



**BOTSWANA
EXAMINATIONS
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND
CERTIFICATION**

INVITATION TO TENDER

FOR

**INVITATION TO TENDER FOR THE TRANSPORTATION OF
EXAMINATION MATERIALS FOR BEC FOR 2012, 2013 AND 2014**

Tender No. BEC EAC-001/ 12-13

Date: 17th April 2012

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: +267 310 5400 Email: procurement@bec.co.bw

Botswana Examinations Council

**TENDER
TENDERING PROCEDURES**

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

Tender No. BEC EAC**INVITATION TO TENDER FOR TRANSPORTATION OF EXAMINATION MATERIALS FOR BEC FOR 2012, 2013 AND 2014**

- The Procuring Organisation is Botswana Examinations Council.
- Tenderers must, in order to be considered for the award of the contract, be registered with the Botswana Unified Revenue Services (BURS) for Value Added Tax (VAT) or exemption. Bidders who are outside the country should show evidence of exemption. They should make private enquiries with (BURS). BURS's contact details are as follows:

Tel +267 363 800
Fax +267 363 999

NB. Evidence of exemption should be included in the submitted tender documents for evaluation purposes.

- Tender documents will be available with effect **from 14th May 2012** and can be obtained from the reception of the Botswana Examinations Council and the on website shown below. The contact information for BEC is as follows:

Postal Address

Botswana Examinations Council
Private Bag 0070
Gaborone.

Tel: (+267) 365 0700
Fax: (+267) 316 4413, 316 4203, 318 5011

Email: procurement@bec.co.bw

Website: www.bec.co.bw

Physical Address

Botswana Examinations Council
Plot 54864, KT Motsete Road
Gaborone.

A non-refundable fee of P500 should be paid during tender collection. Bids must be submitted using the two envelope system. One original and five copies, respectively for the financial and technical bids must be submitted in sealed packets or boxes labelled as follows:

Tender No. BEC EAC-001/12-13 invitation to tender for the transportation of examination material for BEC for 2012, 2013 and 2014

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

NB. Non-compliance to the separation of the **technical** and **financial** bids is 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 and financial bids.

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

INVITATION TO TENDER FOR TRANSPORTATION OF EXAMINATION MATERIALS FOR BEC FOR 2012, 2013 AND 2014

- 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
Tender Committee
Botswana Examinations Council
Private Bag 0070
Gaborone
Botswana.

Fax: (+267) 316 4413, 316 4203, 318 5011
Email: procurement@bec.co.bw

- The tender will be ready for collection at Botswana Examinations Council premises and the tender notice can be retrieved from BEC Website, www.bec.co.bw on 14th May 2012.
- Bids must arrive no later than 10:00 am (local time) on **11th June 2012**. It will be opened at 10.30 am on 11th June 2012. The tenders will be opened in the presence of bidders wishing to attend. 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 should begin work in **August 2012**.

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.

Background

The Botswana Examinations Council is a semi-autonomous/ parastatal agency that is mandated by the Botswana Examination Act no. 11 of 2002, among others, to design, develop and administer school examinations. The Council is charged with the responsibility to distribute examinations papers and stationery to schools. It also collects written scripts, completed entry forms and other related material from schools. It is in pursuance of such mandate, that the Council wishes to engage a company to transport examination materials for Standard Four Attainment Test, Primary School Leaving Examinations (PSLE), Junior Certificate Examinations (JCE) and Botswana General Certificate and Secondary Education (BGCSE) for 2012, 2013 and 2014. Prospective bidders should have the capacity to handle large-scale transportation of bulky and confidential material.

GENERAL TRANSPORT REQUIREMENTS

- List of Schools
- A list of schools and location is attached as an addendum to determine the amount of work involved in delivering and collecting examination materials to and from schools. In total there are currently 835 primary, 235 junior secondary and 75 senior secondary examinations centres. These numbers are likely to increase slightly within a period of three years.

INVITATION TO TENDER FOR TRANSPORTATION OF EXAMINATION MATERIALS FOR BEC FOR 2012, 2013 AND 2014

Workplans

- Current work-plans for the three levels will also be included to assist in guiding the bidder about the frequencies of deliveries.
- The approximate weight and average distance as required to assist in the pricing schedule (Contract Part 2)

Level of Examination	Approximate Weight	Average Distance
Standard 4 Attainment Test	10 kg x 3 x 851 schs = 25 50 kg	600 Km
Primary School Leaving Examinations	20 kg x 4 x 851 schs = 68 080 kg	500 Km
Junior Certificate Examinations	25 kg x 4 x 235 schs = 23 500 kg	450 Km
Botswana General Certificate of Secondary Education	40 kg x 7 x 75 schs = 21 000 kg	350 Km

Technical information needed to assess the tender will include the following:

- Number of vehicles that are in good condition
- Kind of vehicles that are capable of handling Botswana terrain
- Experienced drivers
- Secure transport e.g. bonded vehicles
- Mechanism for informing BEC about delivery updates
- Experience in large-scale haulage of bulky material over long distances
- Plan and strategy to undertake the project
- Management transportation standards
- Overall capability and commitment
- Strategic management plan
- Risk management plan
- Vehicles with tracking devices

SCOPE

The purpose of this tender is to solicit services for transportation of examination materials to and from examination centres in different parts of the country. Examinations material among other things includes stationery, examination papers, scripts, and many other relevant items. The materials will be delivered to and collected from schools. Distance and weight are important factors in costing the project. The element of timing is also important since BEC's work is controlled by deadlines. Attributes such as quality, effectiveness and promptness cannot be overemphasised. Adherence to deadlines as outlined in the annual schedule is paramount. Strict security precautions should be taken at all times to ensure that the reliability, validity and credibility of examinations are maintained. The tender is divided into four part:

INVITATION TO TENDER FOR TRANSPORTATION OF EXAMINATION MATERIALS FOR BEC FOR 2012, 2013 AND 2014

- Part 1 Standard Four Attainment Tests
- Part 11, Primary School Leaving Examination
- Part 111, Junior Certificate Examination
- Part 1V Botswana General Certificate of Secondary Education.

BEC reserves the right to award the whole tender or part of the tender to one bidder. A bidder could be offered to provide the service in part or for all the levels of Standard Four, Primary School Leaving Examinations, Junior Certificate and Botswana General Certificate of Secondary Education.

Botswana Examinations Council	TENDER TENDERING PROCEDURE	TENDER DATA VOLUME 1
--------------------------------------	---------------------------------------	---------------------------------

TENDER FOR TRANSPORTATION OF EXAMINATION MATERIALS FOR BEC FOR 2012, 2013 AND 2014

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:

- Correct number of copies

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:

TENDER (NO. BEC EAC 002/ 2011-12) FOR TANSPORTATION OF EXAMINATION MATERIALS FOR BEC FOR 2011, 2012 AND 2013

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

- Proof of payment of the tender fee of P500
- Valid copy of tax clearance certificate (an exemption can be made under certain conditions e.g. being a foreign company that is outside the country and hence does not pay tax)
- Valid copy of trading licence (If applicable)
- Copy of certificate of incorporation

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, Scope of Work. 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 only.

All the quoted prices must include VAT.

The validity period for the quoted prices must be at least 180 days from the closing date of the tender.

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 initialled 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 arrive no later than 10:00 am (local time) on **11th June 2012**. The outer envelope should have the original and five copies of the technical and financial bids respectively. These shall be placed in sealed envelopes clearly marked – Tender No. BEC EAC-001/ 12-13, TENDER FOR TRANSPORTATION OF EXAMINATION MATERIALS FOR BEC FOR 2012, 2013 AND 2014.

- 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.

The tender is **open** to both the local (Botswana) and international bidders abroad and in Africa.

Projects worth a value of BWP300,000 are reserved for companies wholly owned by citizens. Projects that are above BWP300,000 in value, the following preference applies:

1. Wholly citizen owned companies are entitled to 5% price preference;
2. Majority citizen owned companies are entitled to 3% price preference;
3. Minority citizen owned companies are entitled to 2% price preference over their foreign counterparts.

1.7 The closing time for submission of tender offers is: 10.00 am on **11th June 2012**

1.8 Telephonic, telegraphic, telex, email or facsimile tender offers will not be accepted.

1.9 The tender validity period is at least 180 days from the closing date of the tender.

1.10 The time and location for opening of the tender offers is: 10:30 am on **11th June 2012** at BEC.

Location: Botswana Examinations Council
Plot 54864
KT Motsete Road
Gaborone.

1.11 The procedure for evaluation of the responsive tender offers is the 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. (See 1.14).
- 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.

The maximum scores allocated to Stage 2: Technical and Stage 3:Financial are as follows:

Stage 2	: 80
Stage 3	: 20
Total	:100

- 6 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.

Notes

- Subject to authorisation 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.
- **NB. Site inspection of the facilities and logistics that would be availed to execute and complete the project is a necessity that should not be over-looked.**

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 Stage1.

- Submission of separate originals for the technical and financial bids followed by five copies of each of the two bids.
- Valid copy of tax clearance certificate
- Valid copy of trading licence (if applicable)
- Certificate of Incorporation
- Copy of Share certificate or exemption

1.13 Evaluation of Bids at Stage 2

The following table shows the criteria which will be used. The criteria will be rated on a weighted scale as shown in the table below. In the case of a consortium or joint venture, the bids will be evaluated on the combined strength of the constituent companies involved.

AREA	CRITERIA	WEIGHT	
Organisation	Past relevant experience in transportation of bulk material over long distances	10	30
	Relevant qualifications and skills	5	
	Track records and previous contracts	10	
	Capability and commitment including mechanism for informing BEC about delivery updates	5	
Methodology	Overall project approach, methodology and strategy	5	50
	Capacity to implement the project		
	• Sufficient vehicles	5	
		5	
	• Capable vehicles	5	
	• Security and quality plan	5	
Quality management & standards	10		
Risk management plan	10		
Understanding of requirements and adherence to scope of work	10		
Total			80

The cut off for progression to Stage 3 is a minimum score of 60 and only bidders who score 60 and above will have their financial proposal evaluated.

1.14

Evaluation of Financial Bids – 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 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.

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	LIST OF RETURNABLE DOCUMENTS Volume 2
--	--

The tenderer 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

2. 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

Parts of each tender offer communicated on paper shall be submitted as an original, plus five (5) duplicate copies. Each copy must contain the following RESPONSE FORM.

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

<p><i>Signed:</i> <i>Bidder's Authorised Representative</i></p>	
---	--

Botswana Examinations Council

<p>TENDER RETURNABLE DOCUMENTS</p>	<p>TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY</p>
--	---

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

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS
--	---

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 _____
Bidder _____

Botswana Examinations Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
--------------------------------	----------------------------------

Note to tenderers: Please provide details of your quality plan here. Alternatively, you may attach a copy of your quality plan. Please describe the management arrangements for the work in this contract. You are requested to include:

1. An organisation 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

**TENDER
RETURNABLE DOCUMENTS**

**TENDER SCHEDULES
EXPERIENCE OF TENDERER**

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

CONTRACT
VOLUME 3

TRANSPORTATION OF EXAMINATION MATERIALS FOR BEC FOR 2012, 2013 AND 2014

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	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:

To provide transportation for examination materials for BEC in 2012, 2013 and 2014.

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 authorised 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.

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 authorised representative to this part of this Form of Offer and Acceptance, the Procuring Organisation accepts the bidder's Offer. In consideration thereof, the Procuring Organisation 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 Organisation 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 Organisation 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 authorised 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 Organisation'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 fulfil 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 Organisation 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

Botswana Examinations Council

**CONTRACT PART 2
PRICING DATA**

PRICING INSTRUCTIONS

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

Item No	Type of material transported	Weight or Distance	Cost per/kg or per km	Sub total	12% VAT	Total		
1								
2								
3								
4								
Freight								
					Grand Total			

NB; Botswana Examinations Council may award the tender in parts or in full.

1. All costs must include VAT, withholding Tax and all applicable taxes. The tax laws of Botswana will apply where applicable.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated as the maximum to charged
3. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
4. Quoted prices are to be valid for a period of at least 180 days.
5. Payments will be made in accordance with agreed payments schedules.

1 Purchaser's objectives
Purchaser's objectives

The purpose of this Invitation to Tender is to invite potential bidders to supply secure delivery and distribution services for examinations material. The winning bidder would provide such service for the 2012, 2013 and 2014 examinations, considering of course, that 2012 is partly gone. The rate of payment can provisionally remain fixed and could only change if the assessment syllabus changes and produce examinations that are drastically different in terms of volume/ and or if the number of schools and candidature increase drastically.

The job would involve the delivery and collection of examination material to and from schools countrywide. In some cases it could involve handling and packaging to ensure security and prevention from damage during distribution. Charges made should include VAT. The service should include a tracking facility. This allows the winning bidder to update BEC about particular deliveries being made at a given period of time.

The job is generally regular and stretches throughout the year. It is quite extensive in terms of volume and distance and therefore requires experienced and healthy drivers. Seemingly, it also requires mechanically good vehicles, that can operate on all types of roads. Some of the examination materials are classified and hence require people who are security conscious and responsible.

2 Specific Requirement List and Specifications

- (a) Security : Describe the security features in our operations. These include lockable and secure vehicles that can travel long distances without experiencing mechanical problems.
- (b) Technical requirements for transportation of examinations material:
- Number of vehicles
 - Vehicles that are in good condition
 - Experienced drivers
 - Secure transport
 - Mechanism for informing BEC about delivery updates
- (c)
- Experience in large-scale haulage of bulky material over long distances
- (d)
- Plan and strategy to undertake the project
 - Management transportation standards
 - Overall capability and commitment

- Risk management plan

Relevant Experience: Years spent in the transportation of bulk material.

Quality: How will the organisation ensure that the work done is to the specification and requirements of the user? The quality should be based on:

- response time
- delivery process
- turnaround time
- capacity and readiness
- security logistics
- secure record keeping
- personnel accountability
- secure storage in-transit (in case of emergency)
- tracking of deliveries and giving feedback to BEC

Project Cost: Provide the total cost including all expenses separate for each year for each level. Sufficient breakdown of each element should be indicated.

- Standard Four Attainment Test examination material
- Transport of PSLE material in 2012, 2013 and 2014
- Transport of JCE in 2012, 2013 and 2014
- Transport of BGCSE in 2012, 2013 and 2014
- Prices should be quoted in Botswana Pula only and should be compliant with Botswana tax laws.
- Prices should remain fixed for the entire duration of the contract unless there could be drastically numbers caused by changes in the syllabus and or number of schools and candidates affect changes in volumes of material.
- Payment will be made no later than two weeks after the delivery of the goods 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 the annexure 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
- Pricing schedule
- All returnable documents
- Any relevant information

3.1.1 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..

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.

4 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.

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