

BOTSWANA SAVINGS BANK



HUMAN CAPITAL
FACILITIES MANAGEMENT DEPARTMENT

DESIGN AND BUILD OF MINI BRANCH/DIGITAL KIOSK FOR BOTSWANA SAVINGS BANK
(BSB)

REFERENCE NO: BSB/PU/HC/017/2026-27

Date: 14 AUGUST 2026

NAME AND ADDRESS DETAILS OF PROCURING DEPARTMENT AND ITS AGENT
PREPARING THE DOCUMENTS

PROCURING DEPARTMENT	AGENT
Chief Executive Officer Botswana Savings Bank P O Box 1150 Gaborone Tel: (267) 3912555 Fax: (267) 395 2608	Facilities Management Botswana Savings Bank P O Box 1150 Gaborone Tel: (267) 3912555 Fax: (267) 395 2608 E mail: kmokgosi@bsb.bw

TENDER

TENDERING PROCEDURES

- T1.1 Tender Notice and Invitation to Tender
- T1.2 Tender Data
- T1.3 Standardised Conditions of Tender for Works

- Sealed Tender offers are invited for the provision of design and build of mini branch/digital kiosk for Botswana Savings Bank (BSB).
- The Procuring Entity is **Botswana Savings Bank** , Facilities Management department
- Procurement Method is: **Open Domestic Bidding**

- Tenderers who are domiciled in Botswana must, in order to be considered for the award of the contract, be 100% citizen owned firms/joint ventures/ consortia registered with the Public Procurement Regulatory Authority (PPRA) in the following categories:

Code 301, Architectural Services, Sub Code 01, Architecture Services, Code 302, Quantity Surveying Services, Sub Code 01, Quantity Surveying Services; Code 304, Electrical Services, Sub Code 01 Electrical Design-General Code 305, Mechanical Services, Sub Code 01, Mechanical Design-General; Code 01-Building Construction works and Maintenance, Sub code(s) 01 Building Construction; **Grade OC** Code 08-Mechanical Works, Sub code(s):01 Air Conditioning/ Refrigeration systems, **Grade OC**, Code 02-Electrical Works, Sub code(s):01 Electrical Installations, **Grade OC**. Code 211-General Supplies, Sub code 05-Furniture(including school, domestic office furniture)/Code 213-General Manufacturers/ Producers Sub code 06-Furniture

Bidders are to note that this Tender is strictly for a Design & Build Consortium/Joint Venture Bids unless Bidder has all required codes.

- Bidding will be conducted in accordance with the competitive bidding procedures contained in the Public Procurement Act, 2021
- All applicable citizen economic empowerment schemes such as Local Procurement Scheme (LPS), Citizen Economic Empowerment Programme (CEEP

- : Documents are available online **from 14th August 2026**, Documents shall be accessed from the below link
- www.bsb.bw/news&resources/downloads.php
- Tender documents shall be available online only. Bidders shall share to the email addresses below proof of payment upon payment of the tender fee to procurementunit@bsb.bw and also attach a copy to the bid..

A non-refundable fee of P 1000.00 shall be paid by interested bidders. **Youth companies will be sold tender at a fee of 50% of the selling price as per Presidential directive CAB 14 (B) 2015**, upon producing ID and any form indicating company ownership from Intellectual Property Authority (CIPA).

. 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 and Kanye at the following Account details:

1) Acc Name: Other Income
Acc No: 1415-1-03-35-24-00-0000
Reference no: Bidder's Company Name

Or EFT

1) Account name: Botswana Savings Bank
2) Account number: 9060005770217
3) Account: BWP Current
4) Bank: Stanbic Bank
5) Branch name: Fairgrounds
6) Branch/Sort Code: 064967
Swift code: SBICBWGX

- The physical address for collection of tender documents is:
Botswana Savings Bank Head Office
Tshomarelo House
Plot 53796 Kagiso Mall
Gaborone
4th Floor Procurement Office.

- Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than 5 days before the tender closing date to Mr. O. Ndlovu, Mr. K. Mokgosi, Tel No. +267 367 0161/0081/0237, *Fax No. +267 395 2608 Email: ondlovu@bsb.bw copied to kmavika@bsb.bw and kmokgosi@bsb.bw

- There will be a **compulsory site visit at 1000hours on 20th August 2026 at Teemane Mall, Shop 04, Letlhakane**. BSB will not incur any costs associated with preparation or attendance of site meetings.

The **closing date** and time for receipt of sealed tender offers is **1000 hours on 28th August 2026** and tenders shall be delivered to Plot 53796, Tshomarelo House, Botswana Savings Bank, 4th Floor Reception.

- Opening will be done virtually @ 1020hrs, a link will be sent to bidders who have registered their bids. ***The tender is deemed received on time when registered and delivered into the provided tender box before the closing time.***

NB_ Arrival on BSB premises before 1000hrs and the subsequent depositing of the bid in the tender box after 1000hrs shall not be construed as having come on time, therefore such submissions shall be rejected right away. Bidders are therefore informed that they should make allowance for arriving at the required floor and any security checks that may be necessary to grant access into BSB offices.

- Submissions which arrive after closing date and time shall be rejected.
- **The Bid Submission Method is:** *One Envelope Submission Method in which a tenderers financial and technical offer is submitted together in one sealed envelope*

- One (1) original tender document marked ORIGINAL and two (2) duplicate copies of the original document marked copy in one sealed envelope clearly marked as follows;

Botswana Savings Bank – Facilities Management
Tender Reference No. BSB/PU/HC/017/2026

Procurement of Works for design and build of mini branch/digital kiosk for Botswana Savings Bank (BSB).

The name and address of the bidder should be clearly marked on the reverse side of the envelope.

The Botswana Savings Bank's Standardised Conditions of Tender for Works apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.

Notwithstanding anything in the foregoing, the Botswana Savings Bank is not bound to accept the lowest or any tender offer.

**Chief Executive Officer
Botswana Savings Bank**

The **conditions of tender** are the Standardised Conditions of Tender as amended by Botswana Savings Bank

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.

1.1 The Contracting entity/authority is: BOTSWANA SAVINGS BANK
The Procurement Requirements are: *Procurement of Works for design and build of mini branch/digital kiosk for Botswana Savings Bank (BSB).*

The Procurement Method is: Open Domestic Bidding

The Bid Submission Method is: *One Envelope Submission Method in which a tenderers financial and technical offer is submitted together in one sealed envelope*
The Evaluation Method is: *Least Cost Selection- Works Evaluation Method*

1.2 The Procuring entity is:

Botswana Savings Bank (Facilities Management Department)

Plot 57396, Kagiso Mall, P O Box 1150, Gaborone, Botswana

Tel +267 367 0081/0161/0237

Fax+267 395 2608

Email: kmokgosi@bsb.bw /

ondlovu@bsb.bw/kmavika@bsb.bw

2.1 The **eligibility criteria** for tenderers are:

- 1) Local companies should be registered with the Public Procurement Regulatory Authority in the following categories;
Code 301, Architectural Services, Sub Code 01, Architecture Services; Code 302, Quantity Surveying Services, Sub Code 01, Quantity Surveying Services; Code 304, Electrical Services, Sub Code 01 Electrical Design-General; Code 305, Mechanical Services, Sub Code 01, Mechanical Design-General; Code 01-Building Construction works and Maintenance, Sub code(s): 01 Building Construction, **Grade OC**; Code 08-Mechanical Works. Sub code(s):01 Air Conditioning/ Refrigeration systems, **Grade OC**; Code 02-Electrical Works. Sub code(s):01 Electrical Installations, **Grade OC**; Code 211-General Supplies, Sub code 05-Furniture (including school, domestic office furniture)/Code 213-General Manufacturers/ Producers, Sub code 06-Furniture
- 2) A copy of a Valid Tax clearance certificate issued by BURS or exemption thereof issued by BURS. Such Certificate's validity is subject to online verification.
- 3) Compulsory site visit and clarification meeting attendance which shall be checked on Site Visit Register

2.2 Clarification of the tender documents must be received by the Botswana Savings Bank at least 7 working days before the closing date and time stated in clause 2.26 of the Tender Data.

2.3 The prices and rates are to be stated in Botswana Pula (BWP) ONLY

2.4 Parts of each tender offer communicated on paper shall be submitted as an original, plus two (2) duplicate Copies.

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

Botswana Savings Bank – Facilities Management

Tender Reference No. BSB/PU/HC/017/2026

Procurement of Works for design and build of mini branch/digital kiosk for Botswana Savings Bank (BSB).

The name and address of the bidder should be clearly marked on the reverse side of the envelope.

3.00 The closing time for submission of tender offers is:
1000hrs on 28th August 2026.

4.00 Telephonic, facsimile or emailed tender offers will **not** be accepted.

5.00 The tender validity period should be **180 calendar days counted from the closing date of this tender**

6.00 The time and location for opening of the tender offers is:

Immediately after tender closing time (1010hrs) on 28th August 2026.

Location: Botswana Savings Bank, Plot 57396, Tshomarelo House, Kagiso Mall 4th floor boardroom

7.00 The Evaluation Method is: *Least Cost Selection- Works Evaluation Method*

Evaluation shall be carried out in three sequential stages as below.

Stage One – Compliance

1) Local companies should be registered with the Public Procurement Regulatory Authority in the following categories; PPRA registration is subject to online registration verification.

Code 301, Architectural Services, Sub Code 01, Architecture Services; Code 302, Quantity Surveying Services, Sub Code 01, Quantity Surveying Services; Code 304, Electrical Services, Sub Code 01 Electrical Design-General; Code 305, Mechanical Services, Sub Code 01, Mechanical Design-General; Code 01-Building Construction works and Maintenance, Sub code(s): 01 Building Construction, **Grade OC**; Code 08-Mechanical Works. Sub code(s):01 Air Conditioning/ Refrigeration systems, **Grade OC**; Code 02-Electrical Works. Sub code(s):01 Electrical Installations, **Grade OC**; Code 211-General Supplies, Sub code 05-Furniture (including school, domestic office furniture)/Code 213-General Manufacturers/ Producers, Sub code 06-Furniture

2) A copy of a Valid Tax clearance certificate issued by BURS or exemption thereof issued by BURS. Such Certificate's validity is subject to online verification.

Compulsory site visit and clarification meeting attendance which shall be checked on Site Visit Register

- (3) Copy of a Valid Tax Clearance Certificate or exemption thereof both certified and issued by BURS. Such Certificate is subject to online registration verification.
- (4) Declaration Form for Tendering Purposes (T2.2 GM)
- (5) Completed and signed form of Offer and Acceptance (T2.2GA)
- (6) Duly completed Certificate of Authority of Signatory
- (7) Fully priced bills of quantities
- (8) Proof of attendance of compulsory pre-tender site meeting/site visit (shall be checked from the attendance register).
- 10. Joint Venture Agreement (where applicable)

Bidders who fail to submit the above-mentioned (1) – (8) excluding (5) documents will be requested during the evaluation to submit them within 2-5 days of notification. Bidders will be notified through a telephone call, SMS, or email as an alert. The alert will be followed by via the initial platforms. Non-responsiveness by the bidder shall result in disqualification of bid.

NB All Bidders shall submit the completed and signed form of Offer and Acceptance (T2.2GA) in the first instance without fail. Otherwise the bid shall be disqualified.

Note: Only tenders that comply with all of the above requirements will be proceeding to Stage two (2).

8.00

Stage Two – Technical Evaluation

(a) The technical evaluation criteria is as per below and it shall be considered together with Appendix 1(10.2) for evaluation purposes.

- (i) Availability of Key Personnel specifically for this project.

The Tenderer shall demonstrate that it will have the personnel for the key positions that meet the following requirements to be available specifically for this project:

Project Manager – B.Eng/BSc in Project Management, Engineering and registered with relevant a Professional body or related construction/engineering field with a Project Management Qualification i.e. PMP or Prince2, 5 years or more relevant experience. Should have been a Project Manager in at least 2 projects of similar nature and magnitude in the past 5 years.

Site Agent – Minimum Diploma in Building/Civil/Construction, at least 5 years or more relevant experience. Should have been a site agent in at least 2 projects of similar nature and magnitude in the past 5 years.

Quantity Surveyor/Estimator – Minimum Diploma in Quantity Surveying or related field, Registered with relevant Professional body. At least 5 years relevant experience. Should have been a Quantity Surveyor in at least 2 projects of similar nature and magnitude in the past 5 years.

SHE officer – Minimum Certificate in OHS/SHE or equivalent, at least 3 years relevant experience, should have been a SHE officer in at least 2 projects of relevance to this assignment.

Attach relevant academic qualification copies, certified by commissioner of oaths. Where applicable and in accordance with provisions of the Engineers Registration Board (ERB). Proof of registration certified should be attached. Consent letters bearing reference number for this project must be attached for all key personnel.

(ii) Access to Plant and Equipment

The Tenderer shall demonstrate that it will have access to the key Contractor's plant and Equipment.

(iii) An Assessment of past performance of related projects completed, current workload and litigation history will be carried out.

(iv) Programme and Method Statement

Submit work plan with timelines showing major activities to be undertaken

- Proposed activities, their content, duration, phasing and interrelations, milestones and delivery dates
- Logical sequence of activities consistent with methodology and showing a clear understating of the scope of works

(v) Project specific approach and Methodology

In this section bidders should explain

- Their approach to the works,
- methodology of carrying out the works/activities to obtain the expected output
- Problems anticipated and their proposed technical problems to be adopted to address problems identified
- Compatibility of proposed methodology and approach
- Project specific quality assurance process and how they will apply these to the expected output to attain expected quality.

Bidders should submit duly completed current contracts commitment form.

The best technically qualified and acceptable list of offers to be established shall be those with a score of 75% and above. Bidders scoring below the cut-off mark shall be eliminated from further evaluation.

9.00 Cost Evaluation Stage:

Cost evaluation shall be conducted by reviewing the following:

- (i) Completed and signed form of offer and acceptance
- (ii) Correction of arithmetical errors;
- (iii) Assess reasonableness of rates to check front loading and back loading
- (iv) Apply applicable preference / reservation schemes
- (v) Perform price comparison in accordance with the pricing sheet and assess reasonableness of quoted price based on market price

This is a fixed-price Design and Build contract. The Employer has provided a high-level Scope of Work and Employer's Requirements & parameters. The Bidder shall be solely responsible for executing the detailed design and, based on that design, drawing up and submitting a fully completed, measured, and priced Bill of Quantities (BOQ) as part of their technical and financial tender submission.

10.00 Basis for Award

10.01	Recommend the least cost Evaluated Comparative Offer within the project estimate for the award of the contract unless there are compelling and justifiable reasons not to do so. <i>[such reasons will include assessed past performance, current workload and litigation history]</i> The award shall be made either in full.
11.00	The number of paper copies of the signed contract to be provided by the Botswana Savings Bank or the Principal Agent is 3
Bidders are required to indicate information in their bids which they consider confidential and whose disclosure shall be prejudicial to their interest. Failure to identify the information referred to will render such information subject to declassification after two years following the award of tender. NOTE: This is not a disqualifying factor and shall not be used for evaluation.	

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 These 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 Agreement & Contract

- Form of Offer & Acceptance,

- Memorandum of agreement, except when a Purpose Written Contract is issued
- Forms of Securities, 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

Part B-3 Scope of Work

- Special Preliminaries for Operation/Execution of the Work
- Bills of Quantities

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 There will be a **compulsory site visit on 9th October 2019**, however bidders are encouraged to contact representatives of Botswana Savings Bank to familiarise themselves with project and raise necessary questions in relation to the proposed. BSB will not entertain any additional cost as a result of lack of knowledge regarding the proposed.

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 Works 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 where indicated. 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 tender offer as separate packages 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 One Envelope Submission Method shall apply. Each tender offer shall contain the tenderers financial and technical offer submitted together in once sealed envelope and suitably marked in accordance with *clause 2.22 of the Conditions of Tender*. The documents shall be securely bound.

2.24 Seal the original tender offer and copy packages together in an outer package that states on the outside the Procuring Entity's 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 documents are not securely bound, the 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 request shall be for verification purposes only and will not be considered for evaluation purposes, which is restricted to submitted proposal. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the date and 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 it to 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 a certification of the date and time on which the tender offer was so received.

Tender offer opening

3.4 Open valid tender 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**. Tender offers for which acceptable reasons withdrawal have been submitted will not be opened.

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 BSB Form 1.

Non-disclosure

3.6 Shall not disclose to tenderers, or to any other person not officially concerned with the procurement process including the evaluation stage, information relating to the procurement process in general, evaluation and comparison of tender offers, the final evaluation price, 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 another 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 tender offer.

Examination and Evaluation of Tender Offers

3.9 Use the Least Cost Selection- Works evaluation method for examination and, if eligible, subsequent evaluation of tender offers comprising (a) Stage one- Preliminary Examination; (b) Stage Two- Technical Evaluation; and (c) Stage Three- Cost Evaluation. Thereafter to determine for each responsive tender offer it's Comparative Offer.

Least Cost Selection- Works Evaluation Method

Stage One - Preliminary Examination

3.10 Conduct preliminary examination of tender 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 a tender and its responsiveness to the terms of the tender document.

A tenderer that fails to meet the eligibility criteria and / or whose tender 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 tender 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:

- Detrimentially affect the scope, quality, or performance of the Works 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 tender offers

3.12 Reject a non-responsive tender 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

3.13 Only for tender offers that in accordance with *clause 3.10 of the Conditions of Tender* have been determined to (a) have been submitted by eligible tenderers; and (b) be complete and responsive tender offers, conduct a technical evaluation to determine technical compliance with the specifications listed in the tender document. Technically non-compliant tender offers shall be eliminated from further evaluation. The technical evaluation criteria are stated in the **Tender Data**.

Stage Three- Cost Evaluation

3.14 Only for tender offers that in accordance with *clause 3.13 of the Conditions of Tender* have been determined to be technically compliant, conduct a cost evaluation to:

- (i) Perform price comparison in accordance with the pricing sheet, if any;
- (ii) Correct arithmetical errors;
- (iii) Where applicable, convert tender offer amounts to a common currency; and
- (iv) Adjust pricing to compensate for deviations and errors.

Correct Arithmetical errors

3.15 Check responsive tender 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 bill of quantities 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 tender price will be communicated to the tenderer. The tenderer may not change the corrected tender price.

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

Convert tender prices to a common currency

3.17 Where applicable and for evaluation and comparison purposes only, convert tender prices 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 tendered price to compensate for priced deviations, errors and oversights

3.18 Make adjustments to the corrected tender price 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.

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 tender 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 tender 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 (Wp); (ii) the Evaluated Comparative Offer (Eco) 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).

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 Department 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.

RETURNABLE DOCUMENTS

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 GK	CURRICULUM VITAE OF KEY PERSONNEL
T2.2 GL	EXPERIENCE OF TENDERER (TO BE USED FOR ASSESSMENT OF PAST PERFORMANCE)
T2.2 GM	DECLARATION FORM FOR TENDER PURPOSES
T2.2GG	PROPOSED SUBCONTRACTORS
T2.2 GN	EDD RETURNABLE FORM
T2.2 WC	PLANT AND EQUIPMENT
T2.2 WD	MANAGEMENT PLAN
T2.2 WE	HEALTH AND SAFETY PLAN
C1.1	FORM OF OFFER AND ACCEPTANCE

2 Other documents required for tender evaluation purposes

- Valid Tax Clearance Certificate or Exemption Thereof Issued By BURS
- PPRA Registration
- Current Contract Commitments Form, Bills of Quantities
- Certificate of Attendance at Compulsory Clarification Meeting – will be checked from site attendance form

3 Returnable Documents that will be incorporated into the contract

T2.2 GG	PROPOSED SUBCONTRACTORS
T2.2 GH	QUALITY PLAN
T2.2 GK	CURRICULUM VITAE OF KEY PERSONNEL PROPOSE
T2.2 WC	PLANT AND EQUIPMENT
T2.2 WD	MANAGEMENT PLAN
T2.2 WE	HEALTH AND SAFETY PLAN C1.1 FORM OF OFFER AND ACCEPTANCE

4 Other returnable documents that will be incorporated into the contract

5 CONTRACT DATA PROVIDED BY THE CONTRACTOR

6 BILLS OF QUANTITIES

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

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:

RETURNABLE DOCUMENTS**TENDER SCHEDULES T2.2 GB:
CERTIFICATE
OF ATTENDANCE AT COMPULSORY
CLARIFICATION MEETING**

This is to certify that we

(Tenderer)

of

(address)

.....

was represented by the person(s) named below at the compulsory meeting held for all tenderers at (location) on (date), starting at .

We acknowledge that the purpose of the meeting was to acquaint ourselves with the Site of the works and / or matters incidental to doing the work specified in the tender documents in order for us to take account of everything necessary when compiling our rates and prices included in the tender offer.

Particulars of person(s) attending the meeting:

Name

Signature

Capacity

Name

Signature

Capacity

Attendance of the above persons at the meeting confirmed by the Procuring Entity's representative as follows:

Name

Signature

Capacity

Date &
time

RETURNABLE DOCUMENTS**TENDER SCHEDULES T2.2 GG:
PROPOSED
SUBCONTRACTORS**

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

If we are awarded the contract we agree that this notification does not change any contractual obligation for us to submit the names of proposed Subcontractors. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subcontractor	Nature and extent of work	Previous experience with Subcontractor
1.			
2.			
3.			
4.			
5.			

Attach additional pages if more space is required.

Signed	Date
Name	Position
Tenderer	

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) _____

<i>DIRECTORS/MEMBERS/ PARTNERS NAME and/OR Other (Please Specify).....</i>	<i>CAPACITY ENTITY</i>	<i>IN</i>	<i>NATIONALITY</i>	<i>PERCENTAGE OF SHAREHOLDIN G</i>
--	----------------------------	-----------	--------------------	--

1				
2				
3				
4				
5				
6				
7				

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

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

If more space is required attach additional sheet. Note that Public companies should state which stock exchange the company is listed under.

I further acknowledge that should any of the directors, partners, and shareholders, members/administrators /(others please specify) be found to be associated in a similar or other manner in another company/entity, participating in this tender and offering the same products in response to the same items, this shall disqualify this Company/Partnership/ *Society*/Joint Venture/ Private Foundation/Statutory Body, and whichever company or other entity the said director/partner/shareholder/member and/or administrator is consequently involved in.

I further acknowledge that should the Company /Partnership/ *Society*/Joint Venture/ Private Foundation/ Statutory Body or any of its affiliates or subsidiaries be found to have participated in the same tender and offered the same products in response to the same items, the said Company/Partnership/ *Society*/Joint Venture/ Private Foundation/Statutory Body/(others please specify) and its affiliates and/or subsidiaries shall be disqualified.

The Company/Partnership/ *Society*/Joint Venture/ Private Foundation/ Statutory Body/(others please specify), through its agents, employees or directors has not illegally communicated with any member of the procuring department or the BOTSWANA SAVINGS BANK, 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 BOTSWANA SAVINGS BANK (BSB) 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 BSB shall be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

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

SIGNED: NAME:

DATED:.....

.....
Entity
Stamp

PART B

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

Definition

4. The following definitions shall apply to this declaration:

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

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

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

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

Beneficial Owner: means a natural person, who directly or indirectly through any contract, arrangement, understanding, relationship or otherwise —

(a) in relation to an incorporated body, ultimately owns or has a controlling ownership or exercises ultimate effective control through positions held in the incorporated body or is the ultimate beneficiary of a share or other securities in the body corporate;

(b) in relation to a trust or other legal arrangement, is the settlor, trustee or ultimate beneficiary of the trust or legal arrangement or has the power, alone or jointly with another person or with the consent of another person, to —

(i) dispose of, advance, lend, invest, pay or apply trust property or property of the legal arrangement,

(iii) vary or terminate the trust or legal arrangement,

(iii) add or remove a person as a beneficiary or to or from a class of beneficiaries,

(iv) appoint or remove a trustee or give another person control over the trust or legal arrangement, or

(v) direct, withhold consent or to overrule the exercise of a power referred to in subparagraphs (i) – (iv);

(c) is the ultimate beneficiary of proceeds of a life insurance policy or other related investment services when an insured event covered by the policy occurs; or
(d) a transaction is conducted on his or her behalf.

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

TENDER
RETURNABLE DOCUMENTS

TENDER SCHEDULES
CURRICULUM VITAE OF KE
PERSONNEL

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

Name:

Date of Birth:

Profession:

Nationality:

Current Position:

Years with the firm:

Qualification and Experience:

Education:

Professional Membership

Experience Record

Languages:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

[Signature]

Date: _____

		RETURNABLE DOCUMENTS			CURRENT COMMITMENTS	CONTRACT
Name of Contract	Employer Details, Contact Person, Address, Telephone	Value of Project	Start Date	Finish Date	Extended Completion Date	Value of outstanding Works

Signed

Date

Name

Position

Tenderer

	RETURNABLE DOCUMENTS	TENDER SCHEDULE: T 2.2 GH: QUALITY PLAN
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Note to tenderers: Please provide details of your quality plan here. Alternatively, you may attach a copy of your quality plan.

TENDER	TENDER SCHEDULE: T 2.2 WD:
RETURNABLE DOCUMENTS	MANAGEMENT PLAN

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:

	RETURNABLE DOCUMENTS	TENDER SCHEDULE: T 2.2 WE: HEALTH AND SAFETY PLAN
--	----------------------	--

Health and safety – Competence and resources	
1.	The procedures we propose to adopt for developing and implementing a Health and Safety Plan are:
2.	Our proposed approach and time allowance to deal with the high risk areas, particularly _____ _____ identified in the Scope of Work, are:
3.	We have allowed the following time period from acceptance of this tender offer for the development of a construction phase Health and Safety Plan:

We confirm that the foregoing responses will enable us to comply with the requirements of all health and safety legislation.

Signed	Date
Name _____	Position _____
Tenderer _____	

RETURNABLE DOCUMENTS**TENDER SCHEDULE: T 2.2 WC:
PLANT AND EQUIPMENT**

The following are lists of major items of relevant equipment that I/we presently own or lease and will have available for this contract or will acquire or hire for this contract if my/our tender is accepted.

(a) Details of major relevant equipment immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major relevant equipment that will be hired, or acquired for this contract if my/our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed

Name

Tenderer

Date

Position

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

The Procuring Entity, **Department of Facilities Management** has solicited offers to enter into a contract for the procurement of:

DESIGN AND BUILD OF MINI BRANCH/DIGITAL KIOSK FOR BOTSWANA SAVINGS BANK (BSB).

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

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the Contractor (or the Consultant or the Supplier as the case may be) under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The total of the amount tendered is _____
 _____ Pula, (in words); P_____ (in figures).

This Offer, of which the tenderer has signed two 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 Contractor, (or the Consultant, Professional Service Provider, Service Provider or the Supplier as the case may be) in the Conditions of Contract identified in the Contract Data.

For the tenderer:

Signature(s) _____

Name(s) _____

Capacity _____

(Insert name and address of organisation)

Name &
signature
of witness _____

Date _____

Acceptance

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the Procuring Entity accepts the tenderer's Offer. In consideration thereof, the Procuring Department shall pay the Contractor, (or the Consultant or the Supplier as the case may be) the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the 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)

Part 2 Pricing Data

Part 3 Scope of Work

Part 4 Site Information, 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 Contractor, Consultant or Supplier) 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.

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:

Signature(s) _____

Name(s) _____

Capacity _____

(Insert name and address of organisation)

Name &
signature
of witness _____ Date _____

For the Procuring Entity

Signature(s) _____

Name(s) _____

Capacity _____

(Insert name and address of organisation)

Name &
signature
of witness _____ Date _____

CONTRACT**PART 1: AGREEMENTS AND CONTRACT DATA**

C1.1	Contract	Annexure A
C1.2	Contract Data	
C1.3	Forms of Securities	
	Performance security- demand guarantee	
	Advance payment guarantee	
C1.4	Forms for Adjudicator's Appointment	

PART 2: PRICING DATA

C2.1	Pricing Instructions	
C2.2	Bill of Quantities	

Part 3: SCOPE OF WORK

C3	Scope of work	
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PART 4: SITE INFORMATION

C4	Site Information	
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Botswana Savings Bank	Returnable Documents	CONTRACT DATA
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CONTRACT DATA

The Conditions of Contract

The form of contract for the project shall be the General Conditions of the “ Short Form of contract (First Edition, 1999) Agreement, General Conditions, Rules of Adjudication and notes for Guidance” - (FIDIC Green Book)

The Form of Contract is annexed as Annexure A

Botswana Savings Bank	CONTRACT PART 1 AGREEMENTS & CONTRACT DATA	FORMS OF SECURITIES: ADVANCED PAYMENT GUARANTEE
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Title of the Contract _____

Name and address of Beneficiary
(whom the contract defines as the
Employer/ Supplier) _____

We have been informed that _____ (hereinafter called the "Principal") is your contractor, consultant or supplier under such Contract and wishes to receive an advance payment, for which the Contract requires him to obtain a guarantee.

At the request of the Principal, we (*name of bank / Financial Institutions approved by NBFIRA*)

_____ hereby irrevocably undertake to pay you, the Beneficiary/Employer, any sum or sums not exceeding in total the amount of 10% of the Advance loan amount (the "guaranteed amount", say: _____) upon receipt by us of your demand in writing and your written statement stating:

- (a) that the Principal has failed to repay the advance payment in accordance with the conditions of the Contract, and
- (b) the amount which the Principal has failed to repay.

This guarantee shall become effective upon receipt [of the first instalment] of the advance payment by the Principal. Such guaranteed amount shall be reduced by the amounts of the advance payment repaid to you, as evidenced by your notices of amounts due to the Principal issued in terms of the conditions of the Contract. Following receipt (from the Principal) of a copy of each purported notice, we shall promptly notify you of the revised guaranteed amount accordingly.

Any demand for payment must contain your signature(s) which must be authenticated by your bankers or by a notary public. The authenticated demand and statement must be received by us at this office on or before (*the date 70 days after the expected expiry of the time for completion of the works, services or supply*) _____ (the "expiry date"), when this guarantee shall expire and shall be returned to us.

We have been informed that the Beneficiary may require the Principal to extend this guarantee if the advance payment has not been repaid by the date 28 days prior to such expiry date. We undertake to pay you such guaranteed amount upon receipt by us, within such period of 28 days, of your demand in writing and your written statement that the advance payment has not been repaid and that this guarantee has not been extended.

This guarantee shall be governed by the laws of Botswana, subject to the jurisdiction of the courts of Botswana and shall be subject to the Uniform Rules for Demand Guarantees, published as number 458 by the International Chamber of Commerce, except as stated above.

Date _____

Signature(s) _____

Botswana Savings Bank	CONTRACT PART 1 AGREEMENTS & CONTRACT DATA	FORMS OF SECURITIES PERFORMANCE SECURITY – DEMAND GUARANTEE
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Title of the Contract _____

Name and address of Beneficiary
(whom the contract defines as the
Employer/ Supplier) _____

We have been informed that _____ (hereinafter called the "Principal") is your contractor under such Contract, which requires him to obtain a performance security.

At the request of the Principal, we (*name of bank Financial Institutions approved by NBFIRA*)

_____ hereby irrevocably undertake to pay you, the Beneficiary/Employer, any sum or sums not exceeding in total the amount of _____ (the "guaranteed amount", say: _____) upon receipt by us of your demand in writing and your written statement stating:

- (a) that the Principal is in breach of his obligation(s) under the Contract, and
- (b) the respect in which the Principal is in breach.

Any demand for payment must contain your minister's signature which must be authenticated by your bankers or by a notary public. The authenticated demand and statement must be received by us at this office on or before (*the date 70 days after the expected expiry of the period for notifying defects*) _____ (the "expiry date"), when this guarantee shall expire and shall be returned to us.

We have been informed that the Beneficiary may require the Principal to extend this guarantee if the Principal has not completed his obligations under the Contract by the date 28 days prior to such expiry date. We undertake to pay you such guaranteed amount upon receipt by us, within such period of 28 days, of your demand in writing and your written statement that the Principal has not completed his obligations under the Contract, for reasons attributable to the Principal, and that this guarantee has not been extended.

This guarantee shall be governed by the laws of Botswana subject to the jurisdiction of the courts of Botswana and shall be subject to the Uniform Rules for Demand Guarantees, published as number 458 by the International Chamber of Commerce, except as stated above.

Date _____ Signature(s) _____

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: _____

Botswana Bank	Savings	PRICING DATA	PRICING INSTRUCTIONS
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Tenderers will not be permitted to vary or revise their tender proposals after the tender closing date. Requests for clarifications should be received at least 7 days before the closing date of tender. Where clarification given to one tenderer provides significant information about a tender, this information will be sent to all other potential tenderers.

Tenderers are advised that this is a **FIXED PRICE CONTRACT**. The employer shall not pay for escalations other than statutory increases in labour and materials.

All tenders are therefore to be submitted on a fixed price basis and tender prices will be regarded as firm over the duration of the contract.

The tender price is in Botswana Pula (BWP) and payment will be made in the same.

Prices should be inclusive of all relevant taxes such as withholding tax and VAT in line with relevant Botswana Tax laws.

Tenderers shall be deemed to have satisfied themselves to the correctness and sufficiency of their tenders and that their tendered prices cover the cost of complying with all conditions of the tender and of all matters and things necessary for the due and proper performance and completion of the work described in the Terms of Reference.

All items of measured work are to be priced in detail. All rates and prices shall be reasonable in relation to each other and similar items in the various sections of the Bill of Quantities shall bear analogy.

Botswana Bank	Savings	Botswana Savings Bank	SCOPE OF WORK:
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Client's / Employer's objectives

The purpose of this contract is to set-up mini branch/digital kiosk design and build for Botswana Savings Bank (BSB).

In addition to the need to upgrade the building to current building standards, complying with current legislation, revamping the image of the headquarters, the intention is to ensure that The Botswana Savings Bank provides its clientele with cutting edge banking experience and ensure a conducive working environment for its staff.

2 Background

Botswana Savings Bank (BSB) is a government-owned financial services organization that mobilizes domestic savings by accepting customer deposits, grants loans on commercial terms and offers other financial services as it considers necessary to meet the needs of the people of Botswana. Established in 1992 by act of parliament, the bank offers savings accounts, mortgage loans, automobile loans and other secured loans to its customers. The Bank is a member of the World Savings Banks Institute.

3 About Botswana Savings Bank

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. The Bank is operating under the Transition Act of 2011. Its headquarters are based in Gaborone at Broadhurst Mall; Tshomarelo House with branches in Gaborone, Francistown, Mahalapye and Serowe. Botswana Savings Services are accessed through Post Offices across the Country.

The Bank is governed by an Independent Board of Directors which reports to the Ministry of Finance and Economic Planning. Botswana Savings Bank is supervised by the Central Bank under the custodian of Ministry of finance and Economic Planning. BSB is also required to carry out its business according to sound commercial principles and in accordance with the Banking Act of 1995. The Bank is a member of the World Savings Bank Institute- an association of Savings Banks represented in over 90 countries worldwide.

The Botswana Savings Bank (BSB) was established in 1963. It was originally called the Post Office Savings Bank and was administered within the Department of Posts and Telecommunications Services of South Africa and Bechuanaland. Later in the same

year, South Africa handed the Post Office Savings Bank to the Bechuanaland Postal Services Department under the Ministry of Works and Communications. In 1982, the Post Office Savings Bank was transferred to the Ministry of Finance and Development Planning and was upgraded to a full specialised Government Department with the title - the Botswana Savings Bank. In 1992, Parliament passed the Botswana Savings Bank Act, which established the BSB as an independent, national financial institution, wholly owned by Government. The purpose of BSB is to provide avenues for saving by the small saver and to provide financial services for all the people of Botswana under the supervision of the Bank of Botswana. The services of BSB are provided countrywide through special Savings Bank counters at the Postal Services network (there were 112 Post Offices by the end of 1998). Services provided by the Botswana Savings Bank are savings and loans.

4 Overall Summary of the Scope of Works

Planning & Design Phase

- a) Client requirements gathering and Site assessment
- b) Establishment of project timeline and milestones
- c) Concept design and schematic layouts (Floor Plans, MEP (Mechanical, Electrical, Plumbing) design and 3D Renders)
- d) Preparation of permit application documents
- e) Coordination with local authorities for approvals
- f) Addressing feedback and revising design submissions as needed
- g) Producing Detailed Bill of Quantity (BOQ) informed by the approved designs
- h) Material and finishes selection
- i) Environment and sustainability considerations
- j) Risk management and mitigation planning

Construction & Fit-out Phase

- k) Exterior and interior building works
- l) Mechanical, Electrical and Plumbing installations
- m) Interior fit-out and finishes
- n) Quality control and inspections
- o) Safety management on site

Commissioning and Handover

- p) Testing and commissioning
- q) Final inspections and punch list completion
- r) Client walkthrough and approval

Post-Construction Support

- s) Warrantees & Guarantees
- t) Post-occupancy evaluations
- u) Maintenance planning and documentation
- v) Additional Considerations

5 Location of the works

Portion of office space (144 sqm) within Teemane Mall, Shop 04, Letlhakane.

Special Preliminaries for Operation/Execution of the Work

1. This refurbishment should not be at the expense of normal operating time to other mall tenants' activities. The contractor(s) should bear this in mind and liaise with the Employer's representatives in drawing up of working programme(s). Works will be restricted to an agreed section of the mall. Any additional expenses incurred by the contractors for non-compliance with the above will be borne by the contractor.
2. During the process of execution, the contractor is advised against damage to the existing structures, fittings and fixtures as any damages due to such disregard will be at the contractor's own cost.
3. **Building Works:** - All materials and workmanship included in this Bill of Quantities shall be as described in the Standard Specification of Materials and Workmanship for Building Contracts dated April 1989, as issued by the Ministry of Works, Transport and Communications, Department of Architecture and Building Services, as amplified and amended by the Particular Specification hereinafter. The Contractor is deemed to have read the item descriptions contained in these Bills of Quantities in conjunction with the Standard and Particular Specifications and to have complied fully therewith in his/her rates. No claim will be entertained due to lack of knowledge or the Contractor's failure to have read any of the item description in conjunction with the Standard Specification.
4. **Electrical and Mechanical Works:-** All materials and workmanship included in this Bill of Quantities Shall be as described in the General Specifications (IEE wiring regulations dated April 1975, revised 1977 and latest edition revised 2010), as issued by the Ministry of Works, Transport and Communications, Department of Electrical and Mechanical Services, as amplified and amended by the Particular Specification hereinafter. The Contractor is deemed to have read the item descriptions contained in these Bills of Quantities in conjunction with the Standard and Particular Specifications and to have complied fully therewith in his/her rates. No claim will be entertained due to lack of knowledge or the Contractor's failure to have read any of the item description in conjunction with the Standard Specification.
5. **The term "Allow" where used in this Bill of Quantities shall mean that the cost of the work is at the Contractor's risk.**
6. Water for the works; these will be provided by the client.
7. Temporary Lighting and power; these will be provided by the client.
8. The Contractor's labour will not be housed on the site.
9. All existing fittings/equipment removed are property of the client; those shall be stored in a suitable manner and delivered into safe custody as directed. The Contractor shall not remove from site without written approval from the Employer.

APPENDIX A: ATM SAFE HANDLING PROCEDURES

1. Transport Logistics & Physical Handling Requirements

Even when entirely empty of money, an ATM safe is still considered a controlled asset because criminals can steal empty safes to study structural vulnerabilities, reverse-engineer proprietary lock mechanisms, or use them as decoy housing for skimming scams.

Because empty ATM safes present high physical mass and a concentrated centre of gravity, specialized transport protocols must be enforced to protect workers and avoid damaging the machine.

- **Hydraulic Lift-Gate Vehicles:** ATM must never be manually tilted or lifted. Transportation requires trucks equipped with heavy-duty hydraulic tail lifts or flatbeds with crane rigs.
- **Industrial Pallet Tilting and Tie-Downs:** The safe body must be bolted directly to reinforced industrial wooden pallets. It must be strapped into the truck bed using high-tensile ratcheting cargo straps to prevent shifting, sliding, or tipping during transport.
- **Stair-Climbing Hand Trucks:** If an empty safe must pass through building interiors without freight elevators, crew members must use motorized, heavy-capacity stair-climbing dollies rated for the safe's specific weight class.
- **Climate & Electronic Protection:** If the safe houses active terminal electronics, internal heating pads, or fascia components, it must be wrapped in anti-static, weatherproof industrial plastic shrink-wrap to shield the system from moisture and road debris during open transit.
- **Pre-Transit Internal Audit:** A formal joint inspection must verify that all cash cassettes, reject bins, journal printers, and trapped card capture mechanisms are 100% empty.

Requirement Area	Protocol Specification
"Safe-Open" Transport Forbidden	Safe vault doors must remain completely shut, latched, and locked throughout the journey. A loose safe door swinging during transit poses fatal crushing hazards and threatens truck balance.
Serial Number Logging	The unique manufacturer safe serial number, chassis ID, and key/lock tracking numbers must be scanned, recorded, and matched at the origin and destination points.
Tamper-Evident Transit Seals	Once verified empty and locked, plastic or metal numbered security tags must secure the vault door. Receiving facilities must check these seals to confirm the safe was not covertly opened in route.
Unmarked Cargo Vehicles	Transport should take place in enclosed, unmarked box trucks to avoid attracting criminal attention or suggesting the unit contains funds.

APPENDIX B: ATM SITE PREPARATION PROCEDURES (AS PER MANUFACTURER, NCR)

APPENDIX C: Technical Evaluation Matrix

Tender Number:					
Name of the Contractor:					
	TECHNICAL EVALUATION				
Item	Item and sub-item under assessment	Item	Sub-item	Mark as	Score
		marks	marks	per Col	marks
1.0	Project Specific Approach and Methodology	25			
1.1	Methodology	15			
	Detailed Works Approach to deliver the task		5		
	Detailed Risk Analysis and mitigation of project specific risks		5		
	Detailed Safety, Health and Environment plan		5		
1.2	Sample tracking tools	4			
	Site diary		2		
	Instruction book		2		
1.3	Quality Assurance Process	6			
	Detailed Quality Control		2		
	Detailed Tools/techniques to be used		2		
	Detailed Work processes		2		
2.0	Works Programme	10			
2.1	Format	4			
	Gantt chart view in A3 paper size (Any other paper size won't be considered, and a zero mark shall be awarded for the entire works programme)		1		
	Using Microsoft Project Software		1		
	Critical Path (shown in red colour)		1		
	Must be logical and sequential		1		

2.2	Tasks	6			
	Work Breakdown Structure		1		
	Task dependencies [SF, FS, SS, FF, etc.]		1		
	Task duration estimates, including start/complete dates		1		
	Resource assignment		1		
	Summary tasks		1		
	overall project duration		1		
3.0	Project Key Personnel	45			
3.1	Project Manager	15			
	Qualification	9			
	B.Eng/BSc in Project Management, Engineering or related construction/engineering field		3		
	Valid Practising Certificate (ARC, ERB, QSRC)		3		
	Project management Qualification/certification PMP/ Prince 2 or equivalent acceptable		3		
	Relevant Experience	6			
	At least 5 years of relevant experience as a project manager		6		
	At least 3 years relevant experience as a project manager		3		
	Less than 3 years' experience as a project manager		1		
3.2	Site Agent	9			
	Qualification	3			
	Minimum Diploma in Building/Civil/Construction or related field		3		
	Relevant Experience	6			
	At least 5 years of relevant experience as a Site Agent		6		

	At least 3 years of relevant experience as a site Agent		3		
	Less than 3 years' relevant experience a site Agent		1		
3.3	Quantity Surveyor	12			
	Qualification	6			
	Minimum Diploma in Quantity Surveying or related field		3		
	QSRC Registered with a Valid Practising Certificate		3		
	Relevant Experience	6			
	At least 5 years of relevant experience as a Quantity Surveyor		6		
	At least 3 years relevant experience as a Quantity Surveyor		3		
	Less than 3 years' relevant experience as a Quantity Surveyor		1		
3.4	SHE Officer	9			
	Qualification	3			
	Minimum Certificate in OHS/SHE or equivalent		3		
	Relevant Experience	6			
	At least 3 years of relevant experience as a SHE officer		6		
	Less than 3 years of relevant experience as a SHE officer		3		
4.0	Plant & Equipment	10			
4.1	Delivery Truck (minimum of 3 ton)	4			
	Owned		4		
	Leased		2		
4.2	Light duty delivery vehicle (Pick-up)	4			
	Owned		4		

	Leased		2		
4.3	4No. Step ladders	2			
	Owned		2		
	Leased		1		
6.0	Past performance of related projects	10			
	At least 2 projects completed by the bidder from grade OC based on the new ceiling of P1.5 million, with the following within the last 8 (eight) years:				
	- Final Completion/ Performance Certificate		10		
	- Practical completion/ taking-over certificate		5		
	TOTAL	100			

- ✓ **NB:** Attach certified copies of registration books and roadworthy certificates where applicable,
- ✓ Attach copies of identity cards for the key personnel
- ✓ Attach curriculum vitae, certified certificates and references for all key personnel with traceable references
- ✓ For each entry, award a zero mark for non-compliant bids

APPENDIX D

Procurement Requirements are Procurement of Works for the set-up of mini branch/digital kiosk through design and build for Botswana savings bank (BSB).

1. Architectural & Civil Works

1.1 ATM Enclosure

- **Dimensions:** Secure 3m x 3m brickwork room integrated within the main office footprint.
- **Security Door:** One Category 2 high-security door for cash-loading access.
- **Reinforcement:**
 - Fortified structural masonry (Stock-bricks)
 - Steel reinforced roofing.
- **Transportation:** Rate per kilometre (BWP/km) from Gaborone to Letlhakane for the actual ATM including safe handling fees.
- **ATM Safe Handling procedures:** See appendix A on this document.
- **ATM Site Preparation and Installation:** See Appendix B.

1.2 Office Partitioning

- **Main Area:** Spatial demarcation for public reception and digital zones.
- **Back Office:** Heavy-duty partitioning to isolate the employee breakaway/dining area (Front and back office).

2. Interior Fit-Out & Furniture

2.1 Workstations & Reception

- **Staff Desks:** Two (2) 1400 mm (L) x 750 mm (W) x 750 mm (H) workstations equipped with integrated privacy and modesty panels.
- **Storage:** Two (2) mobile under-desk pedestals for secure document storage.
Two (2) Filing bays with dimensions 900 (L) x 450 (W) x 1800 (H) mm
- **Reception:** Branded customer intake counter with waiting area seating.
- **Waiting:** One (1) two-seater couch and two (2) single seater couches.

2.2 Digital Banking Stations

- **Kiosk Zones:** Millwork and space planning for two self-service digital banking terminals, to hold all-in-one computer set and an ipad / Tablet.
- **Power – provision of power**

2.3 Breakaway Area

- **Dining Set:** Commercial-grade table and seating solutions for staff dining.
 - Round dining table (1000mm diameter) with 4 chairs.

3. Mechanical, Electrical & Security (MEP)

3.1 Power Infrastructure

- **Backup Power:** Centralized 10KVA Uninterrupted Power Supply (UPS) system installed to provide uninterrupted power.
 - **Minimum runtime:** 20 minutes
- **Integration:** Dedicated electrical distribution paths from the UPS to the ATM room, two (2) staff workstations, two (2) digital banking stations and the server room.

3.2 HVAC System

- **Climate Control:** Two (2) independent, enclosed **Botsand** 12000 BTU split-unit air conditioners dedicated to the space.

3.3 Electronic Security Systems

- **Surveillance:** Full-coverage Hikvision IP CCTV camera network spanning the main office and inside the ATM room, including server room.
 - **Number of cameras:** 12
 - **Camera resolution:** 4 Mega Pixels (MP), High Definition (HD)
- **Access Control:** Hikvision Biometric facial recognition reader installed at the back-office entry point.
- **Additional infrastructure for CCTV and access control installation:**
 - **Network Switches / PoE Switches:** for powering the IP cameras and links data nodes.
 - **Network Video Recorder (NVR)**
 - **Hard Disk Drives (HDD):** Surveillance-grade storage for the NVR to support 3 months' worth of footage storage.
 - **Lock Power Supplies & Relays:** Dedicated power modules for electromagnetic door locks.
 - **Monitor:** 32-inch Samsung display monitor
 - **Enclosure Cabinets / Rack Mounts:** Metal boxes to secure controllers and power units.
 - **Cabling** (Cat6 network cables) **and Consumables**

Conduits and Trunking