

**BOTSWANA SAVINGS BANK**



**DEPARTMENT OF PROCUREMENT**

**A REFERENCE NO: FRAMEWORK CONTRACT FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR  
BOTSWANA SAVINGS BANK FOR A PERIOD OF (2) TWO**

**BSB/PU/015/2025/27**

**DATE: OCTOBER 2025**

NAME AND ADDRESS DETAILS OF PROCURING DEPARTMENT AND ITS AGENT PREPARING THE DOCUMENTS	
PROCURING DEPARTMENT	AGENT
Procurement Unit Botswana Savings Bank P O Box 1150 Gaborone Tel: (267) 391 2555/367 0000	Procurement Unit Botswana Savings Bank P O Box 1150 Gaborone Tel: (267) 391 2555/367 0000 E mail: <a href="mailto:procurementunit@bsb.bw">procurementunit@bsb.bw</a>

**A FRAMEWORK CONTRACT FOR THE SUPPLY OF STATIONERY TO BOTSWANA SAVINGS BANK FOR A  
PERIOD OF (2) YEARS**

**TENDER**

**TENDERING PROCEDURES**

T1.1 Tender Notice and Invitation to Tender

T1.2 Tender Data

T1.3 Standardised Conditions of Tender

<b>TENDER REF NO: BSB/PU/015/2025/27</b>
<b>A FRAMEWORK CONTRACT FOR THE SUPPLY OF STATIONERY TO BOTSWANA SAVINGS BANK FOR A PERIOD OF TWO (2) YEARS</b>
Sealed Tender offers from 100% citizen-owned companies are invited for <b>A FRAMEWORK CONTRACT FOR THE SUPPLY OF STATIONERY TO BOTSWANA SAVINGS BANK FOR A PERIOD OF TWO (2) YEARS</b>
The procuring entity is: Botswana Savings Bank Procurement Unit, Gaborone.
Bidding method: Open Domestic Bidding
Bidders who are to be considered for award of the contract should be appropriately licensed to trade and or supply the services tendered for, and in possession of requisite documentation to trade and or supply such services according to the Laws of Botswana.
Bidders who are domiciled in Botswana must, to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories: <b>•Code 211</b> – General supplies, <b>Sub Code 02</b> Stationery OR <b>Code 213</b> General Manufacturers and producers, <b>Sub code 10</b> Paper and paper boards, <b>Sub Code 14</b> Printing Services. The codes are to be verified online.
Tenderers to purchase all their products from 100% Citizen locally based manufacturers and service providers, provided that the goods and services are locally available, competitively priced and meet tender specifications in terms of quality standard as certified or recognized by Botswana Bureau of Standards (BOBS) or other recognized certifying bodies.
Documents shall be accessed from the below link: <a href="https://www.bsb.bw/tenders/">https://www.bsb.bw/tenders/</a> with effect from <b>13 October 2025</b> Tender documents shall be available in soft copies. Bidders shall send proof of payment upon payment of the tender fee to <a href="mailto:procurementunit@bsb.bw">procurementunit@bsb.bw</a> and attach it to the bid.
A non-refundable fee of <b>P200.00</b> shall be paid by interested bidders in order to be eligible to tender. Youth-owned companies shall purchase the tender at half price. Payment shall be made at any of the following Botswana Savings Bank branches: BSB Headquarters, Rail Park, Palapye, Mahalapye, Molepolole, Serowe, Hukuntsi, F/town, Maun, Kanye and Gumare at the following Account details: <b>1) Acc Name:</b> Other Income <b>Acc No:</b> 1415-1-03-35-24-00-0000 <b>Reference no:</b> Bidder's Company Name <b>Or EFT</b> <b>1) Account name:</b> Botswana Savings Bank <b>2) Account number:</b> 9060005770217 <b>3) Account:</b> BWP Current <b>4) Bank:</b> Stanbic Bank <b>5) Branch name:</b> Fairgrounds <b>6) Branch/Sort Code:</b> 064967 <b>Swift code:</b> SBICBWGX
<b>A One-Envelope procedure will be followed.</b> <b>Parts of each tender offer communicated on paper shall be submitted as one (1) original marked original plus two (2) copies.</b>
Queries relating to the issue of these documents may be addressed to <a href="mailto:procurementunit@bsb.bw">procurementunit@bsb.bw</a> at <b>Tel +267 3670162/3/0148 Fax No +267 395 2608</b> at least (5) days before tender closing date; Copied to <a href="mailto:bratsatsi@bsb.bw">bratsatsi@bsb.bw</a> and <a href="mailto:kmavika@bsb.bw">kmavika@bsb.bw</a> No queries shall be allowed thereafter.
The tender Evaluation will follow the Least Cost Based Selection-Supplies Evaluation Procedure.
The closing time for receipt of tender documents is <b>1000am on 24 October 2025.</b>

Tender offers received after closing date submissions shall not be accepted. Late tenders will be rejected and returned un-opened to bidders.

Names and addresses should reflect on the tender offer.

The physical address for tender submission is:

**Botswana Savings Bank Plot 53796, Tshomarelo House 4<sup>th</sup> floor Tender Box  
Kagiso Mall, P O Box 1150, Gaborone Botswana**

**Tender opening shall be done online at 1015am after closing date**

Tender opening shall be available online. A link shall be provided during the bid closing date to all bidders registered.

The winning bidder shall be required to have a business transaction account with Botswana Savings Bank where all payments shall be disbursed.

**Tender documents not correctly labelled as indicated above will not be accepted.**

**The Public Procurement Regulatory Authority Standardised Conditions of Tender apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.**

Notwithstanding anything in the foregoing, Botswana Savings Bank is not bound to accept the lowest or any tender offer, nor incur expenses in the preparation thereof.

**Procurement Unit  
Botswana Savings Bank**

**Botswana Savings Bank**

**TENDER: BSB/PU/015/2025/27  
TENDERING PROCEDURES**

**TENDER DATA**

**A FRAMEWORK CONTRACT FOR THE SUPPLY OF STATIONERY TO BOTSWANA SAVINGS BANK FOR A PERIOD OF TWO (2) YEARS**

1.1The **conditions of tender** are the Standardised Conditions of Tender as published by the Public Procurement Regulatory Authority.

The Standardised Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standardised Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standardised Conditions of Tender to which it mainly applies. There are many other clauses in which the data is required.

1.2 The Procuring entity is **Botswana Savings Bank**

1.3 The tender documents issued by Botswana Savings Bank comprise:

**TENDER SECTION**

Tendering Procedures

**SECTION 1: TENDER SECTION**

T1.1 Tender Notice & Invitation to Tender

T1.2 Tender Data

T2.1 List of returnable documents

T2.2 Tender Schedules

**CONTRACT SECTION**

**SECTION 2: PART 1-AGREEMENTS & CONTRACT DATA**

C1 Part 1 Agreements & Contract Data

C1.1 Form of Offer & Acceptance

T2.2 Authority of signatory

C1.2 Contract Data

**SECTION 3: PART 2-PRICING DATA**

C2.1 Pricing Instructions

C2.2 (a) Terms of reference

**SECTION 4: PART 3-SCOPE OF WORK**

C3 Scope of Work: Services contract

1.4 The Procuring Entity's agent is:

**Procurement Unit**

**Botswana Savings Bank Headquarters**

**P.O.Box 1150**

**Gaborone**

**Botswana**

2.1 **ELIGIBILITY**

The eligibility criteria for tenderers are:

- 100% Citizen owned entities.

	<ul style="list-style-type: none"> <li>• Proof of purchase of tender document</li> <li>• Letters of Authorisation from OEMs</li> </ul> <p><b>Stage 1: Compliance</b></p> <ul style="list-style-type: none"> <li>• Fully completed Certificate of Authority of Signatory.</li> <li>• Fully completed Form of Offer and Acceptance.</li> <li>• Submission of a copy of Tax clearance. The certificate will be verified online</li> <li>• Fully completed list of Directors and shareholder's information.</li> <li>• Completed Declaration form for Tender Purposes</li> <li>• Fully Completed Integrity Agreement form</li> </ul> <p>Submission of a copy of PPRA Registration, <b>Code 211</b> – General supplies, Sub <b>Code 02</b> Stationery OR <b>Code 213</b> General Manufacturers and producers, <b>Sub code 10</b> Paper and paper boards, <b>Sub Code 14</b> Printing Services. The codes are to be verified online</p> <p>Bidders will be notified through a telephone call, SMS, or email as an alert. The alert will be followed by fax or letter. Non responsiveness by the bidder shall result in disqualification of bid.</p> <p><b>NB:</b> All Bidders shall submit the Fully Completed and Signed Form of Offer and Acceptance (C1.1) in the first instance without fail. Otherwise, the bid shall be disqualified.</p>
2.2	All documents must comply to a one envelope system. <b>Parts of</b> tender offer communicated on paper shall be submitted as <b>one (1) original</b> , plus <b>two (2)</b> copies
2.3	<p><b>A FRAMEWORK CONTRACT FOR THE SUPPLY OF STATIONERY TO BOTSWANA SAVINGS BANK FOR A PERIOD OF TWO (2) YEARS</b></p> <p>Tenders will be opened on the same day online.</p>
2.4	The closing time for submission of tender offers is <b>1000am on 24 October 2025</b>
2.5	Any bid submitted after the closing time shall be declared late, rejected and returned unopened to the bidder.
2.6	<p>The tender validity period is four months (120 days) after tender closing date. A bid valid for a shorter period shall be rejected by the Procuring Department as non-responsive.</p> <p>Prior to expiration of the validity period, the procuring department may request bidders to consider extending the validity period stated in the tender data, in writing, for an agreed additional period.</p>
2.7	The time and location for opening of the tender offers is <b>1015am on 24 October 2025</b> . Opening shall also be available through Microsoft teams. A link shall be provided.
<b>3</b>	<p><b>FORMAT OF RESPONSE</b></p> <p>All bidders shall prepare their tender submissions in a manner and format described below.</p> <ol style="list-style-type: none"> <li>1. The <b>first document</b> should be a cover letter stating the following: delivery terms, expiry/warranty, price validity, currency used, postal address, physical address and telephone numbers. Any other related information should be provided.</li> </ol> <p>The completed document should be submitted in one (1) Original Copy (Marked original) and two (2) copies to the <b>Botswana Savings Bank (BSB) Plot 53796, Tshomarelo House, Kagiso Mall, P Box 1150, Gaborone, Botswana</b></p>

	All bids must be securely bound. The procuring entity will not be held liable for misplaced pages due to insecure binding of bids.																				
4.0	EVALUATION PROCESS																				
4.1	<b>TENDER EVALUATION CRITERIA</b> <b>STAGE ONE:</b> <u>Preliminary Examination for Compliance</u>  a) Submission of one (1) original and two (2) copies of all documentation submitted for bidding. b) Fully completed Certificate of Authority of Signatory. c) Fully completed Form of Offer and Acceptance. d) Submission of a copy of valid Tax clearance. The certificate will be verified online e) Fully completed list of Directors and shareholder’s information f) Completed Declaration form for Tender Purposes g) <b>Code 211</b> – General supplies, Sub <b>Code 02</b> Stationery OR <b>Code 213</b> General Manufacturers and producers, <b>Sub code 10</b> Paper and paper boards, <b>Sub Code 14</b> Printing Services. The codes are to be verified online  <b>Bidders who fail to submit any of the above documents except (a and c) shall be given 2 days to submit failure which shall lead to a disqualification.</b>																				
4.2	<b>Stage 2: TECHNICAL EVALUATION</b> <table><tr><th>ATTRIBUTE</th><th>POSSIBLE MARKS</th><th>CRITERIA</th></tr><tr><td>References of previous supply and delivery of similar supplies</td><td>15</td><td>2 References (15 marks) 1 Reference (10marks) 0 Reference (5marks)</td></tr><tr><td>Compliance to Technical Specification</td><td>15</td><td>-Compliance to all specification requirements (15 marks) -Non-compliance to all specification’s requirements (0 marks)</td></tr><tr><td>Delivery Period</td><td>20</td><td>1 - 5 Workdays – 20 Marks &lt;5-10 workdays -10 Marks</td></tr><tr><td>Place of registration and principal place of Business.</td><td>10</td><td>Proof of residence – 10 Marks</td></tr><tr><td><b>Total Marks</b></td><td><b>60</b></td><td></td></tr></table> <b>Pass mark 80%</b> 4.22 A bid that fails to qualify or that is found to be non-responsive to the requirements of a bidding document shall be eliminated from further evaluation.			ATTRIBUTE	POSSIBLE MARKS	CRITERIA	References of previous supply and delivery of similar supplies	15	2 References (15 marks) 1 Reference (10marks) 0 Reference (5marks)	Compliance to Technical Specification	15	-Compliance to all specification requirements (15 marks) -Non-compliance to all specification’s requirements (0 marks)	Delivery Period	20	1 - 5 Workdays – 20 Marks <5-10 workdays -10 Marks	Place of registration and principal place of Business.	10	Proof of residence – 10 Marks	<b>Total Marks</b>	<b>60</b>	
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<b>Total Marks</b>	<b>60</b>																				

4.3	<p><b>Stage 3: <u>Financial Evaluation</u></b></p> <p>The Least-Cost Selection-Services evaluation method will be used to compare financial offers from bidders.</p> <p>Preliminary examination of bidder's submissions to ascertain whether:</p> <ul style="list-style-type: none"> <li>a.) A bidder has qualified on the basis of having passed the selection.</li> <li>b.) Responsiveness of the bid to the requirements of a bidding document.</li> </ul> <p>Cost evaluation shall be conducted by reviewing the following:</p> <ul style="list-style-type: none"> <li>(i) Correct arithmetical errors.</li> <li>(v) Perform price comparison in accordance with the pricing sheet.(where applicable).</li> <li>(vi)Assess reasonableness of quoted price based on market price and the PPRA publicized Price guide/Catalogue in line with Clause 83 of PP Act of 2021.</li> <li>(vii)Assess completeness of price offers.</li> </ul> <p><b>4.31 Basis for Award</b></p> <p>Recommend the least-cost selection services offer for the award of the contract at its offer amount unless there are compelling and justifiable reasons not to do so. Such reasons will include assessed past performance, current workload and litigation history.</p> <p><b>NB: EDD, CEEP and LPS</b> preference margins shall be applied to this Tender for purposes of evaluation. For a bidder to be considered, they should attach the <b>EDD</b> certificate/<b>LPS</b> correspondence from the relevant issuing Authority.</p> <p><b>NB:</b> The winning bidder shall be required to have a BSB bank Account where payments shall be disbursed in.</p>
5.0	<p><b>TENDER ACCEPTANCE</b></p> <p>Notwithstanding anything contained in any of these tender documents, Botswana Savings Bank is not bound to accept the lowest or any tender nor incur any expenses in the preparation thereof.</p> <p><i>Botswana Savings Bank reserves the right not to accept the lowest or any tender.</i></p>
6.0	<p><b>CONTRACT</b></p> <p>After notification of award, the procuring department will issue formal contract documents to the successful bidder for execution.</p> <p>The successful bidder must within seven (7) days of receipt of the draft contract, comment or make suggestions for amendments, sign and return the documents to the procuring entity.</p>

<b>PUBLIC PROCUREMENT REGULATORY AUTHORITY</b>	<b>T1.3 STANDARDIZED CONDITIONS OF TENDER FOR SERVICES</b>
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**Contents:**

- 1 General**
- 2 Tenderer's obligations**
- 3 The Procuring Entity's undertakings**



## 1 General

### Actions

1.1 The Procuring Entity identified in the **Tender Data** and each tenderer submitting a tender offer shall comply with these Conditions of Tender and any applicable laws and regulations. The Procurement Requirements, Procurement Method, Bid Submission Method and Evaluation Method are identified in the **Tender Data**. The Procuring Entity shall, in addition, act in a manner that is fair, equitable and transparent.

### Interpretation and definitions

1.2 References to the Tender Data highlighted in **bold** vary for each tender and are identified in the Tender Data. The Tender Data and additional requirements contained in the Tender Schedules that are included in the Returnable Documents are deemed to be part of these Conditions of Tender.

1.3 The Conditions of Tender, the Tender Data and Tender Schedules that are only required for tender evaluation purposes will not become part of the contract arising from the invitation to tender.

1.4 Comparative Offer means the tenderer's financial offer after all evaluation parameters have been taken into consideration including verifying arithmetic errors and conversion into a common currency.

### Tender documents

1.5 Unless identified otherwise in the **Tender Data**, the documents issued by the Procuring Entity for the purpose of a tender offer are listed below.

These Conditions of Tender, the Tender Data and Tender Schedules consist of one volume. Tenderers' submissions shall make reference to the appropriate volume number corresponding to each document and/or form requested to be submitted.

#### A) TENDER SECTION

##### Part A-1 Tendering Procedures

- Tender Notice & Invitation to Tender
- Standardized Conditions of Tender
- Tender Data
- List of Returnable Documents
- Tender Schedules

#### B) CONTRACT SECTION

##### Part B-1 Agreements & Contract Data

- Form of Offer & Acceptance
- General Conditions of Contract, except when a Purpose Written Contract is issued
- Contract Data, except when a Purpose Written Contract is issued
- Purpose Written Contract, if a standard contract is not issued

##### Part B-2 Pricing Data

- Pricing Instructions
- Price Schedules

##### Part B-3 Scope of Services

- Terms of reference

### Communication & Procuring Entity's agent

1.6 Each communication between the Procuring Entity and a tenderer shall be in writing in English to or from the Procuring Entity's agent only. The Procuring Entity will not take any responsibility for non-receipt of

communications from or by a tenderer. The name and contact details of the Procuring Entity's agent are stated in the **Tender Data**.

#### **The Procuring Entity's rights to accept or reject any tender offer**

1.7 The Procuring Entity may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time prior to the formation of a contract. The Procuring Entity will not accept or incur any liability to a tenderer for such cancellation and rejection but will give reasons for the action.

1.8 After the cancellation of a tender process or the rejection of all tender offers the Procuring Entity may abandon the proposed procurement and have it performed in another manner.

## **2 Tenderer's obligations**

The tenderer shall comply with the following obligations:

### **Eligibility**

2.1 Submit a tender offer only if the tenderer complies with the eligibility criteria stated in the **Tender Data** and the tenderer is not under any restriction to do business with the Government of Botswana.

### **Cost of tendering**

2.2 Accept that the Procuring Entity will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer.

### **Check documents**

2.3 Check the tender documents on receipt, including pages within them, and notify the Procuring Entity of any discrepancy or omission.

### **Confidentiality & Copyright of documents**

2.4 Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the Procuring Entity only for the purpose of preparing and submitting a tender offer in response to the invitation.

### **Standardised specifications and other publications**

2.5 Obtain, as necessary for submitting a tender offer, copies of the latest versions of standardised specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

### **Acknowledge addenda**

2.6 Acknowledge receipt of addenda to the tender documents, which the Procuring Entity may issue, and if necessary, apply for an extension to the closing time stated in *clause 2.26 of the Tender Data*, in order to take the addenda into account.

### **Site visit and / or clarification meeting**

2.7 Attend a site visit and / or clarification meeting at which tenderers may familiarize themselves with the services (and location etc.) and raise questions. Details of the meeting(s) are stated in the **Tender Data**.

### **Seek clarification**

2.8 Request clarification of the tender documents, if necessary, by notifying the Procuring Entity by at least the number of working days stated in the **Tender Data** before the closing date and time stated in *clause 2.26 of the Tender Data*.

### **Insurance**

2.9 Be aware that the extent of insurance to be provided by the Procuring Entity (if any) may not be for the full cover required in terms of the Contract. The tenderer is advised to seek qualified advice regarding insurance.

#### **Pricing the tender offer**

2.10 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days prior to the closing time stated in *clause 2.26 of the Tender Data*.

2.11 Show Value Added Tax (VAT) payable by the Procuring Entity separately as an addition to the tendered total of the prices.

2.12 Provide rates and prices that are fixed for the duration of the Contract and not subject to adjustment except as provided for in the Contract.

2.13 State the rates and prices in local currency unless instructed otherwise in the **Tender Data**. The conditions of contract may provide for part payment in other currencies.

#### **Alterations to documents**

2.14 Not make any alterations or additions to the tender documents, except to comply with instructions issued by the Procuring Entity, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

#### **Alternative tender offers**

2.15 If identified in the **Tender Data**, may submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the tenderer proposes.

2.16 Accept that an alternative tender offer may be based only on the criteria stated in the **Tender Data**.

#### **Submitting a tender offer**

2.17 Submit a tender offer for providing the whole of the Services identified in the Contract, unless stated otherwise in the **Tender Data**.

2.18 Return all Returnable Documents to the Procuring Entity after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing in black ink.

#### **Information & data to be completed in all respects**

2.19 Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the Procuring Entity as non-responsive.

2.20 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the **Tender Data**, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the Procuring Entity.

2.21 Sign the original and all copies of the tender offer comprising a separate Technical Offer and a separate Financial Offer. The Procuring Entity will hold all authorised signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as Joint Ventures shall state which of them is the lead partner whom the Procuring Entity shall hold liable for the purpose of the tender offer.

2.22 Seal the original and each copy of the Technical Offer as separate packages marking the packages as "ORIGINAL" and "COPY". Similarly seal the original and each copy of the Financial Offer marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the Procuring Entity's address and identification details stated in the **Tender Data**, as well as the tenderer's name and contact address on the reverse side of the envelope

2.23 Unless otherwise stated in *clause 1.1 of the Tender Data*, the Two Envelope Submission Method shall apply. The sealed original and all the sealed copies of the Technical Offer shall be placed inside a sealed envelope clearly marked "Technical Offer". Similarly, the sealed original and all the sealed copies of the Financial Offer shall be placed inside a sealed envelope clearly marked "Financial Offer", and with a warning "DO NOT OPEN WITH THE TECHNICAL OFFER." The sealed envelopes containing the Technical and Financial Offers shall be suitably marked in accordance with *clause 2.22 of the Conditions of Tender*. The documents shall be securely bound.

2.24 Place the sealed envelopes containing the Technical and Financial Offers together in an outer package that states on the outside the Procuring Entity' address and identification details as stated in *clause 2.22 of the Tender Data*.

2.25 Accept that the Procuring Entity will not assume any responsibility for the misplacement or premature opening of the tender offer if the documents are not securely bound, outer package is not securely sealed and marked as stated.

#### **Closing date and time**

2.26 Ensure that the Procuring Entity receives the tender offer at the address specified in the *clause 2.22 of the Tender Data* not later than the closing date and time stated in the **Tender Data**. Proof of posting will not be accepted as proof of delivery. The Procuring Entity will **not** accept tender offers submitted by telephone, facsimile or E mail, unless stated otherwise in the **Tender Data**.

2.27 Accept that, if the Procuring Entity extends the closing date and time stated in *clause 2.26 of the Tender Data* for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.

#### **Tender offer validity**

2.28 Hold the tender offer(s) valid for acceptance by the Procuring Entity at any time during the validity period stated in the **Tender Data** after the closing date and time stated in *clause 2.26 of the Tender Data*.

2.29 If requested by the Procuring Entity, consider extending the validity period stated in *clause 2.28 of the Tender Data* for an agreed additional period. A Tenderer agreeing to the request will not be required or permitted to modify a tender.

#### **Clarification of tender offer after submission**

2.30 Provide clarification of a tender offer in response to a request to do so from the Procuring Entity during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors. No change in the substance of the tender offer is sought, offered, or permitted except as required by the Procuring Entity to confirm the correction of arithmetical errors discovered during the evaluation of tenders in accordance with *clause 3.15 of the Conditions of Tender*. The total of the prices stated by the tenderer as corrected by the Procuring Entity with the concurrence of the tenderer, shall be binding upon the tenderer.

#### **Provide other material**

2.31 Provide, on request by the Procuring Entity, any other material that has a bearing on the tender offer. Tenderer's response to such a request shall be for verification purposes only and will not be considered for evaluation purposes, which is restricted to the submitted proposal. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the Procuring Entity's request, the Procuring Entity may regard the tender offer as non-responsive.

#### **Submit securities, bonds, policies etc.**

2.32 If requested, submit for the Procuring Entity's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the Contract.

2.33 Check the final draft of the contract provided by the Procuring Entity within the time available for the Procuring Entity to issue the contract.

### **3 The Procuring Entity's undertakings**

The Procuring Entity undertakes to:

#### **Respond to clarification**

3.1 Respond to a request for clarification received up to the number of working days stated in *clause 2.8 of the Tender Data* prior to the tender closing date and time stated in *clause 2.26 of the Tender Data* and notify all tenderers of the responses.

#### **Issue Addenda**

3.2 If necessary, issue addenda that may amend or amplify the tender documents to each tenderer. If as a result of the addenda, a tenderer applies for an extension to the closing time stated in *clause 2.26 of the Tender Data*, the Procuring Entity may grant such extension and, will then notify all tenderers.

#### **Return late tender offers**

3.3 Return tender offers submitted after the closing date and time of submission as stated in *clause 2.26 of the Tender Data*. The unopened offer shall be returned to the concerned tenderer immediately or as soon as practically possible after the bid opening with the words "Late Tender Offer", together with certification of the date and time on which the tender offer was so received.

#### **Technical offer opening**

3.4 Open valid Technical Offers in the presence of tenderers' agents and members of the public who choose to attend at the time and place stated in the **Tender Data**. Technical offers for which acceptable reasons for withdrawal have been submitted will not be opened. The envelopes with the Financial Offers shall remain sealed and shall be securely stored until they are opened in accordance with *clause 3.14 of the Conditions of Tender*.

3.5 Announce out loud and record minutes at the opening and the name of each tenderer whose tender offer is opened, the number of originals and copies, the total amount of each tender offer, time for completion (if any) and the presence or absence of any bid security (if required) for the main tender offer only on the PPRA Form 1.

#### **Non-disclosure**

3.6 Shall not disclose to tenderers, or to any other persons not officially concerned with the procurement process including the evaluation stage, information relating to the procurement process in general, evaluation of Technical Offers, evaluation of Financial Offers, the ranking of tender offers or recommendations for the award of a contract. Disclosure of information related to the procurement process and tenders can be made available in accordance with the provisions of the Public Procurement and Asset Disposal Regulations to tenderers and any interested individuals after the award recommendation of the contract to the successful tenderer has been made.

#### **Grounds for rejection & disqualification**

3.7 Determine whether there has been any effort by a tenderer to influence the processing of tender offers if it is reasonably established that the tenderer offered an inducement to or colluded with any person or other tenderer with the intent to influence the award of the contract. Upon such determination the matter shall be further referred for investigation to be carried out by the competent authority.

#### **Clarification of Tender Offers**

3.8 Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the Technical Offer.

#### **Examination and Evaluation of Tender Offers**

3.9 Use the Least Cost Selection- Services evaluation method for examination and, if eligible, subsequent evaluation of tender offers comprising (a) Stage one- Preliminary Examination of Technical Offers only; (b) Stage Two- Technical Evaluation of responsive Technical Offers only; and (c) Stage Three- Cost Evaluation of only the Financial Offers whose corresponding Technical Offers have secured the minimum qualifying score. Thereafter to determine for each qualified and responsive tender offer it's Comparative Offer.

#### **Least Cost Selection- Services Evaluation Method**

##### **Stage One - Preliminary Examination of Technical Offers only**

3.10 Conduct preliminary examination of only Technical offers before detailed evaluation, to determine:

- (a) Whether a tenderer is eligible, on the basis of having passed or failed the eligibility criteria for the tender identified in the *clause 2.1 of the Tender Data*. Tenderers shall prove eligibility by submitting the documentary evidence stated in clause 3.10 of the **Tender Data**; and
- (b) The completeness in accordance with the Returnable Documents Annexed to the tender document of only the Technical Offer and its responsiveness to the terms of the tender document.

A tenderer that fails to meet the eligibility criteria and / or whose Technical Offer is found to be incomplete and / or non-responsive to the terms of the tender document shall be eliminated from further evaluation.

##### **Test for responsiveness**

3.11 Classify a responsive Technical Offer as one that conforms to all the terms, conditions, and specifications of the tender documents identified in *clause 3.10 of the Conditions of Tender* without material deviation or qualification. A material deviation or qualification is one which, in the Procuring Entity's opinion, would:

- Detrimentally affect the scope, quality, or performance of the Services identified in the Contract,
- Change the Procuring Entity's or the tenderer's risks and responsibilities under the Contract, or
- Affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

##### **Non- responsive Technical Offers**

3.12 Reject a non-responsive Technical Offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

##### **Stage Two-Technical Evaluation of responsive Technical Offers only**

3.13 (a) Only for Technical Offers that in accordance with *clause 3.10 of the Conditions of Tender* have been determined to (i) have been submitted by eligible tenderers; and (ii) be complete and responsive Technical Offers, conduct a technical evaluation to determine technical compliance with the specifications listed in the tender document. The technical evaluation criteria and sub criteria, marking of each criterion and weights and minimum qualifying mark are stated in the **Tender Data**. After concluding the Technical Evaluation, the evaluation committee shall prepare a technical evaluation report which shall be approved by the adjudicating authority. Thereafter each tenderer shall be notified of their Technical results. Tenderers who have secured the minimum qualifying score shall be notified and advised of the date and time set for the public opening of Financial Offers. Technical offers that fail to secure the minimum qualifying mark and / or are declared non-responsive to the specification in the tender document shall be eliminated from further evaluation and their corresponding Financial Offers will be returned and marked unopened to the respective Tenderers after completion of the evaluation, adjudication and award process.

##### **Financial Offer opening**

3.13 (b) Only for Technical Offers that in accordance with *clause 3.13 of the Conditions of Tender* have been determined to have secured the minimum qualifying mark and are responsive to the specifications listed in the tender document, open in public the corresponding sealed Financial Offers no sooner than 10 working days after notifying the Tenderers of their Technical Score. The name of the responsive and qualified Tenderer, the Technical Score and Financial Offer amount and the duration of the contract shall be announced at the Financial Offer opening.

**Stage Three -Cost Evaluation of only the Financial Offers whose corresponding Technical Offers are technically responsive and have secured the minimum qualifying mark**

3.14 Only for technically responsive and qualified Technical Offers whose Financials Offers have been opened in accordance with *clause 3.13(b) of the Conditions of Tender*, conduct a cost evaluation of the Financial Offers to:

- (i) Perform price comparison in accordance with the pricing sheet, if any;
- (ii) Correct arithmetical errors;
- (iii) Where applicable, convert Financial offers to a common currency; and
- (iv) Adjust Financial Offers to compensate for deviations and errors and for evaluation purposes to exclude local taxes.

**Correct Arithmetical errors**

3.15 Check responsive and qualified Financial Offers for arithmetical errors, correcting them in the following manner:

- Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- If a schedule of quantities or schedule of prices applies and there is an error in the line item total resulting from the product of the unit price and the quantity, the unit price shall govern and the total shall be corrected.
- Where there is an error in the total of the prices, either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices, if any, will be corrected. The corrected Financial Offer amount will be communicated to the tenderer. The tenderer may not change the corrected Financial Offer amount.

3.16 Reject a tender offer if the tenderer does not accept the correction of the arithmetical errors in the manner described above.

**Convert Financial Offer amounts to a common currency**

3.17 Where applicable and for evaluation and comparison purposes only, convert Financial Offer amounts in multiple currencies to Botswana Pula at the Bank of Botswana ruling exchange rate at the tender closing date and time stated in *clause 2.26 of the Tender Data*.

**Adjustments to the corrected Financial Offer amounts to compensate for priced deviations, errors, oversights and to exclude taxes**

3.18 Make adjustments to the corrected Financial Offer amount that, where applicable, has been converted into a common currency. Such adjustments are to take into account (a) minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set forth in the tender documents; (b) errors or oversights that are capable of being corrected without touching on the substance of the tender offer and will not constitute a material deviation as defined by Clause 3.11. Any minor deviations shall be quantified to the extent possible and appropriately taken account of in the evaluation and comparison of tender offers. For evaluation purposes only the corrected Financial Offer shall be adjusted to exclude local taxes.

### **Determination of a responsive tender offer's Comparative Offer**

3.19 Taking into account *clauses 3.15, 3.16, 3.17 and 3.18 of the Conditions of Tender* for each responsive and qualified Technical and Financial Offer, determine its Comparative Offer.

### **Ranking of Comparative Offers and award recommendation where no preferences schemes are applicable**

3.20 Where no preferences schemes are applicable, rank Comparative Offers from the least cost Comparative Offer to the highest cost Comparative Offer. Recommend the least cost Comparative Offer for the award of the contract, unless there are compelling and justifiable reasons not to do so.

### **Ranking of Comparative Offers and award recommendation where preferences schemes are applicable**

3.21 For each responsive and qualified Technical and Financial Offer whose Comparative Offer has been determined in accordance with *clause 3.19 of the Conditions of Tender*, determine:

- (i) its eligibility for the preference(s) claimed and establish the corresponding weight(s) for the Category of preference ( $W_p$ );
  - (ii) the Evaluated Comparative Offer ( $E_{co}$ ) and;
  - (iii) the ranking in the manner below:
- (a) Examine the documentation supporting the preference(s) claimed, determine the responsive tender offers' eligibility for the preference(s) claimed in respect of the categories of preference(s) stated in the **Tender Data** and establish the corresponding weight(s) for the Category of preference ( $W_p$ ).
  - (b) For evaluation purposes only, determine the Evaluated Comparative Offer using the formula below:  
$$E_{co} = P \times (1 - W_p)$$

Where:

$E_{co}$  = Evaluated Comparative Offer

$P$  = the Comparative offer under consideration

$W_p$  = Weight for the Category of preference as specified in the **Tender Data**
  - (c) Rank Evaluated Comparative Offers from the least cost Evaluated Comparative Offer to the highest cost Evaluated Comparative Offer. Recommend the least cost Evaluated Comparative Offer for the award of the contract at its Comparative Offer amount established in *clause 3.19 of the Conditions of Tender*, unless there are compelling and justifiable reasons not to do so.
  - (d) Where two or more tender offers have the same Evaluated Comparative Offer ( $E_{co}$ ), recommend\* the award of the contract to the tenderer with the highest Weight for the Category of preference ( $W_p$ ), unless there are compelling and justifiable reasons not to do so.

### **Insurance provided by the Procuring Entity**

3.22 If requested by the proposed successful tenderer, submit for the tenderer's acceptance the policies and / or certificates of insurance which the conditions of contract identified in the Contract Data, require the Procuring Entity to provide.

### **Acceptance of tender**

3.23 Notify the successful tenderer of the Procuring Entity's acceptance of his tender offer by completing and returning one copy of the Form of Offer and Acceptance before the expiry of the validity period stated in the Tender Data, or agreed additional period. Providing the Form of Offer and Acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the Procuring Entity and the successful tenderer as described in the Form of Offer and Acceptance.

### **Notice to unsuccessful tenderers**



3.24 After the successful tenderer has acknowledged the Procuring Entity's notice of acceptance, notify other tenderers that their tender offers have not been successful.

#### **Prepare contract documents**

3.25 If necessary, revise documents that will form part of the contract and were issued by the Procuring Entity as part of the tender documents to take account of:

- addenda issued during the tender period,
- inclusion of some of the Returnable Documents,
- other revisions agreed between the Procuring Entity and the successful tenderer, and
- the Schedule of Deviations attached to the Form of Offer and Acceptance.

#### **Issue final contract**

3.26 Prepare and issue the final draft of contract documents to the successful tenderer for acceptance as soon as possible after the date of the Procuring Entity's execution of the Form of Offer and Acceptance (including the Schedule of Deviations). Only those documents that the Conditions of Tender require the tenderer to submit, after acceptance by the Procuring Entity will be included.

#### **Provide copies of the contracts**

3.27 Provide to the successful tenderer the number of copies stated in the **Tender Data** of the signed copy of the contract as soon as possible after completion and signing of the Form of Offer and Acceptance.

**Botswana Savings Bank**

<b>RETURNABLE DOCUMENTS</b>	
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#### **List of Returnable Documents**

The tenderer must complete the following returnable documents:

##### **1 Returnable Documents required for tender evaluation purposes**

T2.2 GA	CERTIFICATE FOR AUTHORITY OF SIGNATORY
T2.2 GL	SPECIFIC EXPERIENCE OF TENDERER
T2.2 GM	DECLARATION FORM FOR TENDERING PURPOSES
T2.2 GH	CURRICULUM VITAE OF KEY PERSONNEL
C1.1	FORM OF OFFER AND ACCEPTANCE

## 2 Other documents required for tender evaluation purposes

- Tax Identification Number (TIN) And Tax Clearance Number (TCC), Or Exemption thereof Issued By BURS. (To Be Verified On The BURS Website).
- Public Procurement Regulatory Authority Registration (To Be Verified on The IPMS System)
- *Where the Accounting Officer approved for participation of foreign companies, they must submit documentation* defining the constitution or legal status, place of registration and principal place of Business.
- Current Contract Commitments Form
- Bills of Quantities.

## 3 Returnable Documents that will be incorporated into the contract

T2.2 GK	CURRICULUM VITAE OF KEY PERSONNEL
T2.2 GA	CERTIFICATE OF AUTHORITY OF SIGNATORY
T2.2 GL	SPECIFIC EXPERIENCE OF TENDERER
T2.2 GM	DECLARATION FORM FOR TENDERING PURPOSES
C1.1	FORM OF OFFER AND ACCEPTANCE

## 4 Other returnable documents that will be incorporated into the contract

5	Contract Data provided by the provider
6	Pricing instructions

Botswana Savings Bank

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES T2.2 GA CERTIFICATE OF AUTHORITY OF SIGNATORY
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Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A COMPANY	B PARTNERSHIP	C JOINT VENTURE	D SOLE PROPRIETOR	E OTHER

### A. Certificate for company

I, \_\_\_\_\_, authorised representative of \_\_\_\_\_  
\_\_\_\_\_, hereby confirm that by resolution of the board 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.

## 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.

Furthermore we attach to this Schedule a copy of the partnership 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 partners.

## 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
Lead partner		

**D. Certificate for sole proprietor.**

I, \_\_\_\_\_, hereby confirm that I am the sole owner  
of the business trading as \_\_\_\_\_.

**E. Certificate for other.**

I, \_\_\_\_\_, hereby confirm that I am \_\_\_\_\_  
of the business trading as \_\_\_\_\_

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT \_\_\_\_\_ ON THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_, AT \_\_\_\_AM / PM, THE DEPONENT HAVING ACKNOWLEDGED  
THAT HE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS  
CONSCIENCE.

\_\_\_\_\_  
COMMISSIONER OF OATHS

CAPACITY:



Botswana Savings Bank	RETURNABLE DOCUMENTS TENDER SCHEDULES	T2.2 GK CURRICULUM VITAE OF KEY PERSONNEL
<p><i>Note to tenderers: Please provide details of your CV here. Alternatively, you may attach a signed copy of your CV. Tenderers must include details of actual team members that will be deployed on site to perform the work not simply their company management personnel</i></p>		
<p>Name:</p>		<p>Date of Birth:</p>
<p>Profession:</p>		<p>Nationality:</p>
<p>Current Position:</p>		<p>Years with the firm:</p>
<p><u>Qualification and Experience:</u></p>		
<p><u>Education:</u></p>		
<p>Professional Membership</p>		
<p><u>Experience Record</u></p>		
<p><u>Languages:</u></p>		
<p>Certification:</p>		
<p>I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.</p>		
<p>_____</p>		<p>Date: _____</p>
<p>[Signature of CV owner]</p>		
Botswana Savings Bank	RETURNABLE DOCUMENTS TENDER SCHEDULES	T 2.2 GL EXPERIENCE& TECHNICAL CAPABILITY OF TENDERER

1. We have performed the following volume of Services during the last three years:

Last Year: \_\_\_\_\_

Last but one Year: \_\_\_\_\_

Last but two Year: \_\_\_\_\_

2. The following is a statement of similar contracts successfully executed by myself/ourselves during the last five years:

Procuring Entity, contact person and telephone number.	Description of contract	Value of work	Date completed

Signed

Date

Name

Position

*Tenderer*

Botswana Savings Bank	<b>TENDER RETURNABLE DOCUMENT</b>	<b>T2.2 GM DECLARATION FORM FOR TENDERING PURPOSES</b>
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Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender.

**PART A**

I, \_\_\_\_\_ (full name), in my capacity as ..... (state position in Entity)

hereby declare that on my behalf, and on behalf of the owners, partners / directors/ shareholders /administrators and/or Other (Please specify) .....

of:  
..... (name of Entity )

of:  
.....  
..... (Postal/physical address)

that, in connection with the enclosed tender,

All information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the Entity and/or its Representatives. I state that the (State Name of Entity) ..... and/or its representatives confirm that they have not, through other entities, participated in the same tender and offer the same products in response to the same items.

NOTE THAT: In the case of competing franchises, the franchises may bid for the same item but with different products. Item means the commodity required by the procuring entity indicated in the ITT. Product means the commodity offered by the bidder.

I declare and confirm that the Entity and/or its Representatives have in fact not participated in the same tender and offered the same products in response to the same items, through any other registered company or other entity. I hereby provide a current list of Directors/ Administrators/ Partners/ Members and/or Shareholders for the Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body and/or other (Please specify) .....



	<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				

	<b>SHAREHOLDERS NAME</b>	<b>NATIONALITY</b>	<b>PERCENTAGE OF SHAREHOLDING</b>
1			
2			
3			
4			
5			
6			
7			

	<b>BENEFICIAL OWNERS NAME</b>	<b>NATIONALITY</b>	<b>PERCENTAGE OF SHAREHOLDING</b>
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 Regulatory Authority, 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 Regulatory Authority (PPRA) 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 PPRA shall be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

I confirm that our entity has undertaken not to collude to withdraw from a tender award, only for the reason that an unsuccessful bidder be awarded the tender. I confirm further that the entity has undertaken not to engage in frivolous complaints and litigation that frustrates project implementation.

SIGNED: ..... NAME: .....

DATED:.....

.....  
Entity  
  
Stamp

**PART B**

- 1. Declaration to establish Eligibility for Reservation and Price Preferences for 100% Citizen Owned Contractor / Companies and other Entities.
- 2. The declaration shall be signed by all Businesses tendering for reserved contracts and contracts subject to preferences, as a condition of each tender.
- 3. The 100% citizenship requirements for shareholders, etc contained therein shall not withstand any previous consents and practice, be precondition for the award of any reserved tender.

**Definition**

- 4. The following definitions shall apply to this declaration:

**100% Citizen Owned Contractor / Company:** a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana.

**Control:** the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of managerial and financial authority and power in determining the policies and directing the operations of the business.

**Net Amount:** the financial value of the Contract at the time of the award of the Contract, exclusive of sales tax which the law requires the Employer to pay to the Contractor.

**Owned:** Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest or shareholding as demonstrated by an examination of the substance as well as the form of ownership arrangements

5. The company operates banking and savings accounts, the only authorised signatories are:

- |                                   |                       |
|-----------------------------------|-----------------------|
| i.                                | .....                 |
| .....                             |                       |
| (Bank Name and Name of signatory) | (Omang No. /Passport) |
| ii.                               | .....                 |
| .....                             |                       |
| (Bank Name and Name of signatory) | (Omang No. /Passport) |
| ii.                               | .....                 |
| .....                             |                       |
| (Bank Name and Name of signatory) | (Omang No. /Passport) |
| iv.                               | .....                 |
| .....                             |                       |
| (Bank Name and Name of signatory) | (Omang No. /Passport) |

6. Undertakings

The Tenderer confirms that it is a 100% Citizen owned contractor/company and undertakes to remain a Citizen Contractor for the duration of the Contract. The Tenderer further undertakes not to subcontract more than 25% of the Net Amount to non-Citizen Contractors in the performance of the Contract.

7. Sanctions relating to reserved treatment

Any changes in Ownership or Control which violate the definition of a Citizen Contractor or the subcontracting of more than 25% of the Net Amount of the Contract to non-Citizen Contractors shall be sufficient reason for the Procuring Department to terminate the Contract.

8. All the shareholders of .....(Name of company) have read this declaration and agree to its contents.

- a) All the shareholders hereby give consent verification of the information provided above and understand that this may include but not limited to the verification of assets, liabilities, accounts, bonds and undertake to notify the competent authorities of any change to the information provided in this Declaration within seven days of such occurrence.
- b) I understand and declare that each matter here 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:

Botswana Savings Bank	RETURNABLE DOCUMENTS TENDER SCHEDULES	T2.2 WD MANAGEMENT PLAN
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**Note to tenderers:** 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. CV's for people proposed for all identified posts.
3. Details of the location (and functions) of offices from which the work will be managed.
4. Details of the experience of the staff who will be working on the project with respect to
  - Working with the chosen form of contract.
  - (Insert other experience that is important for the contractor's staff to have)

If staff experience of these matters is limited, an indication of relevant training that they have attended would be helpful.
5. An explanation of how you propose to allocate adequate resources to enable you to comply with the requirements and prohibitions imposed on you by or under the statutory provisions relating to health and safety.

Summary of items attached to this schedule:

Botswana Savings Bank

CONTRACT

**A FRAMEWORK CONTRACT FOR THE SUPPLY AND DELIVERY OF STATIONERY TO BOTSWANA SAVINGS BANK FOR A PERIOD OF (2) YEARS**

**CONTRACT**

**PART 1: AGREEMENTS AND CONTRACT DATA**

- C1.1 Form of Offer and Acceptance
- C1.2 General Conditions for Services Contract
- C1.3 Special Conditions of Contract

**PART 2: PRICING DATA**

- C2.1 Pricing Instructions - Activity Schedule / Price Schedules

**PART 3: SCOPE OF WORK**

- C3 Scope of work



Botswana Savings Bank	CONTRACT PART 1 AGREEMENTS & CONTRACT DATA	C1.1 FORM OF OFFER AND ACCEPTANCE
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## Offer

The Procuring Entity, Botswana Savings Bank of P O Box 1150, Gaborone, has solicited offers to enter into a contract for the procurement of:

### **A FRAMEWORK CONTRACT FOR THE SUPPLY AND DELIVERY OF STATIONERY TO BOTSWANA SAVINGS BANK FOR A PERIOD OF (2) YEARS**

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

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the Service Provider 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.

<p>The total of the amount tendered is _____</p> <p>_____ Pula, (in words); P _____ (in figures).</p> <p>(Not applicable for rate only contracts)</p>
---

This Offer, of which the tenderer has one originals, may be accepted by the Procuring Entity by signing the form of Acceptance overleaf and returning one fully executed original of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer becomes the party named as the Service Provider in the Conditions of Contract identified in the Contract Data.

### **For the tenderer:**

Signature(s)

Name(s)

Capacity

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## Acceptance

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the Procuring Entity accepts the tenderer's Offer. In consideration thereof, the Procuring Entity shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an Agreement between the Procuring Entity and the tenderer 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)

The following Appendices: **[Note: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]**

Appendix A: Description of the Services

Appendix B: Schedule of Reporting Requirements

Appendix C: Key Personnel and Subcontractors

Appendix D: Breakdown of Contract Price in Foreign Currency

Appendix E: Breakdown of Contract Price in Pula

Appendix F: Services and Facilities Provided by the Procuring Entity

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 tenderer and the Procuring Entity 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 tenderer shall within one week of receiving a fully executed original of this Agreement, including the Schedule of Deviations (if any), contact the Procuring Entity'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 tenderer receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the tenderer (now Service Provider) within five days of the date of such receipt notifies the Procuring Entity 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 Procuring Entity

Signature(s)

Name(s)

Capacity

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

Note: If tenderer wishes to submit alternative tender offers, further copies of this document may be used for that purpose, duly endorsed, 'Alternative Tender No. \_\_\_\_\_'

(Suggested format, to be completed by the Procuring Entity prior to award of contract)

## Schedule of Deviations

Note:

1. The extent of deviations from the tender documents issued by the Procuring Entity prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
2. In the event of conflict between the contents of this Schedule of Deviations and any other list or record of tender stage amendments or addenda, this Schedule shall take precedence.

**1 Subject** \_\_\_\_\_

Details \_\_\_\_\_

**2 Subject** \_\_\_\_\_

Details \_\_\_\_\_

**3 Subject** \_\_\_\_\_

Details \_\_\_\_\_

**4 Subject** \_\_\_\_\_

Details \_\_\_\_\_

5      **Subject** \_\_\_\_\_

Details \_\_\_\_\_

6      **Subject** \_\_\_\_\_

Details \_\_\_\_\_

By affixing the signatures of the duly authorised representatives below, the Procuring Entity and the tenderer both agree to and accept the foregoing Schedule of Deviations as the only 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 tenderer and the Procuring Entity during this process of Offer and Acceptance.

Signature(s)

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

\_\_\_\_\_  
(Insert name and address of organisation)

Name      &  
signature of  
witness

\_\_\_\_\_ Date

It is expressly agreed that no information, documentation or communication not listed in the Schedule of Deviations shall have any meaning or effect in the contract between the parties arising from this Agreement.

**For the tenderer:**

**For the Procuring Entity**

Signature(s)

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

\_\_\_\_\_  
(Insert name and address of organisation)

Name &  
signature of  
witness

Date

Botswana Savings Bank

CONTRACT PART 2 PRICING DATA	PRICING INSTRUCTIONS
---------------------------------	----------------------

PRICE

- The unit price shall be quoted as Delivery Duty Paid, Gaborone Botswana, Plot 53796 Tshomarelo House, Kagiso Mall inclusive of the cost of Packaging, Insurance, Transportation, Labour costs, Material costs and Overheads and the net all discounts being allowed.

CURRENCY

- Bidders are required to express the price of their services in **Botswana Pula only**.

#### **VALUE ADDED TAX (VAT)**

- All prices shall be exclusive of VAT except on the grand total.
- Proof of VAT registration shall be submitted by VAT registered Bidder.
- VAT exclusion on the Grand Total by VAT registered Bidder shall render the bid non-compliant and not fit for consideration for award.

#### **PRICE VARIATION**

In the event the insurer incurs increased costs in the execution of the contract by reason of any or all the following, a price increase may be considered.

- An increase by reason of any statute enactment or regulation having the force of law and applicable to the traders concerned and binding on or effecting the contract and which could not have been foreseen at the date of tender.
- In the event of the contractor incurring increased costs in the execution of the contract by reason of any or all the following, a price increase may be considered.
- Prices may be increased by the consumer price index after 24 months of the contract as will be approved by Botswana Savings Bank.

Bidders shall provide Total Supply Cost breakdown, including all expenses. Cost must include VAT (Value Added Tax), withholding tax where applicable. Sufficient breakdown should be given to allow evaluation of all key components.

The winning bidder shall be required to have a business transaction account with Botswana Savings Bank where all payments shall be disbursed.

**NB:** Failure to comply to any of the following Pricing instructions shall render the bid non-compliant and therefore a disqualification.

**Botswana Savings Bank**

**CONTRACT PART 3  
SCOPE OF WORK**

**SCOPE OF WORK  
SERVICES CONTRACT**

### **A FRAMEWORK CONTRACT FOR THE SUPPLY AND DELIVERY OF STATIONERY TO BOTSWANA SAVINGS BANK FOR A PERIOD OF (2) YEARS**

#### **1. Project Information**

##### **1.1. Background**

- 1.1.1. Botswana Savings Bank (BSB) is an institution wholly owned by the Government of Botswana with a specific mandate of mobilizing the nation to save as well as providing inclusive financial services.

1.1.2. Its headquarters are based in Gaborone at Broadhurst Mall; Tshomarelo House with branches in Gaborone, Francistown, Mahalapye, Serowe, Kanye, Gumare, Palapye and Hukuntsi.

1.1.3. Considering the importance of business continuity in today's competitive customer service-oriented market, to continue providing financial services to its customers seamlessly, Botswana Savings Bank found it fit to seek the supply and delivery of stationery for a period of (2) years

## **1.2. Scope of Works**

1.2.1. The supplier must provide supply and deliver stationery to Botswana savings Bank

## **1.3. Duration**

1.3.1. The contract is expected to last for a period of two (2) years. (24 months)

## **1.4. Objectives**

1.4.1. The supplier is required to supply and deliver stationery for a period of (2) two years to Botswana Savings Bank.

## **1.5. Technical Specifications**

1.5.1. The supplier shall provide a two-years contract for the supply and delivery of stationery for Botswana Savings Bank.

### **PACKAGE A (Office Stationery)**

<b>Item Description</b>	<b>UOM</b>	<b>UNIT PRICE</b>
A4 Printing Paper A4	Ream	
A3 Printing Paper	Ream	
Arch Lever File	Each	
File flat folder (Assorted Colors)	Each	
Minute book	Each	
Cash Book 166/58	Each	
Hard Cover F/M 192 pages	Each	
Shorthand book A5	Each	
Handbook 130 pages (branded)	Each	
Envelopes brown C3	Box	
Envelopes White C4	Box	
Envelope white C5	Box	
Envelope white DL Plain	Box	
Envelope white DL Window	Box	
File Tags	Box	
Pop Up Flags	Each	
Message Pad 76X76 (Assorted colors)	Box	
Permanent Markers box 12 (Multi Colors)	Box	
White Board Marker box 12 (Multi Color)	Box	
Highlighters (Assorted Colors)	Each	

Sello Tape clear 48x50	Each	
Sello Tape Buff 48x50	Each	
Masking Tape	Each	
Till Roll Thermal roll(80x83)	Box	
ATM Roll thermal roll 570M	Box	
Staple remover	Each	
Stapler Light duty	Each	
Stapler Heavy Duty	Each	
Staples 23/23 Box	Each	
Staples 23/13 Box	Each	
Staples 26/6 Box	Each	
Puncher Heavy Duty	Each	
Puncher lighter Duty	Each	
Pen ball point blue (Box 60s)	Box	
Pen ball point Black (Box 60s)	Box	
Pen ball point red (Box 60s)	Box	
Binding Cover clear A4	Box	
Manila Paper A4	Box	
Spiral Binder 12MM	Box	
Spiral Binder 14MM	Box	
Spiral Binder 20MM	Box	
Spiral Binder 25MM	Box	
Money Clips 33MM	Box	
Money Clips 78MM	Box	
Rubber Bands 32MM	Box	
Rubber Bands 36 MM	Box	
Ruler 30 CM	Each	
Pencils HB Box 12s	Box	
Eraser	Each	
<b>Sub Total</b>		
<b>VAT</b>		
<b>Grand Total</b>		

#### **PACKAGE B (Banking Stationery)**

<b>Item Description</b>	<b>UOM</b>	<b>UNIT PRICE</b>
SB 12 Warrant Book 50 Pages Duplicate (Perforated)	Book	
SB 57 Withdrawal slip 50 pages Duplicate	Each	
SB 55 Inter Account Transfer	Each	
SB 17 Deposit Slip 50 pages	Each	
SB 73 Death Notice	Each	
Vehicle register	Each	
Customer register	Each	
SB 11 WARRANT REQUEST	Each	
SB- 0-200 Receipt Book	Each	

SB 31 Trust Account 50 Pages	Each	
SB 40 Receipt Book 50 pages	Each	
SB2 credit Voucher 50 pages	Each	
SB3 Debit Voucher 50pages	Each	
Book Stock Requisition 50 pages Duplicate	Each	
Book Incoming Mail register 50 Pages	Each	
Book Outgoing Mail Register 50 Pages	Each	
Book Debit Card Register 100 Pages	Each	
Book Treasury cash book A3 100Pages	Each	
Book Daily ATM Balance sheet A4 100 Pages	Each	
<b>Sub Total</b>		
<b>VAT</b>		
<b>Grand Total</b>		

**PACKAGE C (Computer Stationery )**

<b>Item Description</b>	<b>UOM</b>	<b>UNIT PRICE</b>
CF 410 HP TONER	Book	
CF 411 HP TONER	Each	
CF 412 HP TONER	Each	
CF 413 HP TONER	Each	
CE410 HP TONER	Each	
CE411 HP TONER	Each	
CE412 HP TONER	Each	
CE413 HP TONER	Each	
CF540A	Each	
CF541A	Each	
CF542A	Each	
CF543A	Each	
W2030A-Black toner	Each	
W2030A-Cyan toner	Each	
W2030A-Yellow	Each	
W2030A Magenta	Each	

NT-469 Black	Each	
NT-469 Yellow	Each	
NT-469 Magenta	Each	
NT-469 Cyan	Each	
IM 430 (17KYIE) Black	Each	
<b>Sub Total</b>		
<b>VAT</b>		
<b>Grand total</b>		

#### PACKAGE D (Packaging Stationery)

Item Description	UOM	UNIT PRICE
Coin Bags 100mmx110mm (per 1000)	Bundle	
<b>Sub Total</b>		
<b>VAT</b>		
<b>Grand total</b>		

#### PACKAGE E (Boxing Stationery)

Item Description	UOM	UNIT PRICE
Jumbo Document Storage box with Lid , Branded BSB	Each	
<b>Sub Total</b>		
<b>VAT</b>		
<b>Grand total</b>		

**NB: Bidders may**

**be awarded all items or in part. A bidder will not be awarded more than 2 Packages unless there are compelling reasons not to do so.**



### **Integrity Agreement**

#### **Declaration on Ethical Conduct, Fraud and Corruption (applicable to the Bidders)**

1. Pursuant to Section 56 (2) and (3) of the Act a bidder shall complete and submit this form with a bid.
2. We the undersigned confirm the following in the preparation of our bid:
  - a. neither we, nor any of our employees, associates, agents, shareholders, consultants, partners, beneficial owners or associates have any relationship that could be regarded as a conflict of interest as set out in the bidding documents;
  - b. should we become aware of the potential for such a conflict, we will report it immediately to the procuring entity;
  - c. that neither we, nor any of our employees, associates, agents, shareholders, partners, beneficial owners, consultants or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal; and
  - d. that no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners, beneficial owners or associates to any of the staff, associates, consultants, employees or immediate family members of such who are involved with the procurement process on behalf of the Procuring Entity, Client or Employer.
3. We understand our obligation to allow the Government including the procuring entity and Authority to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of whether we are awarded a tender or not.
4. In case of a successful bid, should we be found to be in breach of the integrity agreement, the procuring entity has the right to cancel the procurement including termination of any resulting contract at no cost or legal obligation on her part.

Authorised signature: \_\_\_\_\_

Name and title of signatory: \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

