



**BOTSWANA
EXAMINATIONS
COUNCIL**

DIRECTORATE OF CORPORATE SERVICES

INVITATION TO TENDER FOR

**Supply and Delivery of Stationery, Computer Consumables and
Cleaning Material to Botswana Examinations Council For Three
Years (2023-2026)**

Tender No. BEC CS 006/22-23

Tender Available Date: Monday 19 September 2022

Closing Date: Friday 21st October 2022 at 10:00 HRS

PROCURING ORGANISATION	AGENT
Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana	The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267 365 0700 Fax: +267 393 3872 Email: procurement@bec.co.bw

Tender No. BEC CS 006/22-23

INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS

Companies are invited to submit bids for the Supply and Delivery of Stationery, Computer Consumables and Cleaning material to Botswana Examinations Council For Three Years.

This tender is reserved for 100% Citizen Owned Companies in accordance with Statutory Instrument 23 of 2020 dated 28th February 2020.

- Bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 211 Sub-Code 02 for Stationery, Code 203 Sub-Code 01 for Computer Consumables and Code 211 Sub-Code 01 for Cleaning Material, and be in possession of a valid Tax Clearance Certificate or an exemption thereof.
- Tender documents will be available with effect from **Monday 19th 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.

This tender is reserved for 100% Citizen Owned Companies in accordance with Statutory Instrument 23 of 2020 dated 28th February 2020.

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 as well as tmogapi@bec.co.bw and must be included in the Bid Responses, failing which the bid will be disqualified.

The name of the company, Tender Number and Tender Title must be clearly stated when

the Proof of Payment is sent.

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

The tender document will be sent to the bidders upon receipt of their proof of payment and after verification that funds have been received in the BEC account.

BEC shall send the ITT document to bidders who provided proof of payment by end of day (16:30hrs) on Thursday 14th 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.

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

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

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

Bids must be submitted using the **one envelope system**; one original and four (4) copies plus a soft copy in a re-writable CD/DVD envelope accordingly labelled with the tender number and title. This envelope should be sealed and labelled as follows;

Tender No. BEC CS 006/22-23: Invitation To Tender For Supply and Delivery of Stationery, Computer Consumables and Cleaning Material to Botswana Examinations Council For Three (3) Years.

Bids must arrive **not** later than **10:00am** (local time) on **Friday, 21st 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.

Responses that do not have the required number of envelopes will be disqualified. Re-writable CDs/DVDs should be included in the envelope.

Bidders who are awarded the tender should by no means pass it to other parties to undertake the project, i.e. sub-contracting will **not** be allowed.

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

The Secretary, Tender Committee
Botswana Examinations Council
Private Bag 0070, Gaborone, Botswana.

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

Bids must arrive **not** later than **10:00 am** (local time) on **Friday, 21st October 2022**. The tenders will be opened in the presence of bidders wishing to attend. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.

The proposal must be made in English.

Sealed bids should be delivered to the following address
The Secretary; Tender Committee
Botswana Examinations Council
Plot 54864, KT Motsete Road; Gaborone.

The tender document is available from BEC website: www.bec.co.bw for viewing purposes only. Bidders are advised that this document will not be issued as a hard copy. Bidders who are awarded the tender should by no means pass it to other parties to undertake the project.

Important Dates:

Tender Available Date: From Monday, 19th September 2022
Tender Closing: Friday, 21st October 2022 at 10.00hrs

The Secretary, Tender Committee
Botswana Examinations Council
Private Bag 0070, Gaborone

BEC CS 006/22-23 INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS.

The conditions of tender are contained in this document.

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

Three volume approach:

VOLUME 1: TENDERING PROCEDURES

Tender Notice & Invitation to Tender
Tender Data

VOLUME 2: RETURNABLE DOCUMENTS

VOLUME 3: THE CONTRACT

Part 1 Agreements & Contract Data

Forms of Securities

Part 2 Pricing Data

Pricing Instructions

Part 3 Scope of Work

- 1.3 All bidders are required to submit the following:

- a) One (1) original plus four (4) copies plus a soft copy in a Re-writable CD/DVD;
- b) Proof of payment of the tender fee of **P250.00** or **P125.00**;
- c) Valid copy of Tax Clearance Certificate (Provide Certificate No. and Pin No. for on-line verification);
- d) PPADB Registration Certificate under Code 211 Sub-Code 02 for Stationery, Code 203 Sub-Code 01 for Computer Consumables and Code 211 Sub-Code 01 for Cleaning Material; (registration will be verified on-line);
- e) A completed Form of Declaration for Tendering Purposes;
- f) Submission of Extract from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and Directors Certificates;
 - Publicly listed companies may submit certificates of their controlling shareholders only;

- NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- g) Completed Form of Authority of Signatory;
- h) Completed and Signed Form of Offer and Acceptance.

NB: The tender response must be made in English.

A one-envelope procedure will be followed.

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

Bidders should quote in Botswana Pula only.

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

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

BACKGROUND

The Botswana Examinations Council is a semi-autonomous institution that is mandated by the Botswana Examinations Council (Amendment) Act of 2019 to manage and conduct Examinations and Assessments in General Education and Technical and Vocational Education and Training.

SCOPE

The purpose of this invitation to tender is to solicit suitable and capable companies to prepare and submit their bids for the Supply and Delivery of Stationery and Cleaning material to Botswana Examinations Council For Three Years.

The tender is divided into five Lots.

- Stationery Lot 1
- Stationery Lot 2
- Computer Consumables Lot 1
- Computer Consumables Lot 2
- Cleaning Materials Lot 1

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

SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS

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

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

- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialled by the person or persons who sign the bid.
- All copies must be signed in ink by an authorised employee, agent or representative of the bidder.
- For each bid, the bidders shall prepare the number of copies indicated in the Instructions to Bidders. The original Bid should be marked ORIGINAL; all other copies should be marked COPY. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct and shall bear the submission address.

The original, four (4) copies and re-writable CDs/DVDs of each of the bids shall be placed in a separate and sealed envelope clearly marked – TENDER NO. BEC CS 006/22-23: Supply and Delivery of Stationery and Cleaning material to Botswana Examinations Council For Three Years and shall bear the submission address.

- Bids must arrive no later than **10:00 am** (local time) on **Friday 21 October 2022**. The sealed envelope should have the original, four (4) copies and a CD/DVD clearly marked;

TENDER No. BEC CS 006/22-23: SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS.

- 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.

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

- 1.7 The closing time for submission of tender offers is: **10.00 am on Friday, 21st October 2022.**

- 1.8** Telephonic, telegraphic, telex, email or facsimile tender offers will not be accepted.
- 1.9** The tender validity period is at least **120 days** from the closing date of the tender.
- 1.10** The time and location for opening of the tender offers is:
Time: 10.00 am on the **Friday, 21st October 2022**
Location: Botswana Examinations Council
Plot 54864, KT Motsete Road, Gaborone
- 1.11** The procedure for evaluation of the responsive tender offers is: Method 1: Least Cost Evaluation Method - Supplies

The Evaluation Process

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

- 1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.13.
- 3 The technical bids of the short listed bidders after Stage 2 of the evaluation process will be evaluated as stated in Stage 3 of the evaluation process. (See 1.14).
- 4 The tender will be provisionally awarded to the lowest compliant bidder subject to successful negotiation of the contract as in 1.15.
- 5 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.
- 6 The successful bidder shall deliver the stationery to Botswana Examinations Council that conform to specifications.

Notes

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

1.12 Disqualification at Stage 1

A bidder whose bid does not meet the following requirements will be disqualified during the first scrutiny at Stage1. In the case of a consortium or joint venture or partnership, the companies shall be evaluated individually for compliance with the listed requirements. i.e, individual companies must meet the compliance criteria for the consortium or joint venture or partnership / or any form of working together, to proceed to stage 2. **Consortium or joint venture or partnership / or any form of working together will only be accepted from 100% citizen owned companies.**

Companies must submit all of the following;

- a) PPADB Registration Certificate under;
 - For Stationery: Code 211- General Supplies; Sub-Code 02 – Stationery;
 - For Computer Consumables: Code 203; Sub-Code 01- Electrical and Electronic Equipment, Spares and Accessories (includes ICT, photographic equipment and others);
 - For Cleaning Material: Code 211 - General Supplies Sub-Code 01 – Chemicals.
- b) Valid copy of Tax Clearance Certificate (Provide Certificate Number & Pin Number for online verification);
- c) A completed Form of Declaration for Tendering Purposes;
- d) Submission of Company Extract from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and Directors accompanied by certified copies of the Shareholders and Directors' Identity Documents;
 - (publicly listed companies may submit documents of their controlling shareholders only);
 - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- e) Completed Certificate of Authority of Signatory;
- f) Completed and signed Form of Offer and Acceptance

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

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

1.13 Evaluation of Bids at Stage 2

The following shows the criteria which will be used for evaluation. In the case of a consortium or joint venture, the bids will be evaluated on the combined strength of the constituent companies involved.

Bidders have to conform to all the four requirements in order to be considered at stage 3 – Cost Evaluation stage.

- a) Bank Statements – the most current (not exceeding three months from the tender closing date)
- b) At least three traceable trade references – from different previously supplied customers. The references should not be from Botswana Examinations Council.
- c) Delivery period must be stated and should not be more than 7 working days.
- d) Conformance to the specifications for all items as stated in the item descriptions.

Bidders who do not provide this information shall be eliminated and shall not undergo the financial evaluation.

1.14 Evaluation of Financial Bids – Stage 3

Evaluators will correct arithmetic errors and convert bids to a common currency. Should there be discrepancy between the Unit Price and the Total Price, **the Unit Price shall be used**. Should there be discrepancy between the amount in figures and the amount in words, the amount in words will be used.

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

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

The Citizen Empowerment Policy will be applied where:

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

The quoted prices of bidders that qualified from stage 2 above will be compared and the bidder with the lowest price will be recommended for award.

NB:

Bidders are free to submit a proposal on any Lot of interest.

The lowest price will be determined by the total unit price of the 'Lot'.

The lowest responsive and compliant bidder will be recommended for award.

1.15 Basis of Award

The lowest responsive and compliant bidder who met all requirements of Stage 2 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 Services to Botswana Examinations

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.

NB:

The bidder may be only awarded one Lot, that is the lowest compliant bidder for Stationery Lot 1 cannot be awarded any other Lot from the remaining Stationery Lot 2, Computer Consumables Lot 1, Computer Consumables Lot 2 or Cleaning Materials Lot 1 in that order.

TENDER RETURNABLE DOCUMENTS	LIST OF RETURNABLE DOCUMENTS Volume ...
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TENDER NO. BEC CS 006/22-23 - INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS

1. The tenderer must complete the following returnable documents:
 - Returnable Documents required for tender evaluation purposes
 - Certificate for authority of signatory
 - Record of addenda to tender documents
 - Detailed Response to Requirements specified in the CONTRACT PART 3
 - Form of Offer and Acceptance
 - Form of Declaration For Tendering Purposes
 - Response form
 - Experience of the bidder

2. Returnable Documents that will be incorporated into the contract
 - Response form
 - Detailed Response to all other Requirements specified in the Contract Part 3
 - Form of Offer and Acceptance

Parts of each tender offer communicated on paper shall be submitted as an original, four (4) duplicate copies plus a rewritable CD/DVD of both the technical and financial proposal. Each copy must contain the following **RESPONSE FORM**.

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

Republic of Botswana	TENDER RETURNABLE DOCUMENT	DECLARATION FORM FOR TENDERING PURPOSES
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Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender

**TENDER NO. BEC CS 006/22-23 - INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS
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).....

	DIRECTORS/MEMBERS/ PARTNERS NAME and /OR Other (Please Specify)	CAPACITY IN ENTITY	NATIONALITY	PERCENTAGE OF SHAREHOLDING
1				
2				
3				
4				
5				
6				

7				
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	SHAREHOLDERS NAME	NATIONALITY	PERCENTAGE OF SHAREHOLDING
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:

TENDER NO. BEC CS 006/22-23 - INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS

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

TENDER NO. BEC CS 006/22-23 - INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS

We confirm that the following communications received from the Procuring Organisation before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Bidder

Council

RETURNABLE DOCUMENTS

EXPERIENCE OF
TENDERER

TENDER NO. BEC CS 006/22-23 - INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS

The following is a statement of similar works successfully executed by myself/ ourselves:

Employer, contact person and telephone number.	Description of contract	Value of work	Date completed

Signed

Date

Name

Position

Bidder

TENDER NO. BEC CS 006/22-23 - INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS

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

TENDER NO. BEC CS 006/22-23 - INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS

OFFER

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

SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS

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.

STATIONERY LOT 1

The total unit price is _____
_____ Pula, (in words);
P_____ (in figures). (Not applicable for rate only contracts)

STATIONERY LOT 2

The total unit price is _____
_____ Pula, (in words);
P_____ (in figures). (Not applicable for rate only contracts)

COMPUTER CONSUMABLES LOT 1

The total unit price is _____
_____ Pula, (in words);
P_____ (in figures). (Not applicable for rate only contracts)

COMPUTER CONSUMABLES LOT 2

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

CLEANING MATERIAL LOT 1

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

This Offer, of which the bidder has signed one original, may be accepted by the Procuring Organisation by signing the form of Acceptance overleaf and returning one fully executed original of this document including the Schedule of Deviations (if any) to the bidder before the end of the period of validity stated in the Tender Data, whereupon the bidder becomes the party named as the Contractor, (or the Consultant, Professional Service Provider, or the Supplier as the case may be) in the Conditions of Contract identified in the Contract Data.

For the tenderer:

Signature(s)

Name(s) _____

Capacity _____

(Insert name and address of organisation)

Name & signature of witness _____
Date _____

ACCEPTANCE

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the Procuring Organisation accepts the bidder’s Offer. In consideration thereof, the Procuring Organisation shall pay the Contractor, (or the Consultant or the Supplier as the case may be) the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the bidder’s Offer shall form an Agreement between the Procuring Organisation and the bidder upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

Part 2 Pricing Data
Part 3 Scope of Work

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the bidder and the Procuring Organisation during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from the said documents are valid unless contained in this Schedule, which must be signed by the duly authorised representative(s) for both parties.

The bidder shall within one week of receiving a fully executed original of this Agreement, including the Schedule of Deviations (if any), contact the Procuring Organisation's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the bidder receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the bidder (now Contractor, Consultant or Supplier) within five days of the date of such receipt notifies the Procuring Organisation in writing of any reason why he cannot accept the contents of this Form of Offer and Acceptance. This Agreement shall constitute a binding contract between the Parties.

For the Botswana Examinations Council

Signature(s)

Name(s)

Capacity

.....
(Insert name and address of organisation)

Name & signature of witness

Date

LOCAL PROCUREMENT REGISTRATION CERTIFICATE

TENDER NO. BEC CS 006/22-23 - INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS

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

A WOMAN	B YOUTH	C PEOPLE WITH DISABILITY	D RURAL SETTING	E EMPLOYMENT

A. B. C. Certificate for businesses owned by WOMAN/ YOUTH/ PEOPLE WITH DISABILITY

I, _____, being a duly authorised representative and acting on my capacity as _____ of _____, hereby confirm that the above

mentioned business is 100% owned by women/ youth/ people with disability.

As witnesses: -

1. _____

2. _____

Authorised Signatory

Date

D. Certificate for RURAL SETTING

I, _____, being a duly authorised representative and acting on my capacity as _____ of _____, hereby confirm that the above

mentioned business has been established and operates from a rural area.

LOCATION OF BUSINESS

WARD	VILLAGE

As witnesses: -

1. _____

2. _____

Authorised Signatory

Date _____

E. Certificate for EMPLOYMENT

I, _____, being a duly authorised representative and acting on my capacity as _____ of _____, hereby confirm that the above mentioned business has employed majority of any of the following categories- women/ youth/ people with disability.

Total no employees _____

No of Women (W) _____ Youth (Y) _____ People with disability (PWD) _____

% ratio of (W+ Y+ PWD) to Total no of employees _____ (Cut-off point will be 60%)

As witnesses: -

1. _____

Authorised Signatory

2. _____

Date

NB: Youth in this regard will people within the age of 18-35 years.

TENDER NO. BEC CS 006/22-23 - INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS

Bidders should provide costing for each item they wish to tender for as specified in the schedule of quantities.

1. All costs must include VAT (for VAT registered companies), Withholding Tax and all other applicable taxes. The tax laws of Botswana will apply to the ITT and the signed contract.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated as the maximum to be charged.
3. Payment will be made within 30 days from submission of an invoice. **There shall not be advance payment.**
4. Tenders must be valid for a period of at least **120 days**.

The bidder may be only awarded one Lot, that is the lowest compliant bidder for Stationery Lot 1 cannot be awarded any other Lot from the remaining Stationery Lot 2, Computer Consumables Lot 1, Computer Consumables Lot 2 or Cleaning Materials Lot 1 in that order.

TENDER NO. BEC CS 006/22-23 - INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF STATIONERY, COMPUTER CONSUMABLES AND CLEANING MATERIAL TO BOTSWANA EXAMINATIONS COUNCIL FOR THREE YEARS

1 BEC's objectives

The purpose of this Invitation to Tender is to invite potential bidders for supply and delivery of stationery and cleaning material to Botswana Examinations Council for three years.

STATIONERY LOT 1

The Supply and Delivery of Stationery should include the below items. Delivery shall be made within 7 Calendar days.

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE (Exc VAT)
1.	Highlighter-Assorted Colours	each	
2.	Whiteboard Marker - Assorted Colours	each	
3.	Permanent Marker - Assorted Colours	each	
4.	Bic Crystal Ball Point Pen – Blue, Black, Red	each	
5.	Staedler traditional 110 Pencil	each	
6.	White Chalk	Box (100 each)	
7.	Pentel Hybrid Gel Pen (Assorted Colours)	each	
8.	Glue Stick 21g	each	
9.	Paper Clips-33mm	Box (100 each)	
10.	Paper Clips 50mm	Box (100 each)	
11.	Paper Clips 78 mm	Box (50 each)	
12.	Standard Staple pin	Box (5000 each)	
13.	Heavy Duty Staple Pins	Box (5000 each)	
14.	Bostik 120g	each	
15.	Rubber Band # 32 (100g)	each	
16.	Eurocel Brown Packaging Cellotape 48mm X 50m	each	
17.	Clear Cellotape 48mm X 50m	each	
18.	Thumb pin Tacks	Box(100 each)	
19.	File Dividers A-Z	each	

20.	File Dividers JAN-DEC	each	
21.	A4 Arch Lever file	each	
22.	File Tags 152mm	Box (100 each)	
23.	Box File REF:07002	each	
24.	A4 Multipunched pocket files	each	
25.	A3 Manila 160gsm - Assorted Colours	Ream (100 each)	
26.	A4 Minute Book	each	
27.	A4 Executive Desk Pad 80 pages	each	
28.	A4 Note Book 192 pages	each	
29.	A4 Pen Carbon Book 100 pages	each	
30.	A4 Tracing Pad 30 pages (heavy duty)	each	
31.	A4 Writing Carbon paper	Pack (100 each)	
32.	A4 Leatherboard - Assorted Colours	Pack(50 each)	
33.	A4 PVC Binding Covers - Assorted Colours	Pack(100 each)	
34.	A4 Multipurpose Labels for Inkjet and Laser Printers (24 per A4 Sheet)	Ream (100 each)	
35.	A4 Unpunched Ruled Paper (Single Sheets)	Ream	
36.	A3 Photocopying paper -White (80gsm)	Ream (500 each)	
37.	A4 Photocopying paper -White (80gsm)	Ream (500 each)	
38.	A4 Photocopying paper -Yellow (80gsm)	Ream (500 each)	
39.	Post Pad 76mm X 76mm	each	
Sub Total			
Vat			
TOTAL			

STATIONERY LOT 2

The Supply and Delivery of Stationery should include the below items. Delivery shall be made within 7 Calendar days.

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE (Exc VAT)
40.	Post Pad 76mm X 76mm	each	
41.	Post Pad 76mm X 127mm	each	
42.	A4 Self-Adhesive Labels 99mm X 57mm (10 per A4 Sheet)	Ream (100 each)	
43.	A4 Inkjet Laserlabels 105mm X 37mm (16 per	Ream (100	

	A4 Sheet)	each)	
44.	A4 Inkjet Laserlabels 70mm X 101mm (8 per A4 Sheet)	Ream (100 each)	
45.	Inkjet Laserlabels 37mm X 70mm	Ream (100 each)	
46.	Flip Chart Pads Bond,50 pages	each	
47.	A4 Manila Paper – BLUE	Ream	
48.	A4 Manila Paper - GREEN(160gsm)	Ream	
49.	A4 Manila Paper - PINK(160gsm)	Ream	
50.	A4 Photocopying paper - Green (80gsm)	Ream (500 each)	
51.	A4 Photocopying paper - Pink (80gsm)	Ream (500 each)	
52.	A4 Manila paper – Yellow (160gsm)	Ream	
53.	A4 Manila paper - White(160gsm)	Ream	
54.	A4 Spiral Binding Rings 10mm	Box (100 each)	
55.	A4 Spiral Binding Rings 12mm	Box (100 each)	
56.	A4 Spiral Binding Rings 19mm	Box (100 each)	
57.	A4 Spiral Binding Rings 16mm	Box (100 each)	
58.	A4 Spiral Binding Rings 25mm	Box (100 each)	
59.	A4 Spiral Binding Rings 20mm	Box (100 each)	
60.	A4 Spiral Binding Rings 50mm	Box (50 each)	
61.	A4 Spiral Binding Rings 32mm	Box (50 each)	
62.	A4 Spiral Binding Rings 38mm	BOX (50 each)	
63.	A4 Spiral Binding Rings 45mm	BOX (50 each)	
64.	A4 Sliding Binders 10mm	Box (100 each)	
65.	Heavy Duty Stapler	each	
66.	Table Mounted Pencil Sharpener	each	
67.	Standard Stapler	each	
68.	Mathematical Instrument	each	
69.	Chalk Board Duster	each	
70.	Stamp pad Ink-Red (30ml)	each	
71.	Stamp pad Ink-Black (30ml)	each	
72.	Scissors - 210mm	each	
73.	Scientific Calculator	each	
74.	Correctional Fluid & Thinners set 20ml	each	
75.	Standard Puncher	each	
76.	Heavy Duty Puncher	each	
77.	30cm Ruler	each	

78.	Staple Remover	each	
79.	White Board Duster	each	
80.	Staedler Eraser - 526 B30	each	
81.	Twin Cotton string roll - 500g	each	
82.	A3 Manilla Folders – 100 Sheets	Pack	
Sub Total			
Vat			
TOTAL			

COMPUTER CONSUMABLES LOT 1

The Supply and Delivery of Computer Consumables should include the below items. Delivery shall be made within 7 Calendar days.

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE (Exc VAT)
1.	Hp Color Laserjet Toner Q5950A-Black	each	
2.	Hp Color Laserjet Toner Q5951A-Cryan	each	
3.	Hp Color Laserjet Toner Q5952A-Yellow	each	
4.	Hp Color Laserjet Toner Q5953A-Magenta	each	
5.	Hp Color Laserjet Toner C9720A-Black	each	
6.	Hp Color Laserjet Toner C9721A-Cryan	each	
7.	Hp Color Laserjet Toner C9722A-Yellow	each	
8.	Epson FX890	each	
9.	Hp Color Laserjet Toner C9723A-Magenta	each	
10.	Hp Laserjet C7115A	each	
11.	Hp Laserjet Q7553A	each	
12.	Document Trays - 3 Tier Frame	each	
13.	CD - RW Printable 700MB (1-4X speed,80min)	each	
14.	CD - R Printable 700MB(52x speed,80min)	each	
15.	DVD-R Printable 4.7GB (16x speed,120min)	each	
16.	DVD- RW-Re-recordable 4.7GB (16x speed,120min)	each	
17.	HP Color Laser Jet CC530A-Blk	each	
18.	HP Color Laser Jet CC531A-Cyan	each	
19.	HP Color Laser Jet CC532A- yellow	each	
20.	HP color Laser Jet CC533A-Mangenta	each	
21.	HP lasr Jet toner CC364A	each	
22.	Hp Laserjet Toner CE505A	each	
23.	Image Fuser Kit 220V Q7503A	each	
24.	Sharp AR -450FT Toner	each	
25.	Toner CB380A Black	each	
26.	Toner CB381A Cyan	each	

27.	Toner CB382A Yellow	each	
28.	Toner CB383A Magenta	each	
29.	Toner CB384A Black Image Drum	each	
30.	Toner CB385A Cyan Image Drum	each	
31.	Toner CB386A Yellow Image Drum	each	
32.	Toner CB387A Magenta Image Drum	each	
33.	Q7504A Image Transfer Kit	each	
34.	CB463A Image Transfer Kit	each	
35.	CB 459A Roller Kit	each	
36.	CB 458A Roller Kit(220)	each	
37.	CB457A Fuser Kit	each	
Sub Total			
Vat			
TOTAL			

COMPUTER CONSUMABLES LOT 2

The Supply and Delivery of Computer Consumables should include the below items. Delivery shall be made within 7 Calendar days.

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE (Inc VAT)
38	Toner 125A CB542A	each	
39	Toner 125A CB543A	each	
40	Toner 125A CB540A	each	
41	Toner 125A CB541A	each	
42	Laserjet Toner CF280A	each	
43	Cartridge Canon 714	each	
44	Toner for printer CP 5225 CE 740A	each	
45	Toner for printer CP 5225 CE 741A	each	
46	Toner for printer CP 5225 CE 742	each	
47	Toner for printer CP 5225 CE 742A	each	
48	CB389A Maintenance Kit	each	
49	Roller Kit CB 463A	each	
50	Hp Color Laserjet Toner CE340A-Black	each	
51	Hp Color Laserjet Toner CE341A-Cyan	each	
52	Hp Color Laserjet Toner CE342A-Yellow	each	
53	Hp Color Laserjet Toner CE343A-Magenta	each	
54	Transfer Kit CE516A	each	
55	Fuser Kit 220V-CE515A	each	
56	Document Feeder Kit 2718A	each	
57	Toner C- PJIC1 (C) for EPSON Disk producer PP-100II	each	

58	Toner LC – PJIC2 (LC) for EPSON Disk producer PP-100II	each	
59	Toner LM –PJIC3 (LM) for EPSON Disk producer PP-100II	each	
60	Toner M- PJIC4 (M) for EPSON Disk producer PP-100II	each	
61	Toner Y-PJIC5 (Y) for EPSON Disk producer PP-100II	each	
62	Toner K-PJIC6 (K) for EPSON Disk producer PP-100II	each	
63	Service Kit for HP Laserjet CP6015 Color Printer	each	
64	Service Kit for HP Laserjet 2015dn Color Printer	each	
65	Service Kit for HP Laserjet 700 color MFP M775 Printer	each	
66	Canon Fax Cartridge 719	each	
67	Hp Cplor Laser CE 980A Tonner Collection Unit	each	
68	HP Staple Cartridge Refill – C8091A	each	
69	HP Color Laserjet CF 412A Yellow	each	
70	HP Color Laserjet CF 413A Magenta	each	
71	HP Color Laserjet CF 411A Cyan	each	
72	HP Color Laserjet CF 410A Black	each	
73	HP 415 Black Laserjet Toner Catridge W2030A- Magenta	each	
74	HP LaserJet 415A W2030A – Black	each	
75	HP LaserJet 415A W2031A – Cyan	each	
76	HP LaserJet 415A W2032A – Yellow	each	
77	HP LaserJet 415A W2033A - Magenta	each	
78	Black Cartridge 655A - CF450A	each	
79	Cyan Cartridge 655A - CF451A	each	
80	Yellow Cartridge 655A - CF452A	each	
81	Magenta Cartridge 655A - CF453A	each	
82	HP CF325X toner cartridge	each	
83	Black Cartridge 973X - L0S07AE	each	
84	Cyan Cartridge 973X - F6T81AE	each	
85	Yellow Cartridge 973X - F6T83AE	each	

86	Magenta Cartridge 973X - F6T82AE	each	
Sub Total			
Vat			
TOTAL			

CLEANING MATERIAL

The Supply and Delivery of Cleaning Materials should include the below items. Delivery shall be made within 7 Calendar days.

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE (Exc VAT)
1	Dust Mask FFP1 NR	Box (10 each)	
2	Disposable Latex Medical Examination Glove - Medium	Box (100 each)	
3	Antibacterial Soaps 800ml	each	
4	Air Fresher 500ml	each	
5	Refuse Bag - Extra heavy Duty 30 Micron	Pack (100 each)	
6	Standard Wooden Broom	each	
7	Standard Wooden Mop	each	
8	Sunlight Liquid 1.5L	each	
9	Dish Cloth 45cm X 70cm	each	
10	Dish Swab 30cm X 30cm	each	
11	Sunlight Washing Powder 5kg	each	
12	Toilet Paper – Non Flaking (2ply)	Pack (48 each)	
13	Furniture Polish - 275 ml	each	
14	White board Cleaning Fluid 250ml	each	
15	Mutton Cloth - 400g	each	
16	Disposable Foam Cups 250ml	Box (1000 each)	
17	Pine Gel – 25 Litres	Bucket	
18	Step One 25 Litres	Bucket	
19	Wax Floor Polish 20 Litres	Bucket	
20	Handy Andy 750ml	each	
Sub Total			
Vat			
TOTAL			

2 Format and Content of Responses

Bids should be concise, to the point and address all issues raised in this Invitation to Tender document. Bidders should not alter the formats given in the annexure when submitting the bid. The forms listed under Returnable Documents are to be supplied as they form part of the evaluation.

2.1 Bid

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile
- Pricing schedule should be not included anywhere in technical proposal as it is a two envelope system.
- All returnable documents
- Any relevant information

2.1.1 Company Profile

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

2.1.2 Appendices

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

3 Quality plans and control

Bidders are required to ensure that they deliver goods that meet the agreed specification and within the agreed delivery period.

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