If more space is required attach additional sheet. Note that Public companies should state which stock exchange the company is listed under.**

I further acknowledge that should any of the directors, partners, and shareholders, members/administrators */(others please specify)* be found to be associated in a similar or other manner in another company/entity, participating in this tender and offering the same products in response to the same items, this shall disqualify this Company/Partnership/ *Society*/Joint Venture/ Private Foundation/Statutory Body, and whichever company or other entity the said director/partner/shareholder/member and/or administrator is consequently involved in.

I further acknowledge that should the Company /Partnership/ *Society*/Joint Venture/ Private Foundation/ Statutory Body or any of its affiliates or subsidiaries be found to have participated in the same tender and offered the same products in response to the same items, the said Company/Partnership/ *Society*/Joint Venture/ Private Foundation/Statutory Body/*(others please specify)* and its affiliates and/or subsidiaries shall be disqualified.

The Company/Partnership/ *Society*/Joint Venture/ Private Foundation/ Statutory Body/*(others please specify)*, through its agents, employees or directors has not illegally communicated with any member of the procuring department or the Public Procurement and Asset Disposal Board, except as may be permitted in the relevant “instructions to tenderers” or by law.

The Company/Partnership/ *Society*/Joint Venture/ Private Foundation/Statutory Body/*(others please specify)*, through its agents, employees, partners, members, administrators and/or directors has not paid or offered to pay any consideration, favour or promise to any member of the procuring department or any person employed by or associated with Public Procurement and Asset Disposal Board (PPADB) or its Committees.

I declare that this tender is submitted by us in our own right and we have not colluded in any way with any other /potential tenderer in the production and submission of this tender other than in the establishment of a joint venture or sub-contractor arrangement as fully and correctly declared in the tender.

I acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring department and/or PPADB shall be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

I confirm that our entity has undertaken not to collude to withdraw from a tender award, only for the reason that an unsuccessful bidder be awarded the tender. I confirm further that the entity has undertaken not to engage in frivolous complaints and litigation that frustrates project implementation.

SIGNED: ..... NAME: .....

DATED:.....

.....

Entity

Stamp

**PART B**

1. Declaration to establish Eligibility for Reservation and Price Preferences for 100% Citizen Owned Contractor / Companies and other Entities.
2. The declaration shall be signed by all Businesses tendering for reserved contracts and contracts subject to preferences, as a condition of each tender.
3. The 100% citizenship requirements for shareholders, etc contained therein shall not withstand any previous consents and practice, be pre-condition for the award of any reserved tender.

**Definition**

4. The following definitions shall apply to this declaration:

**100% Citizen Owned Contractor / Company:** a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana.

**Control:** the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of managerial and financial authority and power in determining the policies and directing the operations of the business.

**Net Amount:** the financial value of the Contract at the time of the award of the Contract, exclusive of sales tax which the law requires the Employer to pay to the Contractor.

**Owned:** Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest or shareholding as demonstrated by an examination of the substance as well as the form of ownership arrangements

5. The company operates banking and savings accounts, the only authorised signatories are:

- |                                   |                       |
|-----------------------------------|-----------------------|
| i. ....                           | .....                 |
| (Bank Name and Name of signatory) | (Omang No. /Passport) |
| ii. ....                          | .....                 |
| (Bank Name and Name of signatory) | (Omang No. /Passport) |
| ii. ....                          | .....                 |
| (Bank Name and Name of signatory) | (Omang No. /Passport) |
| iv. ....                          | .....                 |
| (Bank Name and Name of signatory) | (Omang No. /Passport) |

*6. Undertakings*

The Tenderer confirms that it is a 100% Citizen owned contractor/company and undertakes to remain a Citizen Contractor for the duration of the Contract. The Tenderer further undertakes not to subcontract more than 25% of the Net Amount to non-Citizen Contractors in the performance of the Contract.

*7. Sanctions relating to reserved treatment*

Any changes in Ownership or Control which violate the definition of a Citizen Contractor or the subcontracting of more than 25% of the Net Amount of the Contract to non-Citizen Contractors shall be sufficient reason for the Procuring Department to terminate the Contract.

8. All the shareholders of .....(Name of company) have read this declaration and agree to its contents.

- a) All the shareholders hereby give consent verification of the information provided above and understand that this may include but not limited to the verification of assets, liabilities, accounts, bonds and undertake to notify the competent authorities of any change to the information provided in this Declaration within seven days of such occurrence.
- b) I understand and declare that each matter here deposed to is essential for the tender validity of ..... (Name of company)'s

**NB:** The Procuring Entity reserves the right to confirm the authenticity of the information provided above.

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_, AT \_\_\_\_AM / PM, THE DEPONENT HAVING ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS CONSCIENCE.

\_\_\_\_\_  
COMMISSIONER OF OATHS

CAPACITY:

**LOCAL PROCUREMENT REGISTRATION CERTIFICATE**

**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

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. \_\_\_\_\_

\_\_\_\_\_  
 Authorised Signatory

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

\_\_\_\_\_  
 Date

**D. Certificate for RURAL SETTING**

I, \_\_\_\_\_, being a duly authorised representative and  
 acting on my capacity as \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_, hereby confirm that the above mentioned business has been established and  
 operates from a rural area.

LOCATION OF BUSINESS

WARD	VILLAGE

As witnesses: -

1. \_\_\_\_\_  
\_\_\_\_\_  
Authorised Signatory

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

**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

**CONTRACT**

**PART 1: AGREEMENTS AND CONTRACT DATA**

Form of Offer and Acceptance  
Contract Data

**PART 2: PRICING DATA**

Pricing Instructions

**PART 3: SCOPE OF WORK**

Scope of work

Botswana Examinations Council

<b>CONTRACT PART 1 AGREEMENTS &amp; CONTRACT DATA</b>	<b>FORM OF OFFER AND ACCEPTANCE</b>
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**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

**OFFER**

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

**Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

The bidder, identified in the signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this offer has accepted the conditions of tender.

By attaching the signature of a duly authorized 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.

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

***(Do not include the amount for the Form included in the Technical Proposal)***

***(Include the amount for the Form included in the Financial Proposal)***

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 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 authorized representative to this part of this Form of Offer and Acceptance, the Procuring Organization accepts the bidder's Offer. In consideration thereof, the Procuring Organization 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 Organization 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 Organization 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 authorized 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 Organization'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 fulfill 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 Organization 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**

**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

Bidders should provide costing for each event they wish to tender for as specified in the Technical Bid. The phases in the table below are intended as a guideline, and bidders are free to specify phases which are consistent with their Technical Bid.

**SUMMARY PRICING SCHEDULE**

The quoted prices should be inclusive of applicable VAT for Botswana companies and the applicable Withholding Tax for International companies, and/or all the Taxes in accordance with the requirements of Botswana Tax Laws.

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

**Year 1: Estimated Summary Pricing Schedule for Certificates and Certifying Statements for 2022 Examination**

Item No.	Item Name	Quantity	Unit Price	VAT or Withholding Tax	Sub Total	Total
1	PSLE Certificates	55 000				
2	JCE Certificates	50 000				
3	Certifying Statements	5 000				
4	Freight (if applicable)					
Grand Total for 2022						

**Year 2: Estimated Summary Pricing Schedule for Certificates and Certifying Statements for 2023 Examination**

Item No.	Item Name	Quantity	Unit Price	Vat 14%	Sub Total	Total
1	PSLE Certificates	55 000				
2	JCE Certificates	50 000				
3	Certifying Statements	5 000				
4	Freight (if applicable)					
Grand Total for 2023						

**Year 3: Estimated Summary Pricing Schedule for Certificates and Certifying Statements for 2024 Examination**

Item No.	Item Name	Quantity	Unit Price	Vat 14%	Sub Total	Total
1	PSLE Certificates	55 000				
2	JCE Certificates	50 000				
3	Certifying Statements	5 000				
4	Freight (if applicable)					
Grand Total for 2024						

**Year 4: Estimated Summary Pricing Schedule for Certificates and Certifying Statements for 2025 Examination**

Item No.	Item Name	Quantity	Unit Price	Vat 14%	Sub Total	Total
1	PSLE Certificates	55 000				
2	JCE Certificates	50 000				
3	Certifying Statements	5 000				
4	Freight (if applicable)					
Grand Total for 2025						

**Year 5: Estimated Summary Pricing Schedule for Certificates and Certifying Statements for 2026 Examination**

Item No.	Item Name	Quantity	Unit Price	Vat 14%	Sub Total	Total
1	PSLE Certificates	55 000				
2	JCE Certificates	50 000				
3	Certifying Statements	5 000				
4	Freight (if applicable)					
Grand Total for 2026						

**Grand Estimated Summary Pricing Schedule for Certificates and Certifying Statements for 2022 - 2026 Examination**

Item No.	Item Name	Quantity	Unit Price	VAT or Withholding Tax	Sub Total	Total
1	PSLE Certificates	275 000				
2	JCE Certificates	250 000				
3	Certifying Statements	25 000				
4	Freight (if applicable)					
Grand Total for 5 Years						

**NB: This should be included in the Financial Proposal envelope and NOT the Technical Proposal**

1. All costs must include VAT (for Botswana VAT registered companies), Withholding Tax for International companies 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 of the rates of stationery ordered for the year in question and will be paid after full delivery and acceptance of goods.
4. Tenders must be valid for a period of at least 120 days.
5. Payments will be made in accordance with ordered stock. 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:  
SUPPLIES  
CONTRACT**

**BEC EAC 004/22-23: Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 years (2022-2026)**

## 1. Purchaser's objectives

### SCOPE

The purpose of this tender is to fairly, transparently and objectively solicit services for the **Design, Supply and Delivery of Stationery for PSLE and JCE Certificates, and Certifying Statements for Botswana Examinations Council for 5 Years (2022-2026)**. It is important to emphasize that the bidder should supply materials to the requirements specified. In particular, the bidder should:

- Provide a quote for the three (3) items; stationery for PSLE certificates, JCE certificates and certifying statements;
- Provide complete designed samples (not working progress) for the three items, meeting the minimum security requirements specified;
- Make a presentation of the sample certificates, with particular reference to the security features incorporated on the certificate;
- Show an understanding of the entire project plan;
- Show-case the secure printing plant where the production of certificates will take place;
- Provide the equipment required to view all the security features, e.g. mini fluorescent and spotlight or ultra violet lamps;
- Note that the deliverable work, and other creative work of the Supplier, called for by this Tender, including all written, graphic, audio, visual and any other materials, contributions, applicable work product and production elements contained therein, whether on paper, disk, tape, digital file, or any other media (the deliverable work), is being specially commissioned as work made for hire in accordance with the copyright laws of the Republic of Botswana. The Client (BEC) is the sole proprietor of the deliverable work from the time of its creation. BEC owns all the rights, title and interest therein throughout the work, including, without limitation, the copyright and all related rights.

BEC reserves the right to award the tender in full to one bidder or in parts to different bidders. The bidders are encouraged to provide quotes for all the levels and years. BEC will give contracts to bidders who are prepared to offer services for a period of five years, i.e. 2022, 2023, 2024, 2025 and 2026. Capability as determined by the evaluation criteria in the bid document remains paramount to the final decisions of award/ or rejection.



## 1. Specific Requirement List and Specifications:

### Security Features of the Certificate Stationery

The certificates should have a minimum of the following security features:

- a) An A4 watermarked security paper,
- b) Full colour printing of the Botswana Examinations Council Logo, (to be provided)
- c) Solvent sensitive inks,
- d) Numbering
- e) Heavier grade paper
- f) Embedded thread
- g) Guilloche security patterns
- h) Hologram

The bidder may, at their discretion, propose an additional of at least two any other security feature(s) they deem appropriate for this job.

## 2. Project Cost:

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

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

- Cost for design, supply and delivery of stationery for PSLE and JCE certificates and certifying statements for BEC for 2022, 2023, 2024, 2025 and 2026;
- Courier/freight costs for 2022, 2023, 2024, 2025 and 2026 if any.

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

BEC shall not make advance payment of any goods /service / works.

## 3. Format and Content of Responses

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

### 3.1 Bid

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile
- All returnable documents
- Any relevant information

### 3.1.1 Company Profile

Bidders should highlight the capability of the organisation to undertake this project and list any similar assignments which have been successfully undertaken in the past. Bidders should note that companies that have successfully implemented similar projects in the past will have an added advantage.

### 3.1.2 Appendices

Documents which cannot be incorporated in the body of the bid should be assembled and indexed and then included in the appendices of the bid. Bidders are free to provide any further information should they wish to do so.

## 4. Quality plans and control

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

- How the work is going to be completed to the required standard, within the project cost and on time.
- How quality management is to be ensured during the project.

NB: The proposal must be made in English.

-----*END OF DOCUMENT*-----