
Title	Request for quotation maintenance support services for gardens and grounds
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POSTAL ADDRESS: PRIVATE /BAG 0070, GABORONE,
BOTSWANA

PHYSICAL ADDRESS: PLOT 54864, KT MOTSETE ROAD,
GABORONE.

PHONE: 365 0700

FAX: 3185011

[e-mail:procurement@bec.co.bw](mailto:procurement@bec.co.bw)

**BOTSWANA EXAMINATIONS COUNCIL
REQUEST FOR QUOTATION**

REQUEST ISSUE DATE: **11/07/12**

REQUEST CLOSING DATE AND TIME: **25/07/12 AT 1000HRS**

CONTRACT TITLE: **REQUEST FOR QUOTATION FOR *MAINTENANCE* SUPPORT
SERVICES GARDEN AND GROUNDS:**

Title	Request for quotation maintenance support services for gardens and grounds
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**ALL CORRESPONDENCE MUST BE ADDRESSED TO
THE SENIOR PROCUREMENT OFFICER**

Date: July 2012

To Company Name: _____

Postal: _____

Dear Sirs / Madam,

You are invited to submit a quotation to offer the above requirement. The request for quotation includes the following documents:

1. This first page of the RFQ
2. Letter of acknowledgement
3. Part1 - instructions to bidders
4. Part2 - quotation detail
5. Part3 - Scope of work
- 6, Part4 - general conditions of contract
7. Part 5 - references (where possible)

Please check the contents of the request for quotation package when you receive it and then return the letter of Acknowledgement to Botswana Examinations Council within three days of first publication.

You are required to hold all information pertaining to this potential contract confidential and to limit the dissemination of information within your organization only on a need to know basis.

Yours Faithfully

[Contact officer 's name) _____

Phone: _ _____

[Signature] _____

Fax: _____

[Position] _____

Email: _____

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Letter of Acknowledgement

Date _____ day of _____ 20 _____

To: Company Name: _____

Postal: _____

Dear sir/ Madam,

We acknowledge the receipt of a full / not full RFQ package and we will

1. Be submitting a quotation

2. Not submitting a quotation because

Yours Sincerely

[Name of Authorized Signatory] Signature [Position]

Phone: _____ Fax: _____

Email: _____

PART I; INSTRUCTIONS TO BIDDER

Submission of quotations

1. Quotations shall be filled in by indelible ink and submitted in a sealed envelope, clearly marked with the RFQ Reference Number and Description to the address given on the front page.
2. Each individual line item offered, shall be to the same specification
3. Quotations shall remain firm, fixed and valid for not less than 30 days from the date of deadline for submission.
4. The prices quoted for the work shall be all inclusive costs and include delivery, duty and insurance paid to the named address stipulated in this RFQ, and will include costs such as customs, transportation to the location, insurance, packing, labeling, erection, inclusive of all taxes direct or indirect, or any other costs, or fees that may be necessary to pay.
5. Packing shall not be chargeable and not returnable unless otherwise agreed in writing. Such returnable packaging must be clearly stated by the supplier.
6. All sections of a RFQ should be filled.
7. Where bidder cannot or doesn't wish to make an offer against a line item(s), or against the written description of supplies, work services or labour required, the bidder may indicate in the unit cost column, the following letter:-

N/A shall mean Not Applicable or

N/Q shall mean No Quote
8. The selection and decisions shall be based on quality and Cost :- (See attached appendices)
9. The procuring entity does not bind itself to accept the lowest or any bid and reserves the right of accepting a tender either in whole or in part as regards to anyone or more of the item descriptions specified

PART 2 - QUOTATION OFFER DETAILS

I/We the undersigned hereby OFFER and undertake to supply and deliver to the destination(s) indicated. the supplies / services / works or labour specified on the attached forms • in such qualities as indicated and at such times as may be required and at the prices set opposite the item(s) therein during the time period stated.

Yours Sincerely

[Name of Authorized Signatory] [Signature] [Position]

Phone: _____

Fax: _____ Email: _____

Company Official Stamp

Discount Payment

1. Within _____ days @ _____

2. Monthly account(30days) @ _____

Delivery lead time: _____ (days)

Minimum order quantity/value: _____

Rate BWP _____ (daily/weekly/monthly/annual)

The quotation is valid for _____ days [See article 2.1 in instructions to bidders

PART 3- SCOPE OF WORK

1. PURPOSE

The purpose of this exercise is to solicit suitable landscaping companies that can provide the maintenance services of gardens and grounds at Botswana Examinations Council. The successful bidder shall maintain and provide a clean and aesthetic environment to the premises of the client for a period of 1 year.

2. BACKGROUND AND PROPOSED ASSIGNMENT

The Botswana Examinations Council ("the Council") is a semi-autonomous body created by the Botswana Examinations Council Act NO 11 of 2002. The Council is mandated to apply the provisions of the Act in a manner which promotes efficient provision of examinations services throughout the country. The Act is available from the Government Printer in Gaborone. Maintenance of the organization's garden and grounds services has in the past been covered under the government contracts. The organization has recently assumed full ownership of the purpose built building for its headquarters. This therefore necessitates that BEC must find its own service provider.

3. OBJECTIVES AND SCOPE OF THE ASSIGNMENT

The main objective of the RFQ is to ensure the organization's facilities are maintained and cleaned in accordance with laid down standards to prolong their life and meet customer expectations in respect of the appearance and cleanliness.

SPECIFIC OBJECTIVES

The services to be provided by the successful bidder to BEC under the resulting contract shall be, but not limited to, the following;

- a) Supply and new plants and plant in the garden to improve the surrounding decoration and create a pleasant ambiance to the users.
- b) Complete maintenance of garden and grounds surrounding the buildings within the premises and a radius of 3m around the BEC fence
- c) Maintenance of greenery in the gardens and grounds, by providing manure, watering, removing weeds, foreign materials, undesirable growth, mowing of lawns and cutting of tree branches.
- d) Maintenance of rose beds: watering, de -weeding, pulverizing, hoeing, preventive spraying of fungicide and pesticide as required and as directed by the facilities Officer In charge.
- e) Trimming of plants, trees and preparation of lawns.
- f) Planting, Re - planting saplings and other tree plants by digging pits etc.
- g) Cleaning of roadsides area, paved areas, parking's and open spaces around the premises regularly keeping it free from bushes, vegetations.

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- h) Cutting of wild grass and shrubs in the compound during or after the rainy season.
- i) Disposal of debris I garbage outside the premises without causing any inconvenience to the public and inmates.
- j) Repotting the existing potted plants by changing the soil, replacing damaged I broken plants.
- k) Collect or pick litter and other garbage and put them in dustbins within the area.
- l) Remove any contamination of water or soil areas.
- m) Supply and planting of seasonal plant sapling, manure, fungicides, pesticides and fertilizers.
- n) Bidders will be expected to enter into a service level agreement with BEC on all of the above.
- o) Any other works related to garden maintenance

We the undersigned hereby offer and undertake to supply and deliver to the destination(s) indicated, the stated supplies, works, services or labour as specified in this RFQ, in such quantities and at such times as may be required and at the prices set opposite the line item(s) therein during the period stated. We will supply the above deliverables upon receipt of your signed Contract / Purchase Order (PO)

Name of Authorized Signatory]

Signature]

[Position] _____

Phone: _____

Fax: _____

Email:

Company Official Stamp

PART 4 - CONDITIONS OF CONTRACT

1. The Rights of the Procuring Entity (PE):

- 1.1. The procuring entity shall have the rights to reject all quotations, or to call for clarification or samples at the time of evaluating the quotations. A Procuring Entity shall not be bound to accept any quotation or the lowest cost nor assign any reason for the rejection.
 - 1.2. The cost of Submission does not constitute a commitment on the part Procuring Entity, nor does it commit the procuring entity to pay for any or all costs incurred in the preparation and submission of a quotation.
 - 1.3. Should the Procuring Entity decide to proceed with the acquisition of the stated supplies, services, works or labour that the supplier has offered to sell/ provide, then the procuring entity will promptly provide the named Supplier with a signed contract / Purchase order, these general conditions of contact and any other document (or part document) referred to in the Contract / Purchase Order.
 - 1.4. The Contract / Purchase Order shall not include any of the supplier's conditions of sale nor include reference to them. The delivery of the supplies, services, works or labours in response to a Contract / Purchase Order, or an order any conditions of this Contract / Purchase Order.
2. The supplier will sell to the PE the supplies, services, works or labour of the supplier at the fixed price stated for the time period defined in the contract / PO. The price shall include all storage, parking, insurance, installation, test certification and/or commissioning (as applicable) and all the materials / components necessary, or that may be required to complete the preparation / installation / delivery of the supplies and services, works. Where applicable all other charges such as taxes, delivery Charge etc should be individually identified and incorporated into the total price.
3. Variations to a price for any or all unit price(s) of the line item(s) to any Task Order or to the supplies services or works will not be allowed during the time period of this Contract or PO.
- ##### 4. The right of cancellation:
- 4.1. In addition to other rights of cancellation under these conditions of contract, the PE may cancel the Contract / Purchase Order and any related order amendment thereto, at any time, by giving the supplier a written notice of termination 15 days in advance.

If the supplier submits a claim against the PE for the termination, then the PE will pay to the supplier any cost of commitment, liabilities or expenditure, which in their reasonable opinion was a result of the said contract at the time and date of termination. The total of all payments made, or due to the supplier under this contract, including any termination subIn addition to the rights of cancellation under these conditions of contract, the PE may cancel the contract / Purchase order or any related amendment thereto, at any time, by giving the supplier a written notice of termination 15 days in advance.

4.2 If the supplier submits a claim against the PE for the termination, then the PE will pay to the supplier any cost of commitment, liabilities or expenditure, which in their reasonable opinion was a result of the said contract at the time and date of termination. The total of all payments made, or due to the supplier under this contract, including any termination submit a termination claim within 3 months of the date of notice of termination then the PE shall *have* no further obligation under the contract.

4.3. Cancellation of the Contract / PO will not affect any other rights the PE might have:

4.3.1. Variations of quantities/ materials/task orders/deliverables

4.3.1.1. The quantities, materials, task orders or other items described in the RFQ'S shall be fixed unless otherwise indicated in the RFQ that there may be a variation in quantity, the type, or the service to be completed.

4.3.1.2. if a variation is to be requested then the PE shall prior to the delivery send the supplier an order amendment adding to, deleting or modifying the said supplies, works, services or labour required.

5. Quality and Descriptions

5.1. The supplies, works, services or labour shall

5.1.1. Conform in every respect with the specifications and written details stated in the Contract / PO

5.1.2. be capable of meeting or be superior to all of the standards of performance specified in the contract / PO

5.1.3. be fit for any purposes intended or made 5.1.3 be fit for any purposes intended or made known to the supplier, expressly or by implication

5.1.4. be new (unless otherwise specified)

5.1.5. Correspond to their description or to any samples, patterns, drawings, plans and

specifications referred to in the Contract / PO

5.1.6. Be to the quality intended, implied or specified

5.1.7. Comply with current national legislation

5.1.8. be safe to use and operate, and not contain or generate toxic or hazardous materia

5.1.9. be equivalent Items Quoted

5.2. If it is written in the RFQ that an equivalent or variation is acceptable then a technical description and specification of the equivalent being offered shall be attached to the offer by the suppliers which effectively confirm its conformance or superiority to the standards I outputs I deliverables expected.

6.Reference to local, regional or international standards

6.1. Where descriptions of supplies, services, and works in the RFQ are referring to an International, regional or local standard then the supplier shall make a statement that all the services, supplies and works meet the standards. Where certificates of test, certification or compliance or commissioning are available or required for the supplies, services or

7. Work on Procuring Entity Premises

7.1. If the contract / PO involves any work or services or labour to be performed on the premises of the PE then the supplier shall ensure that all suppliers employees, sub contractors and their employees and any other persons associated with the supplier, will adhere in every respect to the obligations imposed on the supplier for safety and environmental legislation of the Republic of Botswana.

7.2. The procuring entity will make all arrangements and provide for security passes or access to site of construction or installation or to the area of intended service, work or labour during the normal working hours of the procuring entity. By necessarily hours that will be required which fall after normal working hours will be for prior to written agreement between the parties.

7.3. The PE shall not be held responsible for any loss of the supplier's material or equipment.

8. Inspection, progress, rejection

8.1. The supplier at own expense shall provide any schedules for erection and inspection. The supplier shall notify the PE in writing and without delay, if the suppliers progress falls behind the agreed schedules.

- 8.2. PE shall have the right to check progress at the suppliers or sub contactors works at any reasonable time to inspect and to reject supplies or associated materials that donor meet with the contract specifications or conditions.
- 8.3. Any inspection or approval shall not relieve the supplier from the supplier's obligations or for the corrections of any defect under this contract.

9. Safety

- 9.1. The supplier shall observe legal requirements of the Republic of Botswana and any other relevant international agreements in relation to health safety and environment. In particular to the marking of hazardous supplies.
- 9.2. If so required the supplier will have provided data sheets for hazardous materials and for the storage and handling provisions related to food.

10. Delivery

- 10.1. If the supplies or any part of them are not delivered by the time specified in the contract then the PE may by written notice cancel any undelivered balance of the supplies.
- 10.2. The PE can also return for full credit and at the supplier's expense any supplies that in the PE's opinion cannot be used owing to this cancellation.
- 10.3. In the case same of services the PE may have the work competed by alternate means, by an agreement in writing and any cost reasonably incurred will be at the suppliers expense. This shall not affect any other rights the PE might have.

11. Property and Risk

- 11.1. The supplier shall bear all the risk of loss or damage to the supplies until their delivery and shall be insured accordingly. Ownership of the supplies shall fall to the PE after this but without prejudice to our right of examination and rejection under this contract
- 11.2. If the PE makes any stage or advance payment then at the time that such payment is made, the supplier shall mark those supplies as property of the PE.

12. Acceptance

- 12.1. The PE shall have the right to reject any works, services or labour in whole or in part within a reasonable time of delivery if they do not conform to the standards expected or requirements stated in the contract / PO.

12.2. The PE shall *give* the service provider reasonable opportunity to rectify or replace any supplies, works, services or labour with new ones that conform to the contract / PO specifications, after which time the PE shall be entitled to tackle that contract / PO and acquire them elsewhere if they require.

12.3. Any supplies, works or personnel delivering services or labour that can be rejected by the PE for not meeting the stated requirements, performance, deliverables, or obligations upon written request shall be removed as soon as possible and shall be at the suppliers own expense and risk.

13. Receipt and inspection of supplies, services, works or labour rendered.

13.1. All supplies, works, services, labour shall be verified for conformity to the quality specified and for the quantity delivered.

13.2. Should the supplier without written consent make a *deviation* from that requirement as stated in the contract / PO and effectively renders a different output, performance, schedule, service or expected deliverables then the PE reserves the right to return to the supplier any deliveries, equipment, materials in part or in whole or any associated item and may cancel the contract / PO or take any remedial action to rectify the deviation. Such action does not limit any future rights of the PE. Returns shall be made at the entire charge and responsibility for not meeting the standards in the contract / PO.

13.3. The PE reserves the right to inspect works, services or supplies at the supplier's site or at the site the supplier is engaged at without prior notice. Any inspection by the PE does not relieve the supplier of his responsibilities in materials or workmanship.

13.4. Where a sample has been furnished the item shall be *delivered* to the same specification

14. Replacement of rejected or defective supplies works or services

14.1. Where the supplies or works are written or rejected the PE shall write a request for the remedy or replacement of the rejected or defective works, supplies or services. In the *event* that ten days after receipt of the request for remedies, a supplier has failed to supply or recommend a remedy to propose the replacement of any rejected or defective supplies under the contract / PO. The PE shall have the right to purchase such supplies elsewhere at the expense of the supplier for any extra costs arising by deduction from the deposit or any outstanding amount as the e case may be.

15. Invoice payment instructions

15.1. Unless otherwise stated in the contract / PO the PE shall make any payments before the 30th day of receipt of an original and correctly rendered invoice. The suppliers must be addressed to the department specified in the contract / PO. The PE's reference number, the contract / PO number and the value of payment. The PE shall not be held responsible for failure to pay due to the supplier's failure to comply with the invoicing instructions.

16. Supplier Warranty

16.1. It is expressly stated between the parties that items that fail within the stipulated warranty period shall promptly make good at the suppliers expense or will be replaced. Where applicable the supplier will ensure that compatible spares are available to facilitate repairs for a period of at least 2 years from the date of delivery of the supplies. When the supplier is aware of a shorter period of availability of spares then that period will be informed to that PE.

17. Indemnity and Insurance

- 17.1. The supplier shall indemnify the PE all loss, class action, costs, claims demands ,expenses or liabilities whatsoever (if any) which the PE might incur by common law or statute in respect to injury or death to any person or in respect to any loss or destruction or damage to property(other than as a result of negligence by the PE or any person for whom the PE is responsible) which shall have occurred in connection with any work executed by supplier under this contract or shall be obliged to be attributable to some defect in the supplies.
- 17.2. The supplier will indemnify the PE against any and all loss, costs, expenses and liabilities caused to the procuring entity whether directly or indirectly or as a result of the action, claim or demand of any third party by reason of any breach by the supplier of these conditions or any terms or obligations on the supplier's part implied by statutory provision relevant to the contract or to supplies, services or work covered thereby.
- 17.3. The supplier shall hold satisfactory insurance cover with a reputable insurer to fulfill their insurance obligations for the duration of this contract / PO. The supplier shall affect insurance against all those risks arising from the supplier's indemnity in condition 13. Satisfactory evidence of such insurance and payment of current premiums shall be shown to the PE on request.

18, Recovery of sums due

18.1. If under the contract there are any sums of money recoverable from or be payable by the supplier they may be deducted from any sums due or which may have become due to the supplier under this contract or any other contract the supplier might have with the PE.

19. Matters beyond control

19.1. If any party is delayed or is prevented from performing its obligations under this contract / PO (as in force major) by circumstances beyond the reasonable control of either party (including without intervention of any form from government, hostilities, strike and lockouts relevant to the contract / PO a breakdown of plant / equipment, such performance shall be suspended and if it cannot be completed within a reasonable time after the due date as specified in the PO then the contract / PO maybe cancelled by either party.

19.2. The PE shall have to pay to the supplier such sums as may be fair and reasonable in all the circumstances of the case in respect of work performed, spare parts purchased or parts manufactures by the supplier under the contract / PO prior to cancellation but only in respect of work that the procuring entity has received as originally contemplated in the contract up to the point of break off / disruption. This provision can only have an effect if it is called into operation by the party wishing to rely on it, giving written notice to the other to that effect and within 3 months of the cancellation.

20. Articles on loan and use of information

20.1 . All tools, materials, drawings, specifications and other equipment and data (the articles) loaned by the PE to the supplier or its sub contractors in connection with the contract shall always remain the PE's property and be surrendered to the PE upon demand in good and serviceable condition (fair wear and tear allowed)

20.2. Any information derived from the PE property or otherwise communicated to the supplier or its sub contractor in connection with the contract / PO shall be kept secret and confidential and shall not without the consent in writing of the PE authorizing offices be kept secret and confidential and shall not without the consent in writing of the third party or made use of by the supplier or its sub contractors except for the purpose of implementing the contract or PO.

21. Ownership of results

- 21.1. If the contract involves design and *for* development works then;
- 21.2. All rights of work arising from or deriving from this contract, including inventions, designs, copyright and knowledge shall be the property of the PE and they shall have the sole right to determine whether any letters patent, registered trademark, and other protection shall be sought.
- 21.3. the supplier shall promptly communicate to the PE all such results and shall if requested and at the PE's expense shall do all acts and things necessary to enable the PE or its nominee to obtain letters patent, registered designs and other protection for such results in all territories and to assign the same PE or our nominee
- 21.4. the supplier shall ensure that all technical information (including computer programs and programming information) arising out of or deriving from this contract is held in strict confidence except for any such information which becomes public knowledge other than by breach of this contract.

22. Infringement of Patents

- 22.1. With the exception of supplies made to the design or instructions of the PE, the supplier shall have to warrant that neither the supplies nor the use of them will infringe any patent registered design, trade mark, copyright or other right and undertake to indemnify the PE against all actions, claims, costs, demands, charges and expenses arising from or incurred by reason of any infringement or alleged infringement of any such right
- 22.2. The supplier shall warrant that the use by the PE of the supplies, works and services will not subject the PE to be charged of infringement of any patent and will further agree to indemnify the PE against any and all costs and charges resulting from them.

23. Non observance of conditions

- 23.1. If the supplier breaches any part of the contract / PO the PE may give the supplier written notice of such breach and the supplier will have 30 days from receipt of the notice to rectify the breach. Should the supplier fail to rectify the breach or non observance then the PE will have the right to give the supplier written notice terminating the contract immediately.

24. Supplier Insolvency

24.1. If the supplier becomes insolvent or bankrupt or (being a company) make an arrangement with suppliers, creditors or have an administrative receiver administrator appointed or commence or be wound up (other than for purposes of amalgamation or reconstruction, the PE may without replacing any other of our rights terminate the contract with immediate effect by written notice to supplier or any person in whom the contract may have become vested.

25. Assignment and sub letting

25.1. The contract shall not be assigned by the supplier in part or in whole. The supplier shall not sub let any part of the contract without the written consent of the PE. The PE shall reasonably consider any such request. The restriction contained in this condition shall not apply to sub contracts for materials for small details or for any part of which the markers are aimed in the contract.

25.2. The supplier shall be responsible for all work carried out and all supplies supplied by all the sub contractors. The supplier is named in the contract / PO is the prime contractor

26. Corruption and Gifts

26.1. In connection with this or any other contract between the PE and the supplier the supplier shall not give, provide or offer to staff and agents of the PE any loan, fee, reward, gift or any emolument or advantage whatsoever. In the event of any breach of this condition, Procuring Entity shall without prejudice to any other rights the PE may possess be at liberty to terminate this and any other contract and to recover from the supplier any loss or damage resulting from such termination.

27. Waiver

27.1 . A failure at any time to enforce any provision of the contract / PO shall in no way affect the right at a later date to require complete performance of the contract / PO, nor shall the waiver of the breach of any provision be taken or held to be a waiver of any subsequent breach of the provision or be a waiver of the provision itself.

28. Notice

28.1. All notices and communications required to be sent by the supplier or by the PE in this contract / PO shall be made in writing and sent by the most secure and fastest route

possible. Such delivery should be in either a registered or recorded form so proof of delivery is evident and verifiable

29. Amendment

29.1. No addition, alteration or substitution of these conditions will bind PE or form part of the Contract or PO, unless and until accepted in writing by the PE's authorizing officer.

30. Disputes settlement and applicable law

30.1. In the execution of the contract / PO the contracting parties shall at the first instance try to find the ways and means and by negotiations to reach an amicable settlement.

30.2. In the second instance such disputes may be referred for arbitration or judicial review under the applicable law of the Republic of Botswana

Appendix A

EVALUATION PROCESS

The procedure for evaluation or responsive tender offers is :

Method1

STAGE ONE:

Preliminary Examination for Compliance

Submission of valid and appropriate trading license

Submission of valid Tax Clearance Certificate

Submission of response in sealed envelopes - one (1) original marked 'original' and three (3) copies

Form 2 (Company proclamation certificate)

A bid that fails to comply with any of the above shall be eliminated from further evaluation.

STAGE TWO:

Technical evaluation:

A technical evaluation shall be made to determine the technical compliance with the specifications or scope of supplies in the bid document. Only bids that have passed in terms of the stage one shall undergo technical evaluation

All bidders who have fully met item specifications will pass to the next stage (Cost evaluation)

STAGE THREE:

Cost Evaluation and comparison

Correct arithmetic errors and convert bids to a common currency;

Compare unit prices (exclusive of VAT) of different items quoted in the technically compliant bids

The lowest evaluated technically compliant bid will be recommended for award

TENDER ACCEPTANCE

Notwithstanding anything contained in any of these tender documents, the Botswana Examinations Council is not bound to accept the lowest or any tender nor incur any expenses in the preparation thereof.

Selection of suppliers will not solely base 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 reserves the right not to accept the lowest or any tender. The tender will be awarded in part or full.

Appendix B

STAGE ONE							
Preliminary Examination for Compliance							
	Submission of Valid tax Clearance Certificate	submission of valid and appropriate licence	Form 2 (Company proclamation certificate)	Submission of quotation in sealed envelope	Submission of correct number of copies	Pass / Fail	
Bidder 1							
Bidder 2							
Bidder 3							
Bidder 4							
Bidder 5							
A bid that fails to comply with any of the above shall be eliminated from further evaluation.							
STAGE TWO:							
<p>Technical evaluation:- A technical evaluation shall be made to determine the technical compliance with specifications or scope of the work in the bid document. Only bids that have passed stage one shall undergo technical evaluation. During this stage, each evaluation committee member would be given a set of bids for all the suppliers who passed stage 1 to assess and score individually. A meeting will then be convened where scores will be collected from members and aggregated to get the average percentage score. All suppliers whose average score is 60 and above will proceed to stage 3 for cost evaluation.</p>							
Item	Description	Score	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5
1	Clear demonstration and interpretation of terms of reference (a clear demonstration of understand to be done) ing of the work	20					
2	Delivery period (lead time)	10					
3	Clear and detailed cost breakdown	10					
4	Acceptance of technical information	20					
5	Adherence to specifications as stated in the scope	10					

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	of work					
6	background information on the company by at least 3 reference from previous clients	5				
7	Existence of office facilities & viewing of the supplier's current sites	5				
	Total Score	80				

All bidders who have fully met training criteria will pass to the next stage (Cost evaluation)

STAGE THREE:

Cost Evaluation and comparison

Only technically compliant bids shall undergo cost evaluation to :

Correct arithmetic errors and convert bids to a common currency;

Suppliers who passed stage 2 will have their prices evaluated as per criteria in illustrated below. The supplier with the highest combined score and whose price is within budget will be considered for award.

PRICE EVALUATION

For the purpose of evaluation, Bids in international currency will be converted to BWP using the current rate of exchange obtained from Bank of Botswana.

The qualifying bids will be evaluated based on the following factors:

The following formula will be used to rate the quoted prices:

$$FS = 50 \times LP / P$$

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.

TENDER ACCEPTANCE

Notwithstanding anything contained in any of these tender documents, the Botswana Examinations Council is not bound to accept the lowest or any tender nor incur any expenses in the preparation thereof.

Selection of suppliers will not solely base 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 reserves the right not to accept the lowest or any tender. The tender will be awarded in part or full.