



INVITATION TO TENDER

1. Tender Reference No. BEC 0012/25-26 PROVISION OF BRAILING SERVICES, PACKAGING AND DELIVERY OF PRIMARY SCHOOL LEAVING EXAMINATIONS (PSLE), JUNIOR CERTIFICATE EXAMINATIONS (JCE) AND BOTSWANA GENERAL CERTIFICATE OF SECONDARY EDUCATION (BGCSE) EXAMINATION QUESTION PAPERS FOR ONE YEAR FOR BOTSWANA EXAMINATIONS COUNCIL. *Tenderers who are domiciled in Botswana must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories: Code 201 – Printed Matter & Related Equipment Sub code Description:01 – Printed Matter (books, newspapers, journals, postcards, promotional material-content provided etc) Procurement Method: Open Domestic Bidding. The tender is reserved for 100% citizens or citizen contractors as stated under Section 76 (2) of the Public Procurement Act. In a case of a consortium/partnership/subcontracting or any form of collaboration, the bids shall be accepted from only 100% citizens owned companies.*

Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than **5 days** before the tender closing date to Mr. Tshegofatso Mogapi and Mr. Edward Molamu through email address procurement@bec.co.bw & emolamu@bec.co.bw or tmogapi@bec.co.bw

The Bid Submission Method is: Two Envelope Submission Method in which the sealed original and all the sealed copies of the Technical Offer are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the Financial Offer are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.

2. Tender Reference No. BEC 0013/25-26 SUPPLY AND DELIVERY OF TAMPER EVIDENT PLASTIC ENVELOPES FOR BGCSE, JCE, PSLE & SPECIAL NEEDS FOR THREE (3) YEARS FOR BOTSWANA EXAMINATIONS COUNCIL. *Code 213-General Manufactures/Producers Subcode 11 – Plastic Products or Code 211– General Supplies Subcode Description:06 – Plastic products Procurement Method :Open Domestic Bidding. The tender is reserved for 100% citizens or citizen contractors as stated under Section 76 (2) of the Public Procurement Act. Subcontracting or any form of partnership shall not be allowed in this tender.*

Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than **5 days** before the tender closing date to Barona Tracy Ramasukiri through email address procurement@bec.co.bw & bramasukiri@bec.co.bw

The Bid Submission Method: One Envelope Submission Method - a single envelope or package submission, in which a tender document containing the financial and technical offer of a bidder is submitted together in one sealed envelope or packaging.

These tenders are reserved for 100% citizens or citizen contractors as stated under Section 76 (2) of the Public Procurement Act.

Tender documents will be available with effect from **Monday 1st December 2025** and will be sent to bidders upon payment.

- A non-refundable deposit of **P250.00** or **P125.00** for youth companies, payable by electronic transfer to Botswana Examinations Council to the following banking details: **Account Name:** Botswana Examinations Council, **Bank Name:** First National Bank, **Account Name:** 6222 132 9940 **Branch Name:** Corporate, **Branch code:** 282267, **Swift code:** FIRNBWGX **REFERENCE: 44444**. 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.
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- Proof of Payment must be sent to procurement@bec.co.bw & glebengo@bec.co.bw and must be included in the Bid Responses. The printable receipt will be sent to the bidder upon receipt of proof of payment and after verification that funds have been received in the BEC account. Proof of Payment shall be submitted in the technical proposal.

Bids must arrive no later than 10:00 am (local time) Friday 19th December 2025. 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. Should you require any clarification or additional details, please do not hesitate to get in touch.