



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND CERTIFICATION

INVITATION TO TENDER  
FOR

1. PROVISION OF JCE STANDARDISATION VENUES FOR BEC FOR THREE YEARS: 2022 TO 2024.
2. PROVISION OF BGCSE MODERATION VENUES FOR BEC FOR THREE YEARS: 2022 TO 2024.

Tender No. **BEC EAC 001/22-23**

*Collection Date: Monday 09 May 2022*

*Closing Date: Friday 10 June 2022*

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

**TENDER  
TENDERING PROCEDURES**

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

*Tender No. BEC EAC 001/22-23*

**INVITATION TO TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024**

- Bidders are invited to submit bids for the Provision of Standardisation, and Moderation Venues for BEC for years: 2022 to 2024.
- The Procuring Organisation is Botswana Examinations Council (BEC) and this tender **is reserved for 100% citizen owned companies in accordance with the statutory instrument No.23 of 28<sup>th</sup> February 2020.**
- Bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 101 - Hotel & Catering (Restaurant) Services; Sub-Code 04 – Conference & Workshop Services or on relevant Codes and Sub-Codes; be registered with BURS and be in possession of a valid Tax Clearance Certificate and have an appropriate license.

Tender documents will be available with effect from **Monday 9<sup>th</sup> May 2022** and will be **sent to bidders** upon payment of a non-refundable and non-transferable fee of P250.00 payable to the following BEC Account details:

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

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

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

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

**NOTE:**

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

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

BEC shall send the ITT document to bidders who provided proof of payment by end of day (16:30hrs) on **3<sup>rd</sup> June 2022**. No bidder's proof of payment shall be accepted after this time and will therefore not be sent the ITT document. Please note that the tender fee remains non-refundable and non-transferable even with this requirement.

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

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Physical Address

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.

Contact Name: **Mr. T. Mogapi**  
Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

Telephone Number: 365 0700

Bids must be submitted using the **two envelope system**; one original and four (4) copies **plus a soft copy in a re-writable CD/DVD**, respectively for the **technical** and **financial** bids must be submitted in two separate envelopes, one containing the Technical Bids, and the other containing the Financial Bids and both envelopes accordingly labeled with the tender number and title. The two envelopes should be sealed and placed in a third outer and larger envelope. This envelope should be sealed and labeled as follows;

**TENDER NO. BEC EAC 001/22-23- INVITATION TO TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024.**

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

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

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

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

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. Re-writable CDs/DVDs should be separate for the technical and financial proposal. The CD/DVD for the technical proposal should be included in the technical proposal envelope while the CD/DVD for the financial proposal should be included in the financial proposal envelope.**

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

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

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

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

Fax: (+267) 393 3872

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

Bids must arrive no later than **10:00 am** (local time) on **Friday 10<sup>th</sup> June 2022**

The tenders will be opened in the presence of bidders wishing to attend immediately after closing; at 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.

**N.B. The selected bidder shall begin work immediately and deliver the Services from October 2022 to November 2024**

**Important Dates:**

**Tender Collection: Monday 9<sup>th</sup> May 2022**

**Tender Closing: Friday 10<sup>th</sup> June 2022**

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

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Tender Committee Secretary  
For/Botswana Examinations Council

**BOTSWANA  
EXAMINATIONS COUNCIL**

**TENDER  
TENDERING PROCEDURE**

**TENDER DATA  
VOLUME 1**

**INVITATION TO TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024**

The conditions of tender are contained in this document.

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

Three volume approach:

**VOLUME 1:** TENDERING PROCEDURES

Tender Notice & Invitation to Tender  
Tender Data

**VOLUME 2:** RETURNABLE DOCUMENTS

**VOLUME 3:** THE CONTRACT

Part 1 - Agreements & Contract Data

Forms of Securities

Part 2 - Pricing Data

Pricing Instructions

Part 3 - Scope of Work

- 1.3 All bidders are required to submit the following:

- 1 original, 4 copies and CDs/DVDs of both the Technical and Financial proposals;
- Proof of payment of the tender fee of **P250.00**;
- PPADB Registration Certificate under Code 101 – Hotel & Catering (Restaurant) Services; Sub-Code 04 – Conference & Workshop Services or on the Relevant Codes and Sub-Codes (verification will be done on-line);
- A valid copy of tax clearance certificate (Provide Pin & Certificate Number for on-line verification);
- Completed Declaration Form for Tendering Purposes;
- Submission of Company Extract accompanied by Confirmation of Shareholders and Directors as well as their Identity Documents;
  - publicly listed companies may submit certificates of their controlling shareholders only;
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- Completed and Signed Form of Authority of Signatory;

- Completed and signed Form of Offer and Acceptance

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

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

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.

**The Tax Laws of Botswana shall apply in this tender and subsequently the contract.**

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

**INVITATION TO TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024**

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

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

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

- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialed by the person or persons who sign the bid.
- All copies must be signed in ink by an authorised employee, agent or representative of the bidder.
- For each bid, the bidders shall prepare the number of copies indicated in the Instructions to bidders. The original bid should be marked ORIGINAL; all other copies should be marked COPY. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct and shall bear the submission address.
- **The original document, four (4) copies and re-writable CD/DVDs of each of the technical bid and financial bid shall be placed in a separate and sealed envelope clearly marked – TENDER NO. BEC EAC 001/22-23 TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024** and shall bear the submission address.
- **Re-writable CD/DVDs should be separate for the technical and financial proposal. The CD/DVD for the technical proposal should be included in the technical proposal envelope while the CD/DVD for the financial proposal should be included in the financial proposal envelope.**
- Bids must arrive no later than **10:00 am** (local time) on **Friday 10<sup>th</sup> June 2022**.
- The outer envelope should have the original, four (4) copies and 2 CDs/DVDs of the technical and financial bids respectively. These shall be placed in a sealed larger envelope clearly marked;

**BEC EAC 001/22-23 - TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024**

- Bids will be opened immediately, and bidders may be present if they so wish. Bids received after the closing date and time will not be accepted. Email or Facsimile bids will not be accepted.

- Immediately after the deadline for the submission of bids, the technical bid of all the tenderers will be opened. The financial bids shall remain sealed and deposited with BEC Tender Committee until those bids meeting the technical requirements have been identified.

**This tender is open to Botswana registered companies ONLY.**

- 1.7 The closing time for submission of tender offers is: 10.00 am on **Friday 10<sup>th</sup> June 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:
- 10:00 a.m. on **Friday 10<sup>th</sup> June 2022.**
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- Location: Botswana Examinations Council  
Plot 54864; KT Motsete Road; Gaborone.
- 1.11. The procedure for evaluation of the responsive tender offers is Quality and Cost Based Selection method.

**The Evaluation Process**

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

- 1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 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.
- 4 The project will be provisionally awarded to the bidder with highest combined score of Stage 2 and Stage 3 and of the evaluation process subject to successful negotiation of the contract as in 1.15.
- 5 The maximum scores allocated to Stage 2: Technical and Stage 3: Financial are as follows:

Stage 2	-	80
Stage 3	-	<u>20</u>
Total		<u>100</u>
- 6 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.
- 7 The successful bidder shall deliver the services to Botswana Examinations Council as described under Deliverables and shall be accepted after inspection to confirm conformance to specifications.

**Notes**



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

### 1.12 Disqualification at Stage 1

A bidder whose technical bid does not meet the following requirements will be disqualified during the first scrutiny at Stage 1. In the case of a consortium or joint venture or partnership or sub-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. NB: Consortium or joint venture or partnership or sub-contracting or any form of collaboration/working together shall be accepted from only 100% citizen owned companies.

Companies must submit all of the following;

- a) PPADB Registration Certificate under Code 101– Hotel & Catering (Restaurant) Services; Sub-Code 04– Conference & Workshop Services or on the Relevant Codes and Sub-Codes (registration will be verified on-line);
- b) A valid copy of Tax Clearance Certificate (Provide Pin & Certificate Number for on-line verification);
- c) Completed Form of Declaration for Tendering Purposes;
- d) Submission of Company Extract accompanied by Confirmation of Shareholders and Directors as well as their Identity Documents;
  - Publicly listed companies may submit certificates of their controlling shareholders only;
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- e) Completed and Signed Form of Authority of Signatory (to be submitted in the Financial Proposal)
- 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) will lead to outright disqualification, where the financial proposal will be rejected without being evaluated.**

**1.13 Evaluation of Bids at Stage 2**

The following table shows the criteria which will be used. The criteria will be rated on scores as shown in the table below. In the case of a consortium or joint venture or partnership or sub-contractor or any form of companies working together, the bids will be evaluated on the combined strength of the constituent companies involved. Each level will be evaluated based on this criterion. A site visit will be carried out to confirm some information.

AREA	CRITERIA	SCORES	
Organisation	<p><b><u>Provide Evidence of Past Relevant Experience</u></b></p> <ul style="list-style-type: none"> <li>• At least 1 year of renting out premises for conferencing or events.</li> <li>• Give at least 3 examples of such events you hosted                             <ul style="list-style-type: none"> <li>○ 3 examples (3 marks)</li> <li>○ 2 examples (2 marks)</li> <li>○ 1 example (1 mark)</li> </ul> </li> <li>• At least one (1) team member must have 2 years' experience in events Management. (Include 2 references as evidence)                             <ul style="list-style-type: none"> <li>○ 2 years or more (5 marks)</li> <li>○ 11-23 months (3 marks)</li> <li>○ Up to 11 months (1 mark)</li> </ul> </li> </ul>	2   3   5	10
Methodology	<p><b><u>Capacity to implement the project</u></b></p> <p>Lockable sufficient number of rooms (3), each able to hold capacities indicated at scope taking into consideration COVID 19 protocols of social distancing of minimum 1.25 metres apart in all directions (4).</p> <ul style="list-style-type: none"> <li>• Sufficiently placed windows to allow cross ventilation.</li> <li>• Sufficient desks/tables and comfortable chairs which would allow social distancing of 1.25 m apart.</li> <li>• Male and female clean, functional ablution facilities per 100 participants to avoid congestion of personnel at any time, with sufficient ablution accessories (6). Provide evidence of refreshing ablutions at intervals (2).</li> <li>• Spacious feeding area per 100 participants to maintain social distancing requirements. (Provide plan of how feeding will be done for at least 100 participants.</li> </ul>	7   3  4  8  6	28

	<p><b>Security Management</b></p> <ul style="list-style-type: none"> <li>• Security plan that shows the layout of the premises, the details of types of fences or perimeter walls and on-site security detail of manpower and security gadgets. 6</li> <li>• COVID 19 Risk Plan including registration at rooms, temperature checks, frequent sanitizing, any sick bay and brief indication of how you would address COVID 19 positive cases. 10</li> <li>• Risk Management Plan that includes how to address security threats and unavailability of services such as water and electricity. 10</li> </ul>		26
	<p><b>Quality Management &amp; Standards</b></p> <ul style="list-style-type: none"> <li>• Availability and functionality of air conditioners or ceiling fans. 5</li> <li>• Clean environment including ablutions, workrooms and grounds. 8</li> <li>• Provision of 3 Bottled water daily for each participant 3</li> </ul>		16
<b>Total</b>			<b>80</b>

**The bidder should respond to the above requirements in full to guide evaluators in allocating marks for Stage 2 evaluations.**

The cut-off for progression to Stage 3 is a minimum score of 60 points out of 80 (75%) and only bidders who score 60 and above will have their financial proposals opened and evaluated. Botswana Examinations Council reserves the right to terminate any further evaluation of this tender at this stage.

#### **1.14 Financial Evaluation – Stage 3**

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

$$FS = 20 \times LP/P$$

Where:

- FS = financial score of a given bidder
- LP = lowest price
- P = the price quoted by the bidder

The lowest financial bid (LP) will be given a financial score (FS) of 20 points. The financial scores (FS) of the other financial bids will be computed using the formula above.

#### **1.15 Basis of Award**

The bidder with the highest combined score (Technical and Financial) from stages 2, and 3 would be recommended for the award by 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.

**BOTSWANA  
EXAMINATIONS COUNCIL**

**TENDER  
RETURNABLE DOCUMENTS**

**LIST OF RETURNABLE  
DOCUMENTS  
Volume 2**

***BEC EAC 001/22-23 TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024***

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 (*Provide Pin No. and Certificate No. for online verification*);
- PPADB Registration Certificate (*verification will be done online*);
- Certified copies of Share Certificates (*forms from CIPA showing Shareholders would be preferred*);
- Copies of forms from CIPA showing list of Directors.

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

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

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

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

**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**TENDER  
RETURNABLE DOCUMENTS**

TENDER SCHEDULES  
CERTIFICATE OF AUTHORITY  
OF SIGNATORY

***BEC EAC 001/22-23 TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024***

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 authorized to sign all documents in connection with this tender offer and any contract resulting from it on behalf of the company.

As witnesses:-

1. _____	_____
—	Chairman
2. _____	_____
—	Date

**B. Certificate for Partnership**

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

NAME	ADDRESS	SIGNATURE	DATE

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

**C. Certificate for Joint Venture**

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

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



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

**D. Certificate for sole proprietor.**

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

As witnesses:-

1. \_\_\_\_\_ Signature: Sole owner

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

**BOTSWANA  
EXAMINATIONS  
COUNCIL**

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS</b>
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**BEC EAC 001/22-23 TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024**

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

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

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

**BOTSWANA  
EXAMINATIONS COUNCIL**

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES QUALITY PLAN</b>
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***BEC EAC 001/22-23 TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024***

**Note to bidders:**

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

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

**BOTSWANA  
EXAMINATIONS  
COUNCIL**

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES CURRICULUM VITAE OF KEY PERSONNEL</b>
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***BEC EAC 001/22-23 TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024***

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

BOTSWANA  
EXAMINATIONS COUNCIL

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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**BEC EAC 001/22-23 TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024**

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

Employer, contact person and telephone number.	Description of contract	Value of work	Date completed
Signed		Date	
Name		Position	
Bidder			

**BOTSWANA  
EXAMINATIONS COUNCIL**

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES MANAGEMENT PLAN</b>
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**BEC EAC 001/22-23 TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024**

**Note to tenderers:** 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 and subsequent maintenance periods.

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

Attach additional pages as required.

Signed

Date

Name

Position

Tenderer

BOTSWANA  
EXAMINATIONS  
COUNCIL

**TENDER  
RETURNABLE DOCUMENT**

DECLARATION FORM FOR  
TENDERING PURPOSES

**BEC EAC 001/22-23 TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024**

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

**PART A**

I, \_\_\_\_\_ (full name), in my capacity as.....  
(State position in Entity)  
hereby declare that on my behalf, and on behalf of the owners, partners / directors/  
shareholders /administrators and/or Other (Please specify) .....

of:

.....  
(Name of Entity )

of :

.....  
..... (Postal/physical address)

that, in connection with the enclosed tender,

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

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

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

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

7				
---	--	--	--	--

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

**If more 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:

BOTSWANA  
EXAMINATIONS  
COUNCIL

CONTRACT  
VOLUME 3

**BEC EAC 001/22-23 TENDER FOR PROVISION OF JCE STANDARDISATION AND  
BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024**

**CONTRACT**

**PART 1: AGREEMENTS AND CONTRACT DATA**

Form of Offer and Acceptance  
Contract Data

**PART 2: PRICING DATA**

Pricing Instructions

**PART 3: SCOPE OF WORK**

Scope of work

BOTSWANA  
EXAMINATIONS  
COUNCIL

CONTRACT PART 1  
AGREEMENTS & CONTRACT DATA  
BEC EAC 001/22-23

FORM OF OFFER  
AND ACCEPTANCE

**OFFER**

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

**BEC EAC 001/22-23 TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024**

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.

**JCE STANDARDISATION VENUES FOR THREE YEARS: 2022 TO 2024**

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

**BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024**

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 Organization 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)

**Botswana Examinations Council**

---

Name(s) .....

Capacity .....

*(Insert name and address of organization)*

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 organization)* .....

Name & signature of witness .....

Date .....

**Botswana Examinations  
Council**

**CONTRACT PART 2  
PRICING DATA**

**PRICING INSTRUCTIONS**

**BEC EAC 001/22-23 TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024**

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

**SUMMARY PRICING SCHEDULE**

The quoted prices should be inclusive of 14% VAT for VAT registered suppliers. VAT registered suppliers must submit their VAT registration documents.

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

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

1. All costs must include VAT (for VAT registered companies), Withholding Tax and all other applicable taxes. The tax laws of Botswana will apply to the ITT and the signed contract.
2. All prices should be fixed where possible. Where a variable cost is included, it should be estimated as the maximum to be charged.
3. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
4. Tenders must be valid for a period of at least **120 days**.
5. Payments will be made in accordance with agreed payments schedules



BOTSWANA EXAMINATIONS  
COUNCIL**CONTRACT PART 3  
SCOPE OF WORK  
BEC EAC 004/18-****SCOPE OF WORK:  
SUPPLIES CONTRACT****BEC EAC 001/22-23 TENDER FOR PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024****1. PURCHASER'S OBJECTIVES****Specific requirement list and specifications:**

The purpose of this tender is to solicit services fairly, transparently, and objectively for **PROVISION OF JCE STANDARDISATION AND BGCSE MODERATION VENUES FOR THREE YEARS: 2022 TO 2024**

**Bidders should bid for one Lot or both Lots. Bidders should be able to provide as specified below:**

**Lot 1.0 JCE STANDARDISATION SCHEDULES FOR 2022 EXAMINATION SERIES**

**The activity requires the use of different rooms in one venue.**

Syllabus	No. of participants	Standardisation Dates	No. of Rooms
<b>First Week</b>			
English 2	25	16 – 18 November 2022	1
English 3	25	16 – 18 November 2022	1
English 4	7	16 – 18 November 2022	1
Agriculture 2	22	16 – 18 November 2022	1
Agriculture 4	22	16 – 18 November 2022	1
Design and Technology 2	6	16 – 18 November 2022	1
Setswana 2	23	16 – 18 November 2022	1
Setswana 3	20	16 – 18 November 2022	1
Religious Education 2	3	16 – 18 November 2022	1
Home Economics 2	3	16 – 18 November 2022	1
BEC office	5	16 – 18 November 2022	1
Science 2	24	16 – 18 November 2022	1
General Science 2	3	16 – 18 November 2022	1
Mathematics 2	27	16 – 18 November 2022	1
<b>TOTAL</b>	<b>215</b>		<b>14</b>

Second week- 21 – 23 November 2022			
Physical Education 1	9	21 – 23 November 2022	1
Commerce and Office Procedures 1	26	21 – 23 November 2022	1
Commerce and Office Procedures 2	25	21 – 23 November 2022	1
Commerce and Office Procedures 4	25	21 – 23 November 2022	1
Commerce and Accounting 1	30	21 – 23 November 2022	1
Commerce and Accounting 2	25	21 – 23 November 2022	1
Commerce and Accounting 4	30	21 – 23 November 2022	1
Moral Education 2	30	21 – 23 November 2022	1
Social Studies 2	22	21 – 23 November 2022	1
Music 2	3	21 – 23 November 2022	1
Music 3	3	21 – 23 November 2022	1
French 1	3	21 – 23 November 2022	1
French 2	3	21 – 23 November 2022	1
French 3	3	21 – 23 November 2022	1
BEC Officers	5	21 – 23 November 2022	1
<b>Total Number of Examiners &amp; Officers</b>	<b>242</b>		<b>15</b>

**LOT 2.0 BGCSE 2022 Coursework Moderation and Practical Examinations**

**These activities require the use of different rooms in one venue.**

<b>Activity</b>	<b>Component</b>	<b>No of participants</b>	<b>Date</b>	<b>No of rooms Required</b>
(a) Team leaders Standardisation	Physical Education 0616/02	4	10-11 October 2022	5 rooms
	Fashion and Fabrics	5		
	Computer Studies 0597/03	4		
	Development Studies 0586/03	6		
	Agriculture 0599/03	8	10-12 October 2022	
<b>Total no. of personnel</b>		27		
(b) Group Standardisation and Moderation	Physical Education 0616/02	12	12 -24 October 2022	3 halls
	Fashion & Fabrics 0612/02	14		
	Computer Studies 0597/03	10		
	Agriculture 0599/03 Development Studies 0586/03	40 22	13-26 October 2022	2 halls
BEC officers		4	10-26 October 2022 November	1 room
<b>Total no. of personnel</b>		<b>102</b>		

**Note:** The schedules for 2021 series are being used as a guide. The schedules for years 2022, 2023 and 2024 cannot be determined since there are no school calendars for those years yet. As such, the 2021 schedules and associated figures are used to estimate for the 2022, 2023 and 2024 examination series schedules and quantities.

## SCOPE

The purpose of this tender is to solicit Provision of Standardisation and Moderation venues. The two activities are mainly processes where examining personnel meet to discuss and agree on standards to be applied to candidates' work. During these activities, there is extensive use of question papers and candidates' scripts/projects hence there should be always security. Strict security precautions should be always taken to ensure that the reliability, validity, and credibility of examinations are maintained. COVID 19 protocols should also be strictly adhered to, to ensure safety of the examining personnel and smooth processing of results without negative impacts from COVID19.

## 2. SPECIFIC REQUIREMENTS FOR ROOMS

<b>Checklist Items</b>	
a)	Lockable conference rooms with air-conditioning or with ceiling fans
b)	Conference rooms/halls with sufficiently placed windows to allow cross ventilation
c)	Office space for BEC officers
d)	3 Bottled water daily for each personnel
e)	Clean, sufficient, and functional ablution facilities and accessories
f)	Enough/spacious feeding area to maintain social distancing requirements
g)	Parking space for approximately 100 vehicles (including reserved space for at most 6 BEC vehicles).
h)	Suitable desks/tables and chairs for personnel (capacity of the room should allow for minimum distance of 1.25 m from one person to the next in all directions)
i)	Fenced/walled secure premises
j)	Full-time on-site security officers and/o
k)	Sick bay for COVID-19 positive personnel
i)	Meals: Morning tea, lunch and afternoon tea.

The tender is divided into two activities:

### **Standardisation**

**1.0** Junior Certificate Examination (JCE) November 2022 to 2024.

### **2.0 Moderation**

Botswana General Certificate of Secondary Education (BGCSE) October to November 2022 to 2024.

The tender shall be awarded in parts of **Lot 1.0 and Lot 2.0**. Bidders can bid for one or both Lots.

**(i) For Standardisation**

Bidders can bid for the whole **JCE Standardisation Lot 1.0**.

**(ii) For Moderation**

Bidders can bid for the whole **BGCSE moderation Lot 2.0**.

BEC will give contracts to the bidders who are prepared to offer services for 2022, 2023 and 2024 series for Lots they tendered for. Capability as determined by the evaluation criteria in the invitation to tender remains paramount to the final decisions of award or rejection. Botswana Examinations Council is **not** bound to accept the lowest or any bid or bear any expense in the preparation thereof.

**3. PROJECT COSTING**

**NB:** Costing should be included in the **Financial Proposals only**.

**1.0 JCE Standardisation Activity**

Year	Total Personnel	Cost of Rooms	Feeding Cost	14% VAT	TOTAL
2022					
2023					
2024					
<b>TOTAL</b>					
<b>GRAND TOTAL</b>					

**2.0 BGCSE Moderation Activity**

Year	Total Personnel	Cost of Rooms	Feeding Cost	14% VAT	TOTAL
2022					
2023					
2024					
<b>TOTAL</b>					
<b>GRAND TOTAL</b>					

*Provide the total cost including **all** expenses separate for each year for each form. Sufficient breakdown of each element should be indicated including the duration of activity and cost per item*

**NB:** *This information should be provided in the Financial Proposal and NOT the Technical Proposal.*

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

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

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

#### **3.1 Bid**

Bids must include the following items preferably in this order:

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

##### **3.1.1 Company Profile**

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

##### **3.1.2 Appendices**

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

### **1.0 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 time.
- How quality management is to be assured during the project.

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

**-**