



BOTSWANA
EXAMINATIONS
COUNCIL

EXPRESSION OF INTEREST

EOI NO. BEC EAC 001/22-23

HIRE OF DESKS AND CHAIRS FOR PRIVATE CANDIDATES EXAMINATION CENTRES FOR YEARS 2022, 2023 AND 2024

BACKGROUND

The Botswana Examinations Council is a semi-autonomous institution that is mandated by the Botswana Examinations Council (Amendment) Act of 2019 to manage and conduct Examinations and Assessments in General Education and Technical and Vocational Education and Training. In respect of the aforesaid obligations, the Council is charged The Botswana Examinations Council (BEC) is a semi-autonomous, parastatal agency that is mandated to design, develop, and administer school examinations. Part of the administration involves administering examinations to private candidates in the general education sub-sector. Private candidates are those that do not attend formal schooling but come in to register to sit the examinations. Currently the BEC does not have facilities to cater for the private candidates' examinations and has to hire private facilities, including furniture.

INVITATION

100% Citizen Owned Companies and other 100% Citizen Owned licensed entities are invited to express interest to serve as **suppliers for hire of desks and chairs** for the candidates at various examination venues around the country during the examination period. Such examinations are normally written around the country between the months of October and December annually.

The furniture (Desks and Chairs) will be required at the following Examination venues:

JCE	BGCSE
Gaborone	Gaborone
Francistown	Francistown
	Bobonong
Ghanzi	Ghanzi
Kasane	Kasane
Letlhakane	Letlhakane
Lobatse	Lobatse
Mahalapye	Mahalapye
Maun	Maun
Shakawe	
Palapye	Palapye
Selibe Phikwe	Selibe Phikwe

Serowe	Serowe
Tsabong	Tsabong
Kang	Kang

The EOI document is available from Botswana Examinations Council website <http://www.bec.co.bw/index.php/tenders/open-tenders> with effect from Thursday 12th May 2022. Companies may send a request for the EOI document to be sent to them from the following email addresses:

- procurement@bec.co.bw
- tmogapi@bec.co.bw

METHOD OF PROCUREMENT

The Botswana Examinations Council will be using the **Fixed Budget** method of procurement and the following fixed prices will apply in this procurement:

1. **Desks: P8.50 per desk per day VAT Inclusive**
2. **Chairs: P3.50 per chair per day VAT Inclusive**

The prices are inclusive of **transport, delivery, arranging of the desks/chairs in the hall upon delivery and collection at the end of the examination period.**

The Desks and Chairs must be collected from the Examination Centres **within 2 days** from the end of the examination period as would be stated in the Purchase Order failing which payment will not be made until such collections are made.

SPECIFICATIONS

1. Desks: height - 75cm.
Top Surface - 64cm (L) x 52cm (W)
2. Chairs: Height-42cm

CRITERIA FOR SELECTION

This Expression of Interest is reserved for 100% citizen owned companies and 100% citizen owned licensed entities in accordance with the Statutory Instrument No. 23 of 28th February 2020.

Companies and interested entities must, in order to be considered for the award of the contract, be in possession of:

- PPADB Registration Certificate under **Code 211 - General Supplies: Sub-Code 05** Furniture (including school, domestic office furniture etc, or any other relevant Code and Sub-Code [Registration will be verified on-line].
- Be in possession of a valid and appropriate Tax Clearance Certificate or an Exemption thereof Registration (Provide Certificate and Pin 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 made in English and the Laws of Botswana shall apply in this EOI and subsequently the contract.

Respondents must provide a response to the following:

1. The quantities of items that the respondent is offering (Desks and/or Chairs).
2. Proof of ability to transport the items to and from the examination venues.
3. At least three references for past performance
4. Confirmation of acceptance of the stated prices by completing the "Form of Offer and Acceptance".

Botswana Examinations Council **may** visit your premises to inspect and verify the provided information.

Expression of Interest response documents must be submitted using the **one envelope system**; one original and four (4) copies **plus a soft copy in a re-writable CD/DVD** in an envelope accordingly labeled with the tender number and title. This envelope should be sealed and labeled as follows; **EOI NO. BEC EAC- 001/22-23: HIRE OF DESKS AND CHAIRS FOR PRIVATE CANDIDATES' EXAMINATION CENTRES**

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 Friday **16th June 2022 on or before 10:00hrs** and should be labeled as follows:

The Secretary to the Tender Committee
Botswana Examinations Council
Private Bag 0070 Gaborone
Botswana

Clarifications regarding this expression of interest should be forwarded to procurement@bec.co.bw and tmogapi@bec.co.bw five (5) working days before the closing date.

CLOSING DATE: 16th June 2022 @ 10:00 HOURS

Republic of Botswana	TENDER RETURNABLE DOCUMENT	DECLARATION FORM FOR TENDERING PURPOSES
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**HIRE OF DESKS AND CHAIRS FOR PRIVATE CANDIDATES' EXAMINATION CENTRES
FOR YEARS 2022, 2023 AND 2024**

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
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1				
2				
3				
4				
5				
6				
7				

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

If more if 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 precondition 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:

**Botswana Examinations
Council**

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES
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	CERTIFICATE OF AUTHORITY OF SIGNATORY
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**HIRE OF DESKS AND CHAIRS FOR PRIVATE CANDIDATES' EXAMINATION CENTRES
FOR YEARS 2022, 2023 AND 2024**

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 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

**Botswana Examinations
Council**

**CONTRACT PART 1
AGREEMENTS &
CONTRACT DATA**

**FORM OF OFFER AND
ACCEPTANCE**

**HIRE OF DESKS AND CHAIRS FOR PRIVATE CANDIDATES' EXAMINATION CENTRES
FOR YEARS 2022, 2023 AND 2024**

Offer

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

**HIRE OF DESKS AND CHAIRS FOR PRIVATE CANDIDATES' EXAMINATION CENTRES
FOR YEARS 2022, 2023 AND 2024**

The tenderer, identified in the signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the tenderer 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 tenderer 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 tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer 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

LOCAL PROCUREMENT REGISTRATION CERTIFICATE

**HIRE OF DESKS AND CHAIRS FOR PRIVATE CANDIDATES' EXAMINATION CENTRES
FOR YEARS 2022, 2023 AND 2024**

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. _____

Authorised Signatory

2. _____

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. _____

Authorised Signatory

2. _____

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 be people within the age of 18-35 years.