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## **EXPRESSION OF INTEREST**

**EOI NO. BEC 002 / 25-26**

### **PROCUREMENT OF SHREDDING AND DISPOSAL SERVICES FOR BOTSWANA EXAMINATIONS COUNCIL**

#### **1. BACKGROUND**

The Botswana Examinations Council is a semi-autonomous body created by the Botswana Examinations Council Act Cap 58:03 of 2019. Botswana Examinations Council is a Parastatal organization under the Ministry of Child Welfare and Basic Education. The mandate of BEC is to conduct school examinations and any other examinations for the Ministry of Child Welfare and Basic Education, to award certificates in respect of the examinations it operates.

#### **2. INVITATION**

BEC hereby invites duly registered and experienced service providers to express interest in providing shredding and disposal services for sensitive examination materials.

#### **3. SCOPE OF WORK**

- Shredding of BEC scripts is confidential and shall only be done at BEC premises
- The estimated weight of the paper to be shredded is 10 tons (10,000 kg).
- The shredding is done from June to August annually.
- BEC shall not provide any shredding machinery, machinery should come with a shredding company.
- The company awarded shall provide their own workforce.
- BEC will provide the secure area for shredding.
- No financial compensation shall be provided for this service. The only benefit to the service provider is the right to collect and retain the shredded material for disposal or recycling purposes. BEC shall not be liable for any payment or fees related to the shredding services.

#### **4. CRITERIA FOR SELECTION**

**The assessment criteria shall be based on the following:**

Proposals shall be accompanied by the following compliance documents:

- Extract from Companies and Intellectual Property Authority (CIPA) or Equivalent

- Certified Omang Copies of shareholders
- Copy of valid Tax Clearance Certificate/TIN or exemption
- At least one (1) reference letter with contact details from clients for whom similar services were rendered
- Relevant PPRA Codes (Verification will be made online)

## 5. SELECTION PROCESS

Shortlisting will be based on responsiveness to the above requirements. Only compliant and qualified service providers will be invited to participate in the subsequent tender process.

Please note that this is **not a request for proposal** and does not constitute a solicitation.

Expression of Interest response documents must be submitted using the **one envelope system**; one original and three (3) copies. This envelope should be sealed and labeled as follows; **EOI NO. BEC 002 / 25-26; PROCUREMENT OF SHREDDING AND DISPOSAL SERVICES FOR BOTSWANA EXAMINATIONS COUNCIL**

Clarifications regarding this expression of interest should be forwarded to [procurement@bec.co.bw](mailto:procurement@bec.co.bw) / [tmogapi@bec.co.bw](mailto:tmogapi@bec.co.bw) three (3) working days before the closing date.

## 6. SUBMISSION DETAILS

Submission of expression of interest is not a guarantee for inclusion on the shortlist and BEC is not bound to engage any respondent.

Expression of Interest response documents should be submitted to the Procurement Office of the Botswana Examinations Council, Plot 54864, KT Motsete Road, Gaborone by the **27<sup>th</sup> of June 2025 at 10:00hrs** and should be labeled as follows:

Botswana Examinations Council  
Private Bag 0070 Gaborone  
Botswana

**COSING DATE: 27<sup>th</sup> June 2025 @ 10:00 HOURS**

## 7. DISCLAIMER

- Submission of an Expression of Interest **does not guarantee** inclusion in the shortlist or award of contract.
- BEC reserves the right to cancel or modify this process without providing reasons.
- Respondents are required to **declare any actual or potential conflict of interest**.