



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF EXAMINATIONS ADMINISTRATION AND  
CERTIFICATION**

**INVITATION TO TENDER FOR**

**THE PRINTING AND PACKAGING OF EXAMINATIONS  
STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022  
and 2023**

**Tender No. BEC EAC 014/20-21**

**Issue Date: 1<sup>st</sup> March 2021**

**Closing Date: 26<sup>th</sup> March 2021**

<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>

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**Tender No. BEC EAC 014/20-21**

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**INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS  
STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 and 2023**

**Printing companies are invited to submit bids for the Printing and Packaging of  
Examinations Stationery for BEC for the Years 2021, 2022 and 2023.**

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This tender is reserved for 100% Citizen Owned Companies in accordance with Statutory Instrument 23 of 2020 dated 28<sup>th</sup> February 2020.

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- Bidders must, in order to be considered for the award of the contract, be registered with PPADB under Code 201 Sub-Code 01 or any other relevant Code and Sub-Codes, and be in possession of a valid Tax Clearance Certificate or an exemption thereof.
- Tender documents will be available with effect from **Monday, 1<sup>st</sup> March 2021** and can be obtained from the Botswana Examinations Council website <http://www.bec.co.bw/docs/invite-tender> at a non-refundable and non-transferable fee of **P250.00** or **P125.00** payable to the following BEC Account details:

Account Name: BEC  
Account Number: 6222 132 9940  
Bank Name: First National Bank of Botswana  
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.

NOTE: There will be no issuing of hard copies of ITTs to bidders.  
NOTE: Bidders will be provided with samples of stationery to be printed.

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 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.

Tel: (+267) 365 0700  
Fax: (+267) 393 3872

Physical Address

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.

Contact Name: Mr T. Mogapi Telephone Number: 365 0700  
Fax: (+267) 393 3872, Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

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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. Bids must be submitted in two separate envelopes, one containing the Technical Bids, the other containing the Financial Bids and both envelopes labelled accordingly 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 labelled as follows;

**Tender No. BEC EAC 014/20-21: Invitation To Tender For Printing And Packaging of Examinations Stationery For BEC For The Three Years Of 2021, 2022 And 2023**

Bids must arrive **not** later than **10:00am** (local time) on **Friday, 26<sup>th</sup> March 2021**. 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** and **financial** bids is subject to outright disqualification. Bidders' responses that do not have the required number of envelopes (original plus 4 copies) for the technical and financial bids will also be disqualified.

Note: The samples of the stationery to be printed will be provided as hardcopies and must be collected from BEC Procurement Office after payment.

**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, i.e. sub-contracting will **not** be allowed.

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- 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.

Contact Name: Mr T. Mogapi  
Telephone Number: (+267) 365 0700, Fax: (+267) 393 3872  
Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

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Bids must arrive **not** later than **10:00 am** (local time) on **Friday, 26<sup>th</sup> March 2021**. 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.

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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.

**Important Dates:**

**Tender Available Date: From Monday, 1<sup>st</sup> March 2021**  
**Tender Closing: Friday, 26<sup>th</sup> March 2021 at 10.00hrs**

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.

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

**BEC EAC 014/20-21: INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 AND 2023**

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:

- a) One (1) original plus four (4) copies plus a soft copy in a Re-writable CD/DVD;
- b) Proof of payment of the tender fee of **P250.00** or **P125.00**;
- c) Valid copy of Tax Clearance Certificate (Provide Certificate No. and Pin No. for on-line verification);
- d) PPADB Registration Certificate under Code 201 Sub-Code 01 or any other relevant Codes and sub- Codes (registration will be verified on-line);
- e) A completed Form of Declaration for Tendering Purposes;
- f) Submission of Extract from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and Directors Certificates;
  - 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.
- g) Completed and Signed Form of Authority of Signatory;
- h) Completed and Signed Form of Offer and Acceptance.

- 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 for VAT registered companies. The validity period of the tender must be **at least 120 days** from the closing date of the tender

## **BACKGROUND**

The Botswana Examinations Council is a semi-autonomous institution that is mandated by the Botswana Examination Act no. 11 of 2002, 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 with the responsibility to print, package and distribute examinations papers and stationery to its Centres. It is in pursuance of such mandate, that the Council wishes to engage a printing company to print and package PSLE, JCE and BGCSE stationery for the years 2021, 2022 and 2023 examinations. Prospective bidders should be capable of handling large scale printing works under a secure environment. Both quality and security is emphasised in this undertaking, hence both the technical and financial proposals will be assessed before the award of the tender.

### **Note:**

**PSLE may be phased out before the end of the 3 year contract therefore will be awarded for one year of 2021 and the contract renewed yearly for 2 years of 2022 and 2023 should the need arise. Bidders are, however, required to quote for all the three (3) years.**

## **GENERAL PRINTING REQUIREMENTS**

EXAMINATION PAPER SIZE:	A4/A3/A2
COPY MATERIAL	: Supplied camera-ready copy or electronic softcopy : White printing 80gsm
COLOUR	: Black and White
FINISHING	: Folded, inset, saddle stitched and trimmed
PACKAGING/ENVELOPING	: Packaged and bagged according to numbers of candidates per centre. (Number of candidates will be provided every year after completion of registration)
DESPATCH	: Suitably packed for despatch to Botswana Examinations Council premises.

**The stationery to be printed is as follows:**

EXAM LEVEL	NAME OF STATIONERY	SIZE	PAGES	TOTAL NUMBER PER YEAR		
				2021	2022	2023
<b>PSLE – 840 CENTRES</b>						
1	Notice to candidates	A2	1	2,500	2,500	2,500
2	Notice to candidates	A4	1	46,500	46,500	46,500
<b>JCE – 240 CENTRES</b>						
1	Four Page Answer booklet, <b>Flap</b>	A3	4	100,000	110,000	110,000
2	Continuation Sheet	A4	2	100,000	110,000	110,000
3	Notice to candidates	A4	1	43,000	43,000	43,000
4	Notice to candidates	A2	1	1,000	1,000	1,000
<b>BGCSE – 80 CENTRES</b>						
1	Graph paper	A4	2 (back to back)	75,000	80,000	80,000
2	Supplementary Answer sheet	A4	2 (back to back)	40,000	45,000	50,000
3	Notice to candidates	A4	1	38,000	38,000	38,000
4	Notice to candidates	A2	1	1,500	1,500	1,500

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

Capability and Capacity

- Relevant manpower profile (At least Certificate in Reprography or any related qualifications of at least two senior officers)
- Minimum experience of 2 years in the provision of printing or related services (At least 2 references should be included as evidence)
- Financial capability of the company, consortium or joint venture or partnership (3 months bank statements)

Technical Logistics

- Relevant production machinery e.g. Printing machines

Solution and Methodology

- Management of printing standards or adherence to Quality Management system (QMS standards or any related documents to be provided as evidence)
- Risk Management Plan
- Provision of a comprehensive plan of execution
- Understanding of the requirements

Product quality

- Quality of samples produced such as print, ruled lines and margins – provide sample

- Quality of booklets (e.g stapling and puncturing neatly and properly done) – provide sample
- Quality of paper used (80 GSM white) – provide sample

## SCOPE

The purpose of this tender is to solicit services for the Printing and Packaging of Stationery for PSLE, JCE and BGCSE Examinations of which the bidders will be provided with samples. Among the main attributes that the printing company should have is the capability, capacity, sound technical logistics, understanding of the requirements, a clear plan of execution and production of quality products.

The examinations stationery should be printed to specified numbers and the given technical specifications under a secure environment. The printing paper should be of internationally reasonable quality. The printing company should be aware that if the printed stationery is not packaged then the work is not complete and payment will be withheld until such packaging is done. The element of timing is also important since BEC's work schedules are controlled by deadlines. All quotes should be inclusive of VAT.

**Note:** The samples of the stationery to be printed will be provided as hardcopies and must be collected from BEC Procurement Office after payment.

Please use the table below for guidance.

The breakdown of stationery prices should appear as follows:

Year	Level	Stationery to be printed	Pages	Quantity	Unit Price	Total Price (VAT Inclusive)
2021	PSLE	Notice to candidates A4	1	46,500		
		Notice to candidates A2	1	2,500		
	JCE	Four Page Answer booklet, <b>Flap</b>	4	100,000		
		Continuation Sheet A4	2	100,000		
		Notice to candidates A4	1	43,000		
		Notice to candidates A2	1	1000		
	BGCSE	Graph paper A4	2	75,000		
		Supplementary Answer sheet A4	2	40,000		
		Notice to candidates A4		38,000		
		Notice to candidates A2		1,500		
2022	PSLE	Notice to candidates A4	1	46,500		
		Notice to candidates A2	1	2,500		

	JCE	Four Page Answer booklet, <b>Flap</b>	4	110,000			
		Continuation Sheet A4	2	110,000			
		Notice to candidates A4	1	43,000			
		Notice to candidates A2	1	1000			
	BGCSE	Graph paper A4	2	80,000			
		Supplementary Answer sheet A4	2	45,000			
		Notice to candidates A4		38,000			
		Notice to candidates A2		1,500			
	2023	PSLE	Notice to candidates A4	1	46,500		
			Notice to candidates A2	1	2,500		
		JCE	Four Page Answer booklet, <b>Flap</b>	4	110,000		
			Continuation Sheet A4	2	110,000		
Notice to candidates A4			1	43,000			
Notice to candidates A2			1	1000			
BGCSE		Graph paper A4	2	80,000			
		Supplementary Answer sheet A4	2	50,000			
		Notice to candidates A4		38,000			
		Notice to candidates A2		1,500			

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

**INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 and 2023**

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

- 1.6 A two-envelope procedure will be followed.

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

- The financial bid will only be examined if the respondent's technical bid meets the requirements of BEC.
- The technical bid **should not** include any figures relating to cost but must include a statement stipulating the validity period of the tender bid.
- 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.

The original, four (4) copies and re-writable CDs /DVDs of each of the technical and financial bids shall be placed in a separate and sealed envelope clearly marked – **TENDER NO. BEC EAC 014/20-21 INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 and 2023** and shall bear the submission address.

**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.**

Bids must arrive no later than **10:00 am** (local time) on **Friday, 26<sup>th</sup> March 2021**. The outer envelope should have one (1) original and four (4) copies of the technical and financial bids respectively. These shall be placed in one large sealed envelope clearly marked – **TENDER NO. BEC EAC 014/20-21 - INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 and 2023**

Bids will be opened immediately, in the presence of bidders willing to attend. 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 reserved for 100% Citizen Owned companies ONLY.**

- 1.7 The closing time for submission of tender offers is: **10.00 am on Friday, 26<sup>th</sup> March 2021.**
- 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:  
Time: 10.00 am on the **Friday, 26<sup>th</sup> March 2021**  
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.
- 5 The maximum scores allocated to Stage 2: Technical and Stage 3: Financial are as follows:

Stage 2: Technical Evaluation	80
Stage 3: Financial Evaluation	<u>20</u>
<b>Total</b>	<b><u>100</u></b>

## 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 overlooked.**

- 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 per accepted samples and shall be accepted after inspection to confirm conformance to specifications.

### 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. In the case of a consortium or joint venture or partnership, 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 to proceed to stage 2. Consortium or joint venture or partnership will only be accepted from 100% citizen owned companies.

Companies must submit all of the following;

- a) PPADB Registration Certificate under Code 201 Sub-Code 01 or any other relevant Codes and sub- Codes (Registration will be verified online); ,
- b) Valid copy of Tax Clearance Certificate (Provide Certificate Number & Pin Number for online verification);
- c) A completed Form of Declaration for Tendering Purposes;
- d) Submission of Company Extract from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders and Directors accompanied by certified copies of the Shareholders and Directors' Identity Documents;
  - (publicly listed companies may submit documents 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 Certificate of Authority of Signatory;
- 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 in the financial proposal, (f) above in the financial proposal, will lead to outright disqualification.**

### 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, the bids will be evaluated on the combined strength of the constituent companies involved. Each level will be evaluated based on this criteria. A site visit where applicable, will be considered as part of the evaluation process at this stage. This would help to confirm what is submitted in the bid.

AREA	CRITERIA	SCORES	
Capability and capacity	Relevant manpower profile (At least Certificate in Reprography or any related qualifications of at least two senior officers)	5	15
	Minimum experience of 2 years in the provision of printing or related services (At least 2 references should be included as evidence)	5	
	Financial capability of the company, consortium or joint venture or partnership (3 months bank statements)	5	
Technical logistics	Relevant production machinery e.g. Printing machines	10	10
Solution and Methodology	Management of printing standards or adherence to Quality Management system (QMS standards or any related documents to be provided as evidence);	5	25
	Risk Management Plan	5	
	Provision of a comprehensive plan of execution	5	
	Understanding of the requirements	10	
Product quality	Quality of samples produced such as print, ruled lines and margins – provide sample	10	30
	Quality of booklets such as stapling – provide sample	5	

	Quality of paper used, (80 GSM white) – provide sample	15	
<b>Total</b>			<b>80</b>

The cut-off for progression to Stage 3 is a minimum score of 60 points out of the possible 80 points 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.

**Bidders should respond to the above requirements in full to guide evaluators in allocating marks.**

### Evaluation of Financial Bids – Stage 3

#### 1.14

**NB:** Financial bids should be submitted in a separate sealed envelope.

Only technically compliant bids that score a minimum of 60 points out of the possible 80 points shall undergo cost evaluation.

Evaluators will correct arithmetic errors and convert bids to a common currency. Should there be discrepancy between the Unit Price and the Total Price, the Unit Price shall be used. Should there be discrepancy between the amount in figures and the amount in words, the amount in words will be used.

Bids will be ranked in order of their prices after correction of any arithmetic errors.

Citizen Economic Empowerment Schemes will be applied to the prices prior to applying the formula, thus EDD and the Local Preference Schemes. Bidders must sign the Local Procurement Registration Certificate attached.

The Citizen Empowerment Policy will be applied where:

- The EDD policy will also be applied. Bidders must submit their EDD certificates for this preference to be applied to them.
- The Local Empowerment Policy will also be applied and bidders must submit evidence for the policy to be applied.

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

$$FS = 20 \times \frac{LP}{P}$$

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 will be recommended for the award to BEC Tender Committee subject to an agreed signed contract. If the contract negotiations fail, then the next best evaluated bidder will be considered for the award. Selection of suppliers will not solely be based on the lowest price. There are other factors to be considered e.g. quality, lead-time and acceptance of technical information etc.

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.

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>LIST OF RETURNABLE DOCUMENTS</b> Volume ...
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**TENDER NO. BEC EAC 014/20-21 - INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 AND 2023**

1. The tenderer must complete the following returnable documents:
  - 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
  - Form of Offer and Acceptance
  - Form of Declaration For Tendering Purposes
  - 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
  - Form of Offer and Acceptance

Parts of each tender offer communicated on paper shall be submitted as an original, four (4) duplicate copies plus a rewritable CD/DVD of both the technical and 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	

Republic of Botswana	<b>TENDER RETURNABLE DOCUMENT</b>	DECLARATION FORM FOR TENDERING PURPOSES
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Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender

**TENDER NO. BEC EAC 014/20-21 - INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 and 2023**

**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:

**TENDER NO. BEC EAC 014/20-21 - INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 and 2023**

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

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS</b>
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**TENDER NO. BEC EAC 014/20-21- INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 AND 2023**

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

<b>TENDER RETURNABLE DOCUMENTS BEC EAC 014/20-21</b>	<b>TENDER SCHEDULES QUALITY PLAN</b>
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**TENDER NO. BEC EAC 014/20-21 - INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 AND 2023**

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
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**TENDER NO. BEC EAC 014/20-21 - INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 AND 2023**

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

**TENDER NO. BEC EAC 014/20-21 - INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 AND 2023**

**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

**TENDER NO. BEC EAC 014/20-21 - INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 AND 2023**

**OFFER**

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

**Printing and Packaging of Examinations Stationery for BEC for the Three Years of 2021, 2022 and 2023.**

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.

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

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

.....

	<b>LOCAL PROCUREMENT REGISTRATION CERTIFICATE</b>
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**TENDER NO. BEC EAC 014/20-21 - INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 AND 2023**

**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**

<b>WARD</b>	<b>VILLAGE</b>

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 people within the age of 18-35 years.

**TENDER NO. BEC EAC 014/20-21 - INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 AND 2023**

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**

Pricing schedule should indicate cost for the years 2021, 2022 & 2023 for PSLE, JCE & BGCSE. These should be placed inside the financial proposal envelope.

Year	Level	Stationery to be printed	Pages	Quantity	Unit Price	Total Price (VAT Inclusive)
2021	PSLE	Notice to candidates A4	1	46,500		
		Notice to candidates A2	1	2,500		
	JCE	Four Page Answer booklet, <b>Flap</b>	4	100,000		
		Continuation Sheet A4	2	100,000		
		Notice to candidates A4	1	43,000		
		Notice to candidates A2	1	1000		
	BGCSE	Graph paper A4	2	75,000		
		Supplementary Answer sheet A4	2	40,000		
		Notice to candidates A4	1	38,000		
		Notice to candidates A2	1	1,500		
2022	PSLE	Notice to candidates A4	1	46,500		
		Notice to candidates A2	1	2,500		
	JCE	Four Page Answer booklet, <b>Flap</b>	4	110,000		
		Continuation Sheet A4	2	110,000		
		Notice to candidates A4	1	43,000		
		Notice to candidates A2	1	1000		
	BGCSE	Graph paper A4	2	80,000		
		Supplementary Answer sheet A4	2	45,000		
		Notice to candidates A4	1	38,000		
		Notice to candidates A2	1	1,500		
2023	PSLE	Notice to candidates A4	1	46,500		

		Notice to candidates A2	1	2,500		
JCE		Four Page Answer booklet, <b>Flap</b>	4	110,000		
		Continuation Sheet A4	2	110,000		
		Notice to candidates A4	1	43,000		
		Notice to candidates A2	1	1000		
BGCSE		Graph paper A4	2	80,000		
		Supplementary Answer sheet A4	2	50,000		
		Notice to candidates A4	1	38,000		
		Notice to candidates A2	1	1,500		

**NB: Botswana Examinations Council will award the tender in parts or in full.**

1. All costs must include VAT for VAT registered companies, 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 be charged.
3. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
4. The tender shall be valid for a period of at least 120 days.
5. Payments will be made in accordance with agreed payments schedules to be agreed at the date of signing the contract.

**TENDER NO. BEC EAC 014/20-21 - INVITATION TO TENDER FOR PRINTING AND PACKAGING OF EXAMINATIONS STATIONERY FOR BEC FOR THE THREE YEARS OF 2021, 2022 AND 2023**

**1 BEC's objectives**

The purpose of this Invitation to Tender is to invite potential bidders to provide services for printing and packaging of examinations stationery for PSLE, JCE and BGCSE for the three years of 2021, 2021 and 2023. The winning bidder would provide such service for the years mentioned.

The job involves printing and packaging of examinations stationery for PSLE, JCE and BGCSE for BEC centres. The schedule of delivery will be agreed upon between the two parties prior to the execution of the project. Charges made should include VAT for VAT registered companies. The materials will be packaged per centre and delivered to Botswana Examinations Council on agreed timelines. The element of timing is also important since BEC's work schedules are controlled by deadlines. Attributes such as quality, effectiveness and promptness cannot be overemphasised. Adherence to delivery schedule is paramount. Strict security precautions should be taken at all times to ensure that the reliability, validity and credibility of examinations are maintained.

**NB: PSLE may be phased out before the end of the 3 year contract therefore will be awarded for one year and the contract renewed yearly for 2 years should the need arise.**

**GENERAL PRINTING REQUIREMENTS**

EXAMINATION PAPER SIZE:	A4/A3/A2
COPY MATERIAL	: Supplied camera-ready copy or electronic softcopy : White printing 80gsm
COLOUR	: Black and White
FINISHING	: Folded, inset, saddle stitched and trimmed
PACKAGING/ENVELOPING	: Packaged and bagged according to numbers of candidates per centre. (Number of candidates will be provided every year after completion of registration)
DESPATCH	: Suitably packed for despatch to Botswana Examinations Council premises.

## 2 Specific Requirement List and Specifications

### a) Security

Describe the security features in your premises and outline how each printing process can contribute to the sustenance of security of the examination papers.

### b) Type-setting and Proof Reading

- the arrangement of type-setting material
- feedback on type-setting material
- access to computers
- back-up facility and storage
- handling and communication of errors
- responsibility for errors

c) **Production:** A detailed explanation on the processes of how the stationery is going to be printed and packed as per examination centre.

d) **Relevant Experience:** Years spent printing similar examinations material.

e) **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:

- type-setting
- delivery process
- packaging
- material used
- paper used
- Personnel accountability

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

The stationery to be printed is as follows:

EXAM LEVEL	NAME OF STATIONERY	SIZE	PAGES	TOTAL NUMBER PER YEAR		
				2021	2022	2023
<b>PSLE – 840 CENTRES</b>						
1	Notice to candidates	A2	1	2,500	2,500	2,500
2	Notice to candidates	A4	1	46,500	46,500	46,500
<b>JCE – 240 CENTRES</b>						
1	Four Page Answer booklet, <b>Flap</b>	A3	4	100,000	110,000	110,000
2	Continuation Sheet	A4	2	100,000	110,000	110,000
3	Notice to candidates	A4	1	43,000	43,000	43,000
4	Notice to candidates	A2	1	1,000	1,000	1,000

<b>BGCSE – 80 CENTRES</b>						
1	Graph paper	A4	2 (back to back)	75,000	80,000	80,000
2	Supplement Answer sheet	A4	2 (back to back)	40,000	45,000	50,000
3	Notice to candidates	A4	1	38,000	38,000	38,000
4	Notice to candidates	A2	1	1,500	1,500	1,500

**NB: This should be included in the Financial Proposal envelope.**

- Printing cost per page
- Packaging material cost
- Centre consignments
- Transport
- Prices should be quoted in Botswana Pula only and should be compliant with Botswana tax laws such as be VAT inclusive.
- Prices should remain fixed for the entire duration of the contract unless there could be a drastic change in numbers caused by changes in the syllabus and or number of schools and candidates which may affect changes in volumes of material.
- Payment will be made no later than 30 days, check with Finance Division after the delivery of the goods and issuance of the invoice.

The table below should be used as guidance to provide breakdown of stationery prices should appear as follows:

<b>Year</b>	<b>Level</b>	<b>Stationery to be printed</b>	<b>Pages</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price (VAT Inclusive)</b>
2021	PSLE	Notice to candidates A4	1	46,500		
		Notice to candidates A2	1	2,500		
	JCE	Four Page Answer booklet, <b>Flap</b>	4	100,000		
		Continuation Sheet A4	2	100,000		
		Notice to candidates A4	1	43,000		
		Notice to candidates A2	1	1000		
	BGCSE	Graph paper A4	2	75,000		
		Supplementary Answer sheet A4	2	40,000		
		Notice to candidates A4		38,000		
		Notice to candidates A2		1,500		
2022	PSLE	Notice to candidates A4	1	46,500		

	JCE	Notice to candidates A2	1	2,500			
		Four Page Answer booklet, <b>Flap</b>	4	110,000			
		Continuation Sheet A4	2	110,000			
		Notice to candidates A4	1	43,000			
		Notice to candidates A2	1	1000			
	BGCSE	Graph paper A4	2	80,000			
		Supplementary Answer sheet A4	2	45,000			
		Notice to candidates A4		38,000			
		Notice to candidates A2		1,500			
	2023	PSLE	Notice to candidates A4	1	46,500		
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		JCE	Four Page Answer booklet, <b>Flap</b>	4	110,000		
Continuation Sheet A4			2	110,000			
Notice to candidates A4			1	43,000			
Notice to candidates A2			1	1000			
BGCSE		Graph paper A4	2	80,000			
		Supplementary Answer sheet A4	2	50,000			
		Notice to candidates A4	1	38,000			
		Notice to candidates A2	1	1,500			

### 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 should be not included anywhere in technical proposal as it is a two envelope system.
- 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.

### **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**-----