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| SUPPLIES PROCUREMENT OF …      |
| A THREE (3) YEARS FRAMEWORK CONTRACT FOR THE SUPPLY AND DELIVERY OF STATIONERY AT PPRA GABORONE |
| TENDER REFERENCE No.       |
| Date:       |

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| **NAME AND ADDRESS DETAILS OF PROCURING ENTITY AND OR ITS AGENT PREPARING THE DOCUMENTS** |
| **PROCURING ENTITY** | **AGENT** |
| PUBLIC PROCUREMENT REGULATORY AUTHORITY | CORPORATE SERVICES DIVISION (PPRA)Private Bag 0058GaboroneM.Modisenyane at 3602015/67 or mmodisenyane@ppra.co.bw K. Meswele at 3602015 or kkootlole@ppra.co.bw |

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|  | TENDERING PROCEDURES | T 1.1 TENDER NOTICE and INVITATION TO TENDER |

 **• PUBLIC PROCUREMENT REGULATORY AUTHORITY**

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| * **Tender Reference No. A THREE (3) YEARS FRAMEWORK CONTRACT FOR THE SUPPLY AND DELIVERY OF STATIONERY AT PPRA GABORONE**
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| * Procurement Requirements are: Supplies Procurement of A THREE (3) YEARS FRAMEWORK CONTRACT FOR THE SUPPLY AND DELIVERY OF STATIONERY AT PPRA GABORONE
 |
| * Sealed Tender offers are invited for the provision of Supplies for A THREE (3) YEARS FRAMEWORK CONTRACT FOR THE SUPPLY AND DELIVERY OF STATIONERY AT PPRA GABORONE
 |
| * The Procuring Entity is: PUBLIC PROCUREMENT REGULATORY AUTHORITY(CORPORATE SERVICES DIVISION
 |
| * 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 registered with the PPRA formally known as Public Procurement and Asset Disposal Board in the following categories:

 Code:     . Sub code(s):      ,            . |
| * Prescribed Reservation or Preference Schemes shall be applicable in this tender.
 |
|  The physical address for collection of tender documents is: The physical address for collection of tender documents is: PPRA Offices, Plot 8913, Maakgadigau way, Gaborone West Industrial Site, Gaborone, Ground Floor, Senior Purchasing Officer’s Office, NO. G023.* Documents may be collected during working hours from **0800hours** to **1700hours**
 |
| * A non-refundable deposit of P      payable by cash or bank guaranteed cheque made out in favour of the Government of Botswana is required on collection of the tender documents.
 |
| * Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than … days before the tender closing date to Mr/Ms      , Tel No.      , \*Fax No.
 |
| * A *[compulsory/optional] (delete which ever does not apply)* site visit and/ or clarification meeting with representatives of the Procuring Entity will take place at       on       starting at       hrs.
 |
| * The closing date and time for receipt of sealed tender offers is       hours on
* Late tender offers will not be accepted.
* 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 2 duplicate copies of the originalDocument marked copy in one sealed envelope clearly marked
* “**Tender Reference No. PR or MTC …Supplies Procurement of…..**shall be delivered to ................................................
* The name and address of the bidder should be clearly marked on the envelope.
 |

**The Public Procurement and Asset Disposal Board’s Standardised Conditions of Tender for Supplies apply to this procurement, for which all the applicable Tender Data is contained in the tender document.**

{Notwithstanding anything in the foregoing, the is not bound to accept the lowest or any tender offer.}

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**P. Motswagole**

**Board Secretary**

 **PPRA**

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|  | **TENDERING PROCEDURES** | T 1.2 TENDER DATA |

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| The **conditions of tender** are the Standardised Conditions of Tender as published by the Public Procurement and Asset Disposal Board.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 Procuring Entity is: Public Procurement Regulatory AuthorityThe Procurement Requirements are: *Supplies Procurement of* A THREE (3) YEARS FRAMEWORK CONTRACT FOR THE SUPPLY AND DELIVERY OF STATIONERY AT PPRA GABORONEThe 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- Supplies Evaluation Method*  |
| 1.6 The Procuring Entity’s is: (name)       (address)       Tel       Fax      E mail:       |
| 2.1 The eligibility criteria for tenderers are:1. a.Local companies should be registered with the Public Procurement and Asset Disposal Board in the following categories:

 Code:      . Sub code(s):      ,            .b. Foreign companies must be in possession of documentation defining the constitution or legal status, place of registration and principal place of Business.1. A copy of a Valid Tax Clearance Certificate or exemption thereof issued by BURS. Such Certificate is subject to online registration verification.
 |
| 2.7 The arrangements for *[compulsory/optional] (delete which ever does not apply) [site visit and/ or clarification meeting] (delete which ever does not apply)* are: [delete if there is no requirement for a site visit and or clarification meeting] Location:       Date:       Starting time:      Contact Person:      Tel No:       Fax No:       |
| 2.8 Clarification of the tender documents must be received by the Procuring Entity at least ….. working days before the closing date and time stated in clause 2.26 of the Tender Data. |
| 2.13 The prices and rates are to be stated in Botswana Pula or any other freely convertible international currency, for goods sourced outside Botswana. |
| 2.15 Alternative Tender Offers are invited: Yes /No *(delete which ever does not apply)* |
| 2.16 If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer are:      *(state criteria permitted for alternative offers)* |
| 2.17 Tenderers may offer for providing any of the following parts, or combinations thereof, of the supplies  identified in the Scope of Supplies:       *(state requirement)* |
| 2.20 Parts of each tender offer communicated on paper shall be submitted as an original, plus 2 duplicate Copies. |
| 2.22 The Procuring Entity’s address for delivery of tender offers and identification details to be shown on each tender offer package are: (location of Tender Box)       (physical address)       Identification details to be shown on each tender offer package are:(Tender Reference No. PR or MTC or DATC … Tender Title ; Name and address of the bidder on the reverse side of the envelope.) |
| 2.26 | The closing time for submission of tender offers is:     hrs on       (day)       (date). |
| 2.26 | Telephonic, facsimile or emailed tender offers will **not** be accepted. |
| 2.28 The tender validity period is       days |
| 3.4 The time and location for opening of the tender offers is: Time       on       (date). Location       |
| 3.10 | The Evaluation Method is: *Least Cost Selection- Supplies Evaluation Method* *Stage One - Compliance*The Tenderer shall furnish the following documentary evidence to demonstrate that it meets the compliance criteria:1. Local companies should be registered with the Public Procurement and Asset Disposal Board in the following categories:

 Code:      .Sub code(s):      ,            .***PPADB registration is subject to online registration verification*** (ii) Foreign companies must be in possession of documentation defining the constitution or legal status, place of registration and principal place of Business.(iii) Copy of a Valid Tax Clearance Certificate (TCC) or exemption thereof both certified and issued by BURS. ***BURS TCC is subject to online registration verification.***(iv) Declaration Form for Tendering Purposes (T2.2 GM) (v) completed and signed form of Offer and Acceptance (T2.2GA)(vi) *[Other mandatory documents to be added here]*Bidders who fail to submit the above mentioned documents will be requested during the evaluation to submit them within 2-5days of notification. Bidders will be notified through a telephone call, sms, or email as an alert. The alert will be followed by fax or letter. Non responsiveness by the bidder shall result in disqualification of bid. 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. |
| 3.13 Stage 2 – Technical Evaluation 1. The technical evaluation criteria are :

Define Criteria:Evaluation Criteria LOT 1  Evaluation Criteria 1. Photocopying paper (5 rims in a box) 2. Alkaline Battery LR6,1.5V (Box of 12) 3.Alkaline Battery LRO3,1.5V (Box of 12) 4. Spiral Binders 10mm Singles per 1- White(Box of 100)   5. Spiral Binders 12mm Singles per 1-White(Box of 100) 6. Spiral Binders 14mm Singles per 1- White(Box of 100) 7. Spiral Binders 15mm Singles per 1- White(Box of 100) 8. Spiral Binders 16mm Singles per 1- White(Box of 100) 9. Spiral Binders 18mm Singles per 1-White(Box of 100) 10. Binding combs 20mm(Box of 100) 11. Spiral Binders 22mm Singles per 1-White(Box of 100) 12. Spiral Binders 25mm Singles per 1-White(Box of 100) 13.Spiral Binders 28mm Singles per 1-White(Box of 50) 14.Spiral Binders 30mm Singles per 1-White(Box of 100) 15.Spiral Binders 32mm Singles per 1-White(Box of 50) 16.Spiral Binders 35mm Singles per 1-White(Box of 50) 17. Binding covers (Leather board) A4 Assorted colours (Pack of 50) 18.Binding covers-transparent A4 Assorted Colours 150mic-100s 19.Board Pins,Round head,Assorted Colours Box of 20/25 20.Bostic,Multi Purpose -Re-usable 100G 21.Heavy Duty(Giant Stapler) Adjustable 40sheets Max capacity 22.Stapler standard 100,half strip 23.Staple removers KW 506B/508B (Box of 12) 24.Plastic letter tray stackable A4 Single, internal size 325\*233mm 3 levels 25.Whiteboard liquid cleaner 237ml 26.White Board duster 95mmx50mm 27. Slide binders size 3 (100 in a box)LOT 2  Evaluation Criteria 1. Box file A4 255x375x55mm 2. Calculator scientific,12 Digits, twin power. 3.Correction pen 75ml 4. Mail labels 85\*105mm, 16 per A4 sheet 5. Executive Pads A4 80Sheets unpunched 6.Extension cord non-switched outlet socket 5m/3m (round-to- square)   7.Extension cord switched outlet socket 5m/3m(square-to-round) 8.Reinforcement labels, standard 9.Resilient plug square 13A/15A 10.Resilient plug round 13A/15A 11.Adaptors square-to-round 13/16 12. Adaptors round-to-square 13/16 13.Index A-Z Dividers PVC (figures and alphabets)(Pack of 10) 14.File Tags 152mm/Filling laces(Box of 100) 15.Filing Pockets A4 PVC (Pack of 100) 16.Glue stick 40g 17. Highlighters(waterbased for paper, copy or fax 425\*480mm,2mm and 5mm lime widths Assorted(Box of 12) 18 A4 hard cover Notebook, feint ruled with margin,3 Quire 192 pages 19.Ink Stamp pad 20ml (Blue, black & red)all colours to be bought from one supplier 20.Key Ring with Tag and Holder 21.Staples Heavy Duty 66/1 Box 22..Staples 26/6 No. 56 Box 23.Stick & Notes stickers 50x50mm Rainbow(Box of 12) 24.Stick & Notes stickers 76x76mm (Box of 12) 25. Stick & Notes stickers 38x51mm(Box of 12) 26. Sign here arrow signs 27. A box of money/paper clip (small)LOT 3  Evaluation Criteria 1.A4 white Ruled Single Sheets(pack 500) 2.Magnostar paper 150gsm A4 3.Masking tape 48mm\*50m 4.Minute books, Blank, Hard Cover A4 168/63 5.Metal Paper clips 33mm(Box of 100) 6.Metal Paper clips 50mm (Box of 100) 7.Metal Paper clips 78mm(Box of 50)   8.Crystal Ball Point Pens,Clear Barrel,Standard Dye Ink(Blue, black,green & red)(Box of 60) 9.Blue Ball Point Pen,Desk set with Chain standard Dye Ink 10.Permanent markers Bullet Tip standard size (Assorted colours)(Box of 12) 11.White Bond copy paper A3,80GSM pack 500(per ream) 12.White Bond copy paper,A4 80GSM pack 500(per ream) 13. 2 Hole Puncher 80gsm should punch up 40 sheets 14.Heavy Duty Metal Puncher, should punch up to 70sheets Adjustable paper margin 15.Re-writable CDs(Box of 10) 16.Rubber bands 32mm pack 100g 17.Rubber bands 64mm (100g) pack 18.Eraser 43\*17\*12mm 19.Ruler 30cm PVC Clear 20.Scissors 210mm 21.Sello Tape clear 12mm\*50m 22. Sello Tape clear 24mm\*50m 23.Sello Tape 48mm\*50m 24.Shorthand note book ruled A5 -72 pages 25.Bullet point ordolous whiteboard marker-standard size(Assorted colours)(Box of 12) 26. A4 free locker mockup 27. Key tagsNote ::The tender will be awarded in lots.Lots will be awarded to different bidders. In case where the bidder quoted the least price in all lots, then other Lots will be awarded to the second lowest bid.Stationary items required will be ordered as and when required (i) Experience and Technical Capacity (Delete if not applicable) The Tenderer shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s): *[list the requirement(s)]* (ii) Documentary Evidence that Supplies meet usage requirements (Provide specifications) The Tenderer shall furnish documentary evidence to demonstrate that the Supplies it offers meet the following usage requirement: *[list the requirement(s)]**[****Use below*** *f****or complex supplies only, otherwise delete – complex supplies require direct manufacturer support after supply]***(iii) If Tenderer is not manufacturer:  If a Tenderer is not a manufacturer, but is offering the Supplies on behalf of the Manufacturer under Manufacturer's Authorization Form, the Manufacturer shall demonstrate the above qualifications (i), (ii) and the Tenderer shall demonstrate that it has successfully completed at least \_\_\_\_\_\_\_\_\_\_\_\_ contracts of similar supplies[insert number of contracts] in the past \_\_\_\_\_\_\_\_\_\_\_\_ years [*insert number of years*](iv) An Assessment of past performance, current workload and litigation history will be carried out. Bidders should Submit duly completed current contracts commitment formThe Tenderer shall demonstrate that it has the capacity and capability to execute additional work if awarded the contract. |
| 3.14 Stage 3 - Cost Evaluation StageCost evaluation shall be conducted by reviewing the following:(i) Correct arithmetical errors; (ii) Where applicable, convert tender offer amounts to a common currency; and(iii) Adjust pricing to compensate for deviations and errors.(iv) Apply applicable preference schemes (state them) (v) Perform price comparison in accordance with the pricing sheet(vi) -Assess reasonableness of quoted price based on market price, & the PPADB publicized Price guide / Catalogue. |
| 3.21 Basis for AwardRecommend the least cost Evaluated Comparative Offer for the award of the contract, unless there are compelling and justifiable reasons not to do so. [Such reasons will include assessed past performance, current workload & litigation history]This tender shall be awarded as a whole or in parts or in Lots *(The Ministry should state how the tender will be awarded)*  |
| 3.27 | The number of paper copies of the signed contract to be provided by the Procuring Department is 3 |
| The additional conditions of tender are:1.      2.      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. |

**For the Public Procurement and Asset Disposal Board**

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| **PUBLIC PROCUREMENT AND ASSET DISPOSAL BOARD** | **T1.2 STANDARDIZED CONDITIONS OF TENDER FOR SUPPLIES** |

# 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 Agreements & Contract Data

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

Part B-2 Pricing Data

* Pricing Instructions
* Price Schedules

Part B-3 Scope of Supplies

* Specifications

**Communication & Procuring Entity’s agent**

1.6 Each communication between the Procuring Entity and a tenderer shall be in writing in English to or from the Procuring Entity's agent only*.* The Procuring Entity will not take any responsibility for non-receipt of communications from or by a tenderer*.* The name and contact details of the Procuring Entity’s agent are stated in the **Tender Data**.

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

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

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

## 2 Tenderer’s obligations

The tenderer shall comply with the following obligations:

**Eligibility**

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

**Cost of tendering**

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

**Check documents**

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

**Confidentiality & Copyright of documents**

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

**Standardised specifications and other publications**

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

**Acknowledge addenda**

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

**Site visit and / or clarification meeting**

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

**Seek clarification**

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

**Insurance**

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

**Pricing the tender offer**

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

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

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

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

**Alterations to documents**

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

**Alternative tender offers**

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

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

**Submitting a tender offer**

2.17 Submit a tender offer for providing the whole of the supplies 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 the documents are not securely bound, outer package is not securely sealed and marked as stated.

**Closing date and time**

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

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

**Tender offer validity**

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

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

**Clarification of tender offer after submission**

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

**Provide other material**

2.31 Provide, on request by the Procuring Entity, any other material that has a bearing on the tender offer. Tenderer’s response to such request shall be for verification purposes only and will not be considered for evaluation purposes, which is restricted to the submitted proposal. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the 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 for 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 PPADB Form 1.

**Non-disclosure**

3.6 Shall not disclose to tenderers, or to any other persons not officially concerned with the procurement process including the evaluation stage, information relating to the procurement process in general, evaluation 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 other tenderer with the intent to influence the award of the contract. Upon such determination the matter shall be further referred for investigation to be carried out by the competent authority.

**Clarification of Tender Offers**

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

**Examination and Evaluation of Tender Offers**

3.9 Use the Least Cost Selection- Supplies 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- Supplies 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 Annex 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:

• Detrimentally affect the scope, quality, or performance of the supplies 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 offers 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 schedule of quantities or schedule of prices applies and there is an error in the line item total resulting from the product of the unit price and the quantity, the unit price shall govern and the total shall be corrected. • Where there is an error in the total of the prices, either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices, if any, will be corrected. The corrected 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:

1. 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 (Wp).
2. For evaluation purposes only, determine the Evaluated Comparative Offer using the formula below:

Eco= P x (1-Wp)

Where:

Eco= Evaluated Comparative Offer

P = the Comparative offer under consideration

Wp= Weight for the Category of preference as specified in the **Tender Data**

1. 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.
2. Where two or more tender offers have the same Evaluated Comparative Offer (Eco), recommend the award of the contract to the tenderer with the highest Weight for the Category of preference (Wp)

**Insurance provided by the Procuring Entity**

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

**Acceptance of tender**

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

**Notice to unsuccessful tenderers**

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

**Prepare contract documents**

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

• addenda issued during the tender period,

• inclusion of some of the Returnable Documents,

• other revisions agreed between the Procuring Entity and the successful tenderer, and

• the Schedule of Deviations attached to the Form of Offer and Acceptance.

**Issue final contract**

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

**Provide copies of the contracts**

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

|  |  |  |
| --- | --- | --- |
|  | RETURNABLE DOCUMENTS | List of 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 GLT2.2 GMT2.2 GKT2.2 GXT 2.2GZT 2.2 GI | Experience of tendererDECLARATION FORM FOR TENDERING PURPOSES CURRICULUM VITAE OF KEY PERSONNEL MANUFACTURER'S AUTHORIZATION [only where required for complex high value supplies]DOCUMENTARY EVIDENCE THAT SUPPLIES OFFERED MEET USAGE REQUIREMENTSPROVISION OF SAMPLES FORM  |
| 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.PPADB Registration Foreign companies documentation defining the constitution or legal status, place of registration and principal place of Business.**3 Returnable Documents that will be incorporated into the contract** |  |
| T2.2 GJ | Stock Holding of Spare Parts |  |
| T2.2GZ | Documentary evidence that supplies offered meet usage requirementsC1. 1 Form of Offer and Acceptance |  |
| C2.2 | Schedule of Quantities |  |
| **4 Other returnable documents that will be incorporated into the contract** |  |
|  |  |  |
| **5**  |  |  |
| **6** | **Contract Data provided by the provider** |  |
| **7** | **Price schedules** |  |

|  |  |  |
| --- | --- | --- |
| **Republic of Botswana** | **TENDER** **RETURNABLE DOCUMENTS** | **TENDER SCHEDULES****CERTIFICATE OF AUTHORITY OF SIGNATORY** |

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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACOMPANY | BPARTNERSHIP | CJOINT VENTURE | DSOLE 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** |
|  |  |  |  |
|  |  |  |  |
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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 statementthat all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

|  |  |  |
| --- | --- | --- |
| **NAME OF FIRM** | **ADDRESS** | **AUTHORISING SIGNATURE, NAME & CAPACITY** |
| Lead partner |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**D. Certificate for sole proprietor.**

I, \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ , hereby confirm that I am the sole owner

of the business trading as \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.

**E. Certificate for other.**

 I, \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_, hereby confirm that I am \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

 of the business trading as \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMISSIONER OF OATHS

CAPACITY:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| --- | --- | --- |
| **Republic of Botswana** | **TENDER****RETURNABLE DOCUMENTS** | **TENDER SCHEDULES****CURRICULUM VITAE OF KEY 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.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_***[Signature of CV owner]* |

 |
| **RETURNABLE DOCUMENTS**  | **TENDER SCHEDULE: T 2.2 GJ STOCK HOLDING OF SPARE PARTS** |

*Tenderers must*

* *list the items most likely to be in need of regular replacement during the life cycle of the plant, materials and equipment that is the subject of supply under this contract.*
* *supply a separate undertaking regarding back up for operational advisory services and commitment to the availability of spares providing full details of local agency, stocks held locally, and standard parts listing with prices ex works at time of tender.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Code | Description | Expected operating life (years) | Availability(Use Code below) | Price (Pula) including delivery |
|  |  |  |  |  |
|  |  |  |  |  |
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*The following codes should be used in the ‘Availability’ column. In each case the time for delivery must take account of the location of the plant into which the item is to be installed, using the most cost effective and logical means of transport. The Price must include cost of supply by the method indicated.*

***CRIT*** *means critical spare that should be kept in stock by the user at all times.*

***EX*** *means available ex stock in Botswana within 1 days’ delivery time.*

***EX[ ]***  *means available ex stock within the number of days indicated in brackets. After the number of days state*

***A*** *if delivery is to include airfreight to Gaborone / Johannesburg,*

***R*** *if delivery is by road from a source within the SADC region, and*

***S*** *if the delivery involves sea freight from an overseas source plus road delivery from RSA Port.*

*For example:*

***B[10A]*** *means available ex stock at site within 10 calendar days using air freight, and*

***B[60S]*** *means available ex stock in 60 days using sea freight to a designated Port and road delivery to site.*

***LL[ ]*** *means available only on special order within the lead time (including delivery and method) stated in brackets. For example* ***LL[120A]*** *means special order, available at site in 120 days using air freight.*

|  |  |  |
| --- | --- | --- |
|  | **RETURNABLE DOCUMENTS**  | **TENDER SCHEDULE: T 2.2 GL EXPERIENCE& TECHNICAL CAPABILITY OF TENDERER** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The following is a statement of similar contracts successfully executed by myself/ourselves:

|  |  |  |  |
| --- | --- | --- | --- |
| **Procuring Entity, contact person and telephone number.** | **Description of contract** | **Value of supplies** | **Date completed** |
|  |  |  |  |

 |
|  |
| Signed |  | Date |  |
| Name |  | Position |  |
| *Tenderer* |  |

|  |  |  |
| --- | --- | --- |
|  Republic of Botswana | **TENDER****RETURNABLE DOCUMENT** | DECLARATION FORM FOR TENDERING PURPOSES |

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) ...................................

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***DIRECTORS/MEMBERS/ PARTNERS NAME and/OR Other (Please Specify)......................*** | ***CAPACITY IN ENTITY*** | ***NATIONALITY*** | ***PERCENTAGE OF SHAREHOLDING*** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |

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

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

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

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

The Company/Partnership/ *Society*/Joint Venture/ Private Foundation/ Statutory Body/(others please specify), through its agents, employees or directors has not illegally communicated with any member of the procuring department or the Public Procurement and Asset Disposal Board, except as may be permitted in the relevant “instructions to tenderers” or by law.

The Company/Partnership/ *Society*/Joint Venture/ Private Foundation/Statutory Body/(others please specify), through its agents, employees, partners, members, administrators and/or directors has not paid or offered to pay any consideration, favour or promise to any member of the procuring department or any person employed by or associated with Public Procurement and Asset Disposal Board (PPADB) or its Committees.

I declare that this tender is submitted by us in our own right and we have not colluded in any way with any other /potential tenderer in the production and submission of this tender other than in the establishment of a joint venture or sub-contractor arrangement as fully and correctly declared in the tender.

I acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring department and/or PPADB shall be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

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

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

DATED:.........................................

 ...........................................................................................

 Entity

Stamp

 **PART B**

1. Declaration to establish Eligibility for Reservation and Price Preferences for 100% Citizen Owned Contractor / Companies and other Entities.

2. The declaration shall be signed by all Businesses tendering for reserved contracts and contracts subject to preferences,

as a condition of each tender.

3. The 100% citizenship requirements for shareholders, etc contained therein shall not withstand any previous consents and practice, be pre condition for the award of any reserved tender.

**Definition**

4. The following definitions shall apply to this declaration:

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

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

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

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

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

i. …………………………………………………………………………………….. ………………………………………………………………………………….

 (Bank Name and Name of signatory) (Omang No. /Passport)

ii. …………………………………………………………………………………….. ………………………………………………………………………………….

 (Bank Name and Name of signatory) (Omang No. /Passport)

ii. …………………………………………………………………………………….. ………………………………………………………………………………….

 (Bank Name and Name of signatory) (Omang No. /Passport)

iv. …………………………………………………………………………………….. ………………………………………………………………………………….

 (Bank Name and Name of signatory) (Omang No. /Passport)

###### 6. Undertakings

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

######  7. Sanctions relating to reserved treatment

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

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

1. 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.
2. 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:

|  |  |  |
| --- | --- | --- |
|  | **RETURNABLE DOCUMENTS**  | **TENDER SCHEDULE : T 2.2 GX MANUFACTURER’S AUTHORIZATION** |

***The Tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Manufacturers Authorization is only required for complex high value supplies and the Tenderer shall include it in its tender, if so indicated in the Tender Data.]***

|  |  |
| --- | --- |
| Brief description of Supply |       |

To: *[insert complete name of Procuring Entity]*

WHEREAS

We *[insert complete name of Manufacturer],* who are official manufacturers of*[insert type of supplies manufactured],* having factories at [insert full address of Manufacturer’s factories], do hereby authorize *[insert complete name of Tenderer]* to submit a tender the purpose of which is to provide the following Supplies, manufactured by us *[insert name and or brief description of the Supplies],* and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 5 of the General Conditions for Supplies Contract, with respect to the Supplies offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

|  |  |
| --- | --- |
| Signature(s) | *[insert signature(s) of authorized representative(s) of the Manufacturer]* |
| Name (print) | *[insert complete name(s) of authorized representative(s) of the Manufacturer]* |
| Capacity |  |
| Address of Manufacturer |  |
|  |  |
| Date |  |

|  |  |  |
| --- | --- | --- |
|  | **RETURNABLE DOCUMENTS** | **TENDER SCHEDULE: T 2.2GZ DOCUMENTARY EVIDENCE THAT SUPPLIES OFFERED MEET USAGE REQUIREMENTS / SPECIFICATIONS** |

*The Tenderer shall complete the table below giving a commentary of the compliance of the supplies offered against the specifications stated in the Tender Document. The Tenderer shall also attach any other supporting documents such as brochures or manuals.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Technical Specification of items requiredincluding applicable standards as indicated in Tender Document** | **Specification of Supplies offered by Tenderer** | **Compliant (YES/NO)**  |
| ***A*** | ***B*** | ***c*** | ***d*** |
|  |  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Name of other supporting documents such as brochures or manuals** | **Number of copies** |
|  |  |
|  |  |
|  |  |
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| --- | --- |
|  | CONTRACT |

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|  |
| **CONTRACT** |
| **PART 1: AGREEMENTS AND CONTRACT DATA** |
| C1.1 Form of Offer and AcceptanceC1.2 General Conditions for Supplies ContractC1.3 Contract DataC1.4  |
|  |
| **PART 2: PRICING DATA** |
| C2.1 Pricing Instructions |
| C2.2 Price Schedules |
| **PART 3: SCOPE OF SUPPLY** |
| C3 Scope of Supply |

|  |  |  |
| --- | --- | --- |
|  | CONTRACT PART 1AGREEMENTS & CONTRACT DATA | C1.1 FORM OF OFFER AND ACCEPTANCE |

**Offer**

The Procuring Entity,      *(name)* of      *(address)*, has solicited offers to enter into a contract for the procurement of:

**Title of the Contract: A Supplies Contract for the Procurement of**       **for Botswana Government**

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 Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

|  |
| --- |
| **Drafting Instructions to the Procuring Entity*** **Insert one of the following statements in above field.**
* **Delete this table after the required statement is entered into the form field.**
 |
| The total of the amount tendered is \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Pula, (in words); P\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ (in figures). (Not applicable for rate only contracts) |

This Offer, of which the tenderer has one original, 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 Provider, in the Conditions of Contract identified in the Contract Data.

**For the tenderer:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature(s) |  |  |  |
| Name(s) |  |  |  |
| Capacity |  |  |  |
|  | *(Insert name and address of organisation)* |
| Name & signature of witness |  |  | Date |  |

**Acceptance**

By attaching the signature of a duly authorised representative to this part of this Form of Offer and Acceptance, the Procuring Entity accepts the tenderer’s Offer. In consideration thereof, the Procuring Entity shall pay the Provider, the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the tenderer’s Offer shall form an Agreement between the Procuring Entity and the tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

Part 2 Pricing Data

Part 3 Scope of Supply

Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

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

Appendix A: Description of the Services

Appendix B: Schedule of Reporting Requirements

Appendix C: Key Personnel and Subcontractors

Appendix D: Breakdown of Contract Price in Foreign Currency

Appendix E: Breakdown of Contract Price in Pula

Appendix F: Services and Facilities Provided by the Procuring Entity

Part 2 Pricing Data

Part 3 Scope of Work

|  |
| --- |
| **Drafting Instructions to the Procuring Entity*** **Delete these instructions when they have been complied with**
 |

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Procuring Entity during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be signed by the duly authorised representative(s) for both parties.

The tenderer shall within one week of receiving a fully executed original of this Agreement, including the Schedule of Deviations (if any), contact the Procuring Entity’s agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the tenderer receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the tenderer (now Provider) within five days of the date of such receipt notifies the Procuring Entity in writing of any reason why he cannot accept the contents of this Form of Offer and Acceptance, this Agreement shall constitute a binding contract between the Parties.

**For the Procuring Entity**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature(s) |  |  |  |
| Name(s) |  |  |  |
| Capacity |  |  |  |
|  | *(Insert name and address of organisation)* |
| Name & signature of witness |  |  | Date |  |

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

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

**Schedule of Deviations**

Note:

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

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

Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5 Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6 Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By affixing the signatures of the duly authorised representatives below, the Procuring Entity and the tenderer both agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any changes to the terms of the Offer agreed by the tenderer and the Procuring Entity during this process of Offer and Acceptance.

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 |  |

|  |  |
| --- | --- |
| **PUBLIC PROCUREMENT AND ASSET DISPOSAL BOARD** | **C 1.2 GENERAL CONDITIONS FOR SUPPLIES CONTRACT**  |

**Definitions and interpretations**

1. In these conditions, except where the context otherwise requires:

“Articles” means all Articles, plant, equipment, materials, items and service which the Provider is required under the Contract to supply:

“Procuring Entity” means the Government of Botswana.

1. Any notice or other communication whatsoever which the Procuring Entity is required to give or make to the Provider in terms of the Contract shall, without prejudice to any other method of giving or making it, be sufficiently given or made if it is sent by post in a letter addressed to the Provider at the last known place of abode or business of the Provider and if the letter is not returned through the post undelivered, such notice or communication shall be deemed for the purpose of the Contract to have been given or made at the time at which the letter would in the ordinary course of post have been delivered.

**Law of Contract**

1. The Contract shall be considered as a Contract made in Botswana and subject to the law of Botswana.

**Transfer and assignment**

1. The Provider shall not give, bargain, sell, assign, sublet or otherwise dispose of the Contract or any part thereof or the benefit or advantage of the Contract or any part thereof without the previous consent in writing of the Procuring Entity.

**Warranty**

1. The Provider warrants all Articles, material or services delivered to be free from defect material or workmanship and this warranty shall survive any inspection, delivery, acceptance or payment by the Procuring Entity of the Articles, material or services.

**Insurance**

1. The Articles supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the Contract Data.

**Quality**

1. The Articles delivered shall be of the quality, standard or specification described in the Contract and where samples form part of the Contract shall in all respects conform to sample.
2. All Articles, materials, workmanship or services covered by this Contract shall be the subject of the Procuring Entity’s inspection and test all times before, during or after manufacture. The Provider shall furnish without extra charge all reasonable facilities and assistance for safe and convenient inspection or test required by appointed Inspectors. Such inspections may be carried out on the Provider’s premises or at such other place as deemed appropriate by Inspectors. The Procuring Entity shall have the right to reject or, at its discretion, to require the correction or replacement of Articles, materials, workmanship or services which are defective or do not conform to the specified requirements of this Contract. All rejects shall be held at the Provider’s risk and expense including all transportation and handling costs until returned to or collected by the Provider. All rejects shall be replaced or rectified and made good at the Provider’s expense within the replacement period to the full satisfaction of the Inspectors and in conformity with the standards, specification or samples specified in this Contract.

**Rejection for inferior quality**

1. Should the Articles or any portion of them offered or delivered by the Provider be reasonably rejected by the officer to whom the Provider has been ordered to deliver them, as not being equal to the quality, standard or specification Contracted for, or as being of a quality inferior to that of the samples where samples form part of the Contract, the Provider shall forthwith at his own expense remove the rejected Articles and shall within the replacement period replace them with a like quantity of Articles which meet the specified requirements.
2. In the event of the Provider failing to remove such rejected Articles within 1 \*day of notification of the rejection the Procuring Entity shall be at liberty to return them at the Provider’s risk, the cost of carriage being recoverable from the Provider.
3. In the event of a rejection of any of the Articles whereby the Provider considers himself aggrieved \*he may, within eight days of the receipt of notification of rejection and before such Articles have been removed, give the Procuring Entity notice of objection. It shall be a condition precedent to consideration by the Procuring Entity of the Provider’s objection that the Provider shall have given notice of his objection within the said time. If the Provider gives notice as aforesaid the Articles shall not be removed until the Procuring Entity so directs.

**Title to draw specifications**

1. The Procuring Entity shall at all times have title to all drawings and specifications furnished by the Procuring Entity to the Provider and intended solely for use in connection with this Contract. The Provider shall use such drawings and specifications only in connection with the Contract and shall not disclose such drawings and specifications to any person, firm or company other than those authorised by Procuring Entity or to the Provider’s employees, sub-Contractors or Procuring Entity Inspectors. The Provider shall upon the Procuring Entity’s request or on completion of the Contract promptly return all drawings and specifications to the Procuring Entity.

**Liquidated Damages for late delivery**

1. Should the Provider fail to supply any of the Articles on the date or dates or within the period or periods specified thereof, or should he fail to replace any rejected Articles as required by the Contract, the Provider shall be liable to pay the Procuring Entity a fixed sum for each day of late delivery as stated in the contract documents. The sum per day or week will be as specified in the Contract Data and will be applied up to a maximum sum of 15 % of the contract price. When a level of 15 % of the contract value is reached, the contract is deemed to have been breached and the Procuring Entity may consider its right to cancelling the Contract . In such an event the Procuring Entity shall be at liberty to retain the amount of liquidated damages from any money due by the Procuring Entity to the Provider but without prejudice to other methods of recovery open to the Procuring Entity.

**Alteration of specification etc.**

1. The Procuring Entity reserves the right to alter from time to time any specifications, patterns and drawings relating to the Contract, and as from the date specified by it for any such alteration, the Articles shall be in accordance with the specifications, patterns and drawings so altered. In the event of such alteration involving an alteration in the cost of, or in the period required for production, a revision of the Contract prices and of the time for delivery shall be made by the parties to this Contract or agreement or in the event of disagreement by an arbitrator appointed by the parties in relation to the Articles which are the subject of the alteration, but in all other respects the Contract shall remain unaltered.

**Quantities**

1. The quantities where shown in the Pricing Data are the estimated probable requirements to be supplied in the period of twelve months from the date of award of the Contract but the actual quantities ordered and supplied shall be at the sole discretion of the Procuring Entity.

**Minimum Quantities**

1. The price stated in the Pricing Data for an article shall be for the minimum quantity the Provider is prepared to supply in one consignment. Should no minimum quantity price be stated in the Pricing Data then such minimum quantity will be deemed to be one unit of the article described.

**Packages**

1. Unless otherwise provided by the Contract:-
	1. The Articles are required to be properly packed for long term storage in containers suitable to protect the contents against damage through rough handling and for over-storage in transit or whilst in store.
	2. All containers (including packing cases, boxes, tins drums and wrappings) supplied by the Provider shall be considered as non-returnable, and their cost having been included in the Contract price.

**Marking**

1. When so directed the Provider shall mark each Article clearly and indelibly in accordance with the requirements shown in the Scope of Supply. The marking shall include any serial number or mark allocated to the Article, and if the Article has a limited shelf life, the date of manufacture expressed as required in the Scope of Supply or, in default of such a requirement, as month (letters) and year (2 figures). Where because of its size or nature it is not possible to mark the Article with the required particulars these shall be marked on the package or container in which the Article is packed.

**Price**

1. Unless otherwise stated in the Pricing Data the price shall be the price of the Article packaged and delivered DDP inclusive of insurance to the consignee at Gaborone or where otherwise stated and at risk to the Provider unless otherwise specified in the Scope of Supply.

**Price Variation**

1. Prices charged by the Provider for the Articles delivered shall not vary from the prices quoted by the Provider in its tender, with the exception of any price adjustments authorized in the **Contract Data.**

**Delivery Notes / Invoices**

1. Except where otherwise directed each delivery of Articles shall be accompanied or preceded by a delivery consignment or advice note addressed to the officer at the place where the Articles are delivered. Immediately after despatch of the Articles a priced invoice shall be posted or delivered in accordance with the instructions set out in each order and must bear the number in accordance with the Scope of Supply.

**Payment Terms**

1. The Contract Price, including any Advance Payments, if applicable, shall be paid as specified in **the Contract Data**. The Provider’s request for payment shall be made to the Purchaser in writing accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents required and upon fulfillment of all other obligations stipulated in the Contract. Payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or request for payment by the Provider, and after the Procuring Entity has accepted it. Delayed payments shall attract an interest rate of 2% per annum.

**Indemnity**

1. The Provider shall not, in connection with the Contract use, manufacture, supply or deliver any process, Articles, matter or thing, the use, manufacture, supply or delivery of which would be an infringement of any patent rights or proprietary marks or descriptions and the Provider shall indemnify the Procuring Entity from all proceedings, damages, costs, charges, expenses, loss and liability which the Procuring Entity may sustain, incur or be put to by reason or in consequence directly of any breach of this provision (whether wilful or inadvertent) and against the payment of any royalties or other monies which the Procuring Entity may have to make to any person or body entitled to exclusive rights in respect of any process, Articles, matter or thing used, manufactured, supplied or delivered by the Provider in connection with the Contract.

**Gratuities etc.**

1. The Provider shall not offer, pay or cause to be offered, paid or given, directly or indirectly any fee, gratuity or reward in money or any other form to any person in the employ of the Procuring Entity.

**Extension of Time**

1. If at any time during performance of the Contract, the Provider should encounter conditions impeding timely delivery of the Articles, the Provider shall promptly notify the Procuring Entity in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Provider’s notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Provider’s time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

**Termination of Contract**

1. In case the Provider shall be in breach of any of the terms and conditions of this Agreement, or shall on any occasion fail in the due and punctual supply of any of the Articles to be supplied under the Contract, or shall repeatedly offer any article of an inferior quality to that Contracted for, or at any time fail to replace such Articles when properly rejected the Provider shall be deemed to have failed in the due performance of the Contract and the Procuring Entity shall be at liberty by notice in writing or otherwise to terminate the Contract, but without prejudice to the Procuring Entity’s rights of retention and recovery in respect of any loss or damage sustained.

**Performance Security**

1. If required as specified in the Contract Data, the Supplier shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the Contract Data.

The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier’s failure to complete its obligations under the Contract.

As specified in the Contract Data, the Performance Security, if required, shall be denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Purchaser; and shall be in one of the format stipulated by the Purchaser in the Contract Data, or in another format acceptable to the Purchaser.

The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier’s performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the Contract Data.

**Force majeure**

1. The Provider shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Provider that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Provider. Such events may include, but not be limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**Settlement of Disputes**

1. The Procuring Entity and the Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

{If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Supplies under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure under the Botswana Arbitration Act of 1966..

Notwithstanding any reference to arbitration herein,

* + 1. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Provider any monies due the Provider.

|  |  |  |
| --- | --- | --- |
|  |  | C1.3 CONTRACT DATA |

**Data provided by the Procuring Entity**

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| --- | --- |
|  |  |
| Clause 1  | The Procuring Entity stated in the General Conditions of Contract is represented by Department:      Name:      Address       |
| Clause 19 | The consignee mentioned in Clause 19 of the General Conditions of Contract is:Name / Dept      Location      Tel No.       Fax No.       |
| Clause 20  | Price adjustments will be carried out as follows: |
| Clause 22 | Payment terms will be as follows:**Advance Payment:** Ten (10) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract against a simple receipt and a bank guarantee for the equivalent amount and in the form provided in the bidding documents or another form acceptable to the Purchaser.(ii) **On Delivery:** Eighty (80) percent of the Contract Price shall be paid on receipt of the Goods and upon submission of the documents specified.(iii) **On Acceptance:** The remaining ten (10) percent of the Contract Price shall be paid to the Provider within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity. |

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

|  |  |
| --- | --- |
| 1 | PRICEThe unit price shall be quoted as [insert relevant INCOTERM] , [insert destination] inclusive of the cost of Packaging, Insurance, Transportation, Labour costs, Material costs and Overheads and the net all discount being allowed.  |
| 2 | CURRENCY AND PAYMENT1. The prices and rates are to be stated in Botswana Pula or any other convertible currency.
2. Payment to local suppliers shall be based on the relevant exchange rates of Pula prevailing on the date of closure of the tender. The rates to be used will be that of Bank of Botswana.
3. Goods originating from Botswana quoted for and paid in Pula only.
 |
| 3 | **VALUE ADDED TAX (VAT)**1. All prices shall be exclusive of VAT except on the grand total.
2. VAT exclusion on the Grand Total by VAT registered bidders shall render the bid non-compliant and not fit for consideration for award.
 |
| 4 | FOREIGN EXCHANGE LINKED PRICES1. Where prices are subject to foreign exchange rates movement the exchange rates to Botswana Pula on which the imported component is based (directly) shall be quoted as at date of closure of the tender.
2. The exchange rate shall correspond to the prevailing mid-rate quoted by Bank of Botswana
 |
| 5 | CURRENCY FLUCTUATION1. The price and rates are to be stated in Botswana Pula or any convertible currency. Bidders shall insert in the schedule of quantities the price per unit of each article for which they wish to be considered for.
2. The unit price shall include delivery [insert relevant INCOTERM] , [insert destination] or to such place referred to in the schedule of quantities inclusive of Insurance, Transportation, Wages, Material Costs and Overheads and the net of all discounts being allowed.
3. If the prices quoted are subject to currency fluctuations, the bidders should explicitly state in their response in order to be eligible to claim.
4. The bidders will be allowed to claim only if the depreciation of the pula against foreign currency exceeds …%, and will claim an equivalent of the depreciation of the Pula less …%.
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|  | **CONTRACT PART 2****RETURNABLE DOCUMENT****SCHEDULE OF QUANTITIES** | **SCHEDULE OF QUANTITIES**  |

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| Note:* Goods shall be delivered to PPR.
* Value added tax. (VAT) should be quoted separately from the unit prices and indicated as 12% of the total sum.

 **Schedule of Quantities**

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| **Item No.** | **Description** | **Qty** | **Unit Price** | **VAT @12%** | **Total Price** | **% Material** | **% Profits & overheads** | **% Labour** | **% Transportation**  | **e.t.c** |
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Signed Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | CONTRACT PART 3 | SCOPE OF SUPPLIES |

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| 1 | Procuring Entity’s / Purchaser’s objectives(Describe the Client’s / Procuring Entity’s objectives for the supplies) |  |
| 2 | Overview of the required supplies(Provide a short description of the supplies and outline what the Provider is to provide.) |  |
| 3 | Extent of the supplies(Provide a brief outline of the extent of supplies and key deliverables, as appropriate.) |  |
| 4 | Applicable national and international standards(List all applicable national, regional and international standards and all values pertaining to specific attributes relating thereto.) |  |
| 5 | Particular specifications(Include or make reference to particular specifications (purpose written for the project or specifications of the procuring Entity or professional associations) which are applicable to the supplies) |  |
| 6 | Specific requirements(State Specific requirements of supplies) |  |
| 7 | Delivery(State delivery periods) |  |
| 8 | Certification by recognized bodies(List all applicable Certification by recognized bodies) |  |
| 9 | Quality plans and control(Briefly describe* what quality management systems the provider will be required to operate

the intention of the Procuring Entity / Client in terms of the monitoring of quality management, who will carry out such monitoring (Procuring Entity / Client or agent) and if the monitoring forms part of a quality management system of will require only an occasional verification) |  |
| 11 | Format of communications | State methods of communication, frequency, escalation techniques etc |
| 12 | Forms for contract administration | State requirements, if any, for use of standard forms for contract administration purposes and attach pro formas of such documents at the end of the Scope of Works. Also state if forms are available in electronic format. |
|  |  |  |
| 14 | Bonds and guarantees | State requirements, if any, for use of Bonds and guarantees |
| 15 | Payment certificates | *State requirements for substantiation of claims in payment certificates to expedite verification and certification by Procuring Entity’s / client’s representative.* |
| 16 | Insurance provided by the Procuring Entity / Supplier | State if Insurance provided by the Procuring Entity or Supplier |
| 17 | Health and safety requirements and procedures | State Health and safety requirements and procedures |
|  | ANNEXES |  |
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|  | (List by title) |  |