



**BOTSWANA
EXAMINATIONS
COUNCIL**

DIRECTORATE OF INFORMATION, COMMUNICATIONS AND TECHNOLOGY

INVITATION TO TENDER

FOR

The Renewal of Microsoft Software Volume License

TENDER NO. BEC ICT 007/22-23

Tender Available Date: Monday 19 September 2022

Tender Closing Date: *Friday 14 October 2022 @ 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 ICT 007/22-23**

The Renewal of Microsoft Software Volume Licenses

- Bidders are invited to submit bids for the Renewal of Microsoft Software Volume Licenses for Botswana Examinations Council.
 - The Procuring Organisation is Botswana Examinations Council (BEC), and 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 award of the contract:
 - Submit a certificate or letter from Microsoft showing that they are a Microsoft partner.
 - Submit an official letter from Microsoft authorizing them to resell Microsoft licenses and Software Assurance.
 - Be registered with **PPADB under Code 120 – ICT Technical Support Services; Sub-Code 01 – System Development Services and Maintenance Services, or Sub-Code 02- Server Management and Maintenance Services - or Sub-Code 04: Desktop Management and Maintenance Services.**
 - Be registered with BURS and be in possession of a Valid Tax Clearance Certificate.
-

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.

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 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 **7th 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 Botswana Examinations Council's addresses are as follows:

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: 365 0700
Fax : (+267) 393 3872 Email: procurement@bec.co.bw

Delivery of bid response and the solution shall be made to BEC.

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 labeled with the tender number and title. This envelope should be sealed and labeled as follows; **TENDER NO. BEC ICT 007/22-23: The Supply, Delivery and Implementation of a Private Cloud Solution based on Hyper Converged Infrastructure**

Bids must arrive not later than **10:00am** (local time) on **Friday 14th 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.

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: 3650700
Tender Committee; Botswana Examinations Council
Private Bag 0070; Gaborone; Botswana.
Fax: (+267) 323 3872 Email: procurement@bec.co.bw

Bids must arrive no later than **10:00 am** (local time) on **Friday 14th October 2022**. The tenders will be opened in the presence of bidders wishing to attend immediately after closing in BEC premises. Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.

The proposal must be made in English.

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. **Bidders are advised that this document will not be issued as a hard copy.**

The tender document may be viewed from BEC website: <http://www.bec.co.bw/docs/invite-tender>. Bidders are advised that this document is for viewing purposes only. Bid responses will only be accepted from bidders who were sent the bid document electronically by BEC.

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

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

N.B. The selected bidder shall begin work immediately and deliver the Services from 7th November 2022.

Important Dates:

Tender Collection: Monday 19th September 2022

Tender Closing: Friday 14th October 2022 at 1000 hrs.

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.

Tender Committee Secretary
For/Botswana Examinations Council

BEC ICT 007/22-23: The Renewal of Microsoft Software Volume Licenses

The conditions of tender are contained in this document. Bids must be submitted using the **one envelope system**

- 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) 1 original, 4 copies and CDs/DVDs of the proposal.
- b) PPADB Registration Certificate under:
 - Code 120 – ICT Technical Support Services; Sub-Code 01 – System Development Services, or Sub-Code 02 – Server Management and Maintenance Services, or Sub-Code 04 – Desktop Management and Maintenance Services (verification will be done on-line)
- c) A Valid Copy of Tax Clearance Certificate (Provide Pin & Certificate Number for on-line verification).
- d) Completed Declaration Form for Tendering Purposes.
- e) 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.

- f) A Letter or Certificate from Microsoft showing that the bidder is a Microsoft partner.
- g) An Official Letter from Microsoft authorizing the bidder to resell Microsoft licenses and Software Assurance.
- h) Completed and Signed Form of Authority of Signatory.
- i) Completed and signed Form of Offer and Acceptance.

NB: The tender response must be made in English.

Companies MUST provide evidence for the category ticked under the Local Preference Certificate so that BEC can make verifications for the preference entitlement.

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, 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 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.

BACKGROUND

Botswana Examinations Council (BEC) is a semi-autonomous body which was created by the **Botswana Examinations Council Act No. 11 of 2002**. In 2019, this act was augmented with an amendment act called the **Botswana Examinations Council (Amendment) Act No 21 of 2019**. The Council is mandated to manage and conduct examinations and assessments in general education, and technical and vocational education and training. It does this with its staff contingent of not more than 250 people. BEC is a parastatal organization under the Ministry of Basic Education and has been categorized under educational institutions qualifying for Academic Licensing. The organization has been using Microsoft products such as the Windows Operating System, Office Professional, Office 365, Windows Server and Microsoft Servers for many years. In recent years the organization started using Microsoft products and Services offered in an Enterprise Agreement. BEC has also been engaging some local companies to be its Enterprise Direct Advisor for the Microsoft Enterprise Agreement. The current agreement shall expire on the 30th of November 2022 and thus this tender seeks to engage into a new agreement for the renewal of its Microsoft product licenses with the winning bidder.

It is upon this background that BEC is requesting the qualifying solution providers to submit proposals for The Renewal of Microsoft Software Volume Licenses for a period of three (3) years.

SCOPE

The purpose of this invitation to tender is to solicit companies that meet the compliance criteria outlined in item 1.3 to submit proposals for the Renewal of Microsoft Software Volume licenses to Botswana Examinations Council for a period of three (3) years. BEC shall make annual payments rather than a once-off payment for the 3-year period.

The renewal of software licenses for the following Microsoft products is in the scope of this tender:

- Core CAL Bridge O365
- Office 365 E3
- Core Infrastructure Server Suite Standard
- Enterprise Mobility and Security Suite
- SharePoint Server Standard and related Client Access Licenses

- SQL Server Enterprise Core
- SQL Server Standard Core
- Systems Centre Configuration Manager
- Systems Centre Endpoint Protection
- Azure Dev Ops and related Client Access Licenses
- Windows Server User CAL
- Windows Enterprise Per Device

The supply of software licenses for the following Microsoft products are also in the scope of this tender:

- Microsoft Project Professional (this is a new purchase)

The following service **is not** in the scope of this tender:

- Installation and configuration

A more detailed description of the required products and services for each of the three years, which includes the required quantities is outlined in tables A below.

Table A: Required Products

No.	Required Product	Required Quantity	Bidder's Proposed Specification
A.1	Core CAL Bridge O365	250	
A.2	Office 365 E3	250	
A.3	Core Infrastructure Server Suite Standard	18	
A.4	Enterprise Security and Mobility E3	250	
A.5	SharePoint Server	1	
A.6	SharePoint Server Standard User CAL	250	
A.7	SQL Server Enterprise Core	4	
A.8	SQL Server Standard Core	4	
A.9	System Centre Configuration Manager Client ML	250	
A.10	System Centre Endpoint Protection	250	
A.11	Azure Dev Ops Server	1	
A.12	Azure Dev Ops Server User CAL	5	
A.13	Windows Server User CAL	250	
A.14	Windows Enterprise Per Device	250	
A.15	Microsoft Project Professional (new software and license)	50	

The bidder must state the specifications of their proposed solution against the BEC specification requirement to enable evaluators to make a meaningful comparison.

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

TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES

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 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.
- Bids must be submitted using the **one envelope system**

The original, four (4) copies and re-writable CDs/DVDs of the bids shall be placed in a separate and sealed envelope clearly marked – TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES and shall bear the submission address.

- Bids must arrive no later than **10:00 am** (local time) on **Friday 14th October 2022**. The sealed envelope should have the original, four (4) copies and a CD/DVD clearly marked;

TENDER No. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES

- 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.

1.7 The closing time for submission of tender offers is: 10.00 am on **Friday 14th 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 14th 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 Supplies Evaluation Method

The Evaluation Process

The Tender Evaluation Committee (TEC) will be constituted to evaluate the bids. The evaluation procedure 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 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 as described in 1.14.
- 4 The project 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 equipment to Botswana Examinations Council that conform 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.
- Please include Table of Contents in your bid

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-contractor or any form of companies working together 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-contractor or any form of companies working together to proceed to stage 2. **Note:** Joint Ventures, Consortium or partnership, or sub-contractor or any form of companies working together shall only be accepted where such is formed by 100% citizen owned companies.

Bidders must submit all of the following.

- a) PPADB Registration Certificate under:
Code 120 ICT Technical Support, Sub-Code 01: Systems Development and Maintenance or Sub-Code 02: Server Management and Maintenance Services or Sub-Code 04: Desktop Management and Maintenance Services (registration will be verified on-line)
- b) A Valid Copy of a Tax Clearance Certificate (Provide Certificate Number and Pin Number for on-line verified).
- 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) A copy of a letter or certificate from Microsoft showing that the bidder is a Microsoft partner.
- f) An official letter from Microsoft authorizing the bidder to resell Microsoft licenses and Software Assurance.
- g) Completed and Signed Form of Authority of Signatory.
- h) Completed and Signed Form of Offer and Acceptance.

Should a bidder fail to submit items a) to g) 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, (h) above, on the first instance, will lead to outright disqualification.

1.13 Evaluation of Bids at Stage 2 (Technical Evaluation)

For table A, which outlines the technical requirements, a corresponding technical evaluation criteria table, i.e., table A1, below, shall be developed. This table shall be used by the evaluation committee to determine if the bidder's proposed solution meets the required specifications. Bidders must fully comply with each of the requirements by stating their proposed specifications. This means that bidder specifications must be the same or better than the required specifications as described by BEC. Consortiums /Joint Ventures/Partnership/Sub-Contracting/any form of working together will be assessed as one (not individually). Failure to meet one or more evaluation requirements will lead to the bidder not proceeding to financial evaluation. **So, for each requirement in table A, bidders are required to state their specifications offer in full, failing which they will be disqualified. Stating words such as "comply" or any related words shall not be accepted.**

Table A1: Technical Evaluation Criteria for the Renewal of Microsoft Software Volume Licenses

No.	Required Product	Required Quantity	Bidder's Proposed Specification	Compliant (Yes/No)
A.1	Core CAL Bridge O365	250		
A.2	Office 365 E3	250		
A.3	Core Infrastructure Server Suite Standard	18		
A.4	Enterprise Security and Mobility E3	250		
A.5	SharePoint Server	1		
A.6	SharePoint Server Standard User CAL	250		
A.7	SQL Server Enterprise Core	4		
A.8	SQL Server Standard Core	4		
A.9	System Centre Configuration Manager Client ML	250		
A.10	System Centre Endpoint Protection	250		
A.11	Azure Dev Ops Server Us	1		
A.12	Azure Dev Ops Server User CAL	5		
A.13	Windows Server User CAL	250		
A.14	Windows Enterprise Per Device	250		
A.15	Microsoft Project Professional (new software and license)	50		

For a bidder to pass the technical evaluation stage, it must comply with each of the criteria items in Table A1, above, i.e. it must attain an Overall Technical Evaluation Result of "Compliant".

Any bidder that is found to be non-compliant with just a single technical evaluation criterion in this table shall be disqualified and their bid shall not undergo any further evaluation.

1.14 Evaluation of Bids at Stage 3

Cost Evaluation and Comparison

For this process, financial bids of technically compliant bidders shall undergo a correction of arithmetic errors, and bids shall be converted to a common currency. Should there be a 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 shall then be ranked in order of their prices, starting with the lowest price offer as outlined in the sample table B, below.

Bidders should adhere to the following points:

- **If there are no charges for a particular item the bidder shall indicate Not Applicable or N / A**
- **Bidders should comply to the pricing format that is outlined in Tables C, D, E and F under the section: Summary Pricing Schedule.**

Table B: Ranking of Bidders

Rank No	Bidder	Grand Total (incl. VAT)
1	<i>Bidder with lowest Grand Total Price offer</i>	
2		
3		
.		
.		
Last	<i>Bidder with Highest Grand Total Price offer</i>	

1.16 Basis of Award

The lowest compliant bidder, after applying all the price preference policies, will 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 provide the Renewal of Microsoft Volume Licenses to BEC immediately following the issuance of a purchase order.

TENDER RETURNABLE DOCUMENTS	LIST OF RETURNABLE DOCUMENTS Volume 2
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TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES

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 1 re-writable CD/DVD/. 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	

<p>TENDER RETURNABLE DOCUMENTS</p>	<p>TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY</p>
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TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES

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 RETURNABLE DOCUMENTS	TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS
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**TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE
VOLUME LICENSES**

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 _____
 Tenderer _____

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES

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.

TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES

Name:	Date of Birth:
Profession:	Nationality:
Current Position:	Years with the firm:
<u>Qualification and Experience:</u>	
<u>Education:</u>	
Professional Membership:	
<u>Experience Record:</u>	
<u>Languages:</u>	
Certification:	
<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>_____</p> <p><i>[Signature of authorized representative of the Tenderer]</i></p>	<p>Date: _____</p>

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES

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 RETURNABLE DOCUMENTS	TENDER SCHEDULES MANAGEMENT PLAN
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TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES

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

TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES

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).....

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

	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, favor 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 deposited to is essential for the tender validity of (Name of company)'s

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

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT _____

ON THIS _____ DAY OF _____ 20____, AT ____AM / PM, THE DEPONENT HAVING

ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS CONSCIENCE.

COMMISSIONER OF OATHS

CAPACITY:

LOCAL PROCUREMENT REGISTRATION CERTIFICATE

TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES

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.

NB: Companies MUST provide evidence for the category ticked so that BEC can make verifications for the preference entitlement.

**TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE
VOLUME LICENSES**

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

CONTRACT PART 1 AGREEMENTS & CONTRACT DATA	FORM OF OFFER AND ACCEPTANCE
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TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES

OFFER

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

THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES

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)

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

.....

CONTRACT PART 2 PRICING DATA	PRICING INSTRUCTIONS
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TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE VOLUME LICENSES

Bidders should provide costing for each item 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 (PS)

The quoted prices should be inclusive of VAT at the prevailing rates and/or all the Taxes in accordance with the requirements of Botswana Tax Laws.

NB: THE PRICES SHOULD BE INCLUDED IN THE BIDS PROPOSAL

Table C: Sample Pricing Template Year 1

<u>No.</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>	<u>VAT</u>	<u>TOTAL</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
GRAND TOTALS for YEAR 1:						

Table D: Sample Pricing Template Year 2

<u>No.</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>	<u>VAT</u>	<u>TOTAL</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
GRAND TOTALS for YEAR 2:						

Table E: Sample Pricing Template Year 3

<u>No.</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>	<u>VAT</u>	<u>TOTAL</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
GRAND TOTALS for YEAR 3						

Table F: Summary Pricing

	<u>Amount</u>	<u>VAT</u>	<u>Total</u>
Year 1			
Year 2			
Year 3			
Grand Totals:			

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

**TENDER NO. BEC ICT 007/22-23: THE RENEWAL OF MICROSOFT SOFTWARE
VOLUME LICENSES**

1. Purchaser's objectives

The purpose of this invitation to tender is to solicit companies that meet the compliance criteria outlined in item 1.3 to submit proposals for the Renewal of Microsoft Software Volume licenses to Botswana Examinations Council for a period of three (3) years.

The tender shall be awarded as a whole tender to one bidder. BEC will give contracts to a bidder who is prepared to offer services required. Capability as determined by the evaluation criteria in the bid document remains paramount to the final decisions of award/ or rejection.

2. Scope

The renewal of software licenses for the following Microsoft products for a period of three years is in the scope of this tender:

- Core CAL Bridge O365
- Office 365 E3
- Core Infrastructure Server Suite Standard
- Enterprise Mobility and Security
- SharePoint Server Standard and related Client Access Licenses
- SQL Server Enterprise Core
- SQL Server Standard Core
- Systems Centre Configuration Manager
- Systems Centre Endpoint Protection
- Azure Dev Ops Server and related Client Access Licenses
- Windows Server User CAL
- Windows Enterprise Per Device

The supply of software and licenses for the following Microsoft products is also in the scope of this tender:

- Microsoft Project Professional (this is a new purchase)

The following service **is not** in the scope of this tender:

- Installation and configuration

3. Project Cost

The bidder shall provide the cost of each item proposed including all applicable taxes in the renewal of Microsoft Software Volume Licenses to the council. In outlining the cost, a sufficient breakdown of each element, for each year should be indicated as outlined on tables C, D, E and F under Summary Pricing Schedule.

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

4. Format and Content of Responses

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

4.1 Bid

Bids must include the following items preferably in this order:

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

4.1.1 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.

4.1.2 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.

5. 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**-----