

**BOTSWANA COMMUNICATIONS REGULATORY AUTHORITY**



**REQUEST FOR QUOTATIONS**

**FOR**

**PROVISION OF OFFICE CLEANING SERVICES AND COLLECTION  
OF SHE BINS FOR BOCRA FOR A PERIOD OF TWENTY-FOUR (24)  
MONTHS**

**Reference No: BOCRA/RFQ/0061/2025.2026**

**Postal Address: Private Bag 00495, Gaborone**

**Physical Address: Plot 50671, Independence Avenue, Gaborone**

**Tel: +267 368 5500**

**Fax: +267 395 7976**

**E-mail: [tenders@bocra.org.bw](mailto:tenders@bocra.org.bw)**

**Date: September 23, 2025**

Dear Sir / Madam,

1. 100% citizen owned companies are invited to submit proposals for **Office Cleaning Services for BOCRA.**
2. Proposals should be submitted in a sealed envelopes clearly marked with tender title: Provision of **Office Cleaning Services for BOCRA for a period of Twenty-four (24) months, and tender reference number: BOCRA/RFQ/0061/2025.2026**
3. **A mandatory site visit is scheduled for Friday 3 October 2025 at 1130hrs at BOCRA Head Office.**
4. Proposals and all supporting documents should be submitted not later than **10:00hrs on 10 October 2025** or such other later date as the Authority may advise in writing. Proposals should be deposited in the Tender Box situated by the Reception Area at the following address:

**Botswana Communications Regulatory Authority  
Plot 50671  
Independence Avenue  
Gaborone**

5. Telegraphic, telex, telephone, and email quotations will NOT be considered.
6. Evaluation process shall follow the **Least Cost Based Selection (LCBS) Evaluation Method.**
7. A One Envelope System will be followed.
8. The tender offers shall remain valid for at least **90 (Ninety) days** from the date of tender opening.

## 9. Evaluation Process

### 9.1 Stage 1: Compliance Check

- a) At this stage, proposals will be checked for compliance with the stipulated compliance checklist below. Bids that pass this stage will proceed to Stage 2 of the evaluation.

**Table 1: Compliance Check**

	Description	Yes	No.
1.	Copy of valid Tax Clearance Certificate issued by Botswana Unified Revenue Services or exemption from tax. Alternatively, bidders can submit Certificate Number and Tax Identification Number (TIN) for verification online.		
2.	CIPA registration name. Verification will be done online for local companies.		
3.	PPRA registration name under <b>Code 103: Collection &amp; Disposal of Hazardous Material</b> <b>Subcode 03: Clinical Waste Collection, Disposal, and related services</b>  <b>AND</b>  <b>Code 132: Cleaning Services</b> <b>Subcode 01: Building Cleaning Services (including windows, carpets, and others)</b>  PPRA registration will be confirmed online.		
4.	Duly completed Declaration for Beneficial Ownership		
5.	Duly completed Declaration for Tendering Purposes		
6.	Duly completed Integrity Agreement Form		
7.	Duly completed Certificate of Authority of Signatory form		
8.	Duly completed Local Procurement Registration Certificate		

9.	Attendance of Compulsory Site Visit		
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- b) In a case where a bidder fails to satisfy above requirements, they will be requested to submit during evaluation within 5 days of notification. Bidders will be notified through email. Bidders who do not comply shall be disqualified immediately and shall not be considered at further stages of evaluation or award.

## 9.2 Stage 2: Technical Evaluation

- a) This stage shall consider conformity of the Technical Proposal to the Terms of Reference or Specifications. Bidders who meet minimum requirements contained in this RFQ document shall proceed to Stage 3 of Financial Evaluation.

**Table 2: Technical Evaluation scores**

No.	Item	Description	Maximum Attainable Marks
1	<b>a. Organisational Capability &amp; Experience</b>	<p>Bidders are expected to submit company profile and demonstrate experience in provision of Cleaning Services. List of past clients should be submitted separately in the Experience of Tenderer form attached.</p> <ul style="list-style-type: none"> <li>• 5 or more years of experience <b>(10 marks)</b></li> <li>• 3 – 4 years of experience <b>(5 marks)</b></li> <li>• 1 – 2 years of experience <b>(3 marks)</b></li> <li>• No experience <b>(no mark)</b></li> </ul>	<b>7</b>
	<b>b. Traceable Reference letters</b>	<p>Bidders are expected to submit traceable reference letters from past corporate clients of not more than 5 years back:</p> <ul style="list-style-type: none"> <li>• 3 or more traceable reference letters <b>(10 marks)</b></li> <li>• 1 – 2 reference letters <b>(5 marks)</b></li> <li>• No reference letters <b>(no mark)</b></li> </ul>	<b>8</b>
3	<b>Understanding of Terms of Reference/ Requirements</b>	<p>Bidders should demonstrate in their proposals, adequate understanding of the specified requirements by providing:</p> <ol style="list-style-type: none"> <li>1. A detailed operational plan specific to the sites. It should show organisational structure with roles clearly</li> </ol>	<b>20</b>

		<p>stated and below strategies. <b>(10 Marks)</b></p> <ul style="list-style-type: none"> <li>• Cleaning schedule (for carpets, chairs and couches, windows, cobweb removal, toilets and showers)</li> <li>• Supervision/monitoring tools (monitoring tools for each of the cleaning schedules)</li> <li>• SHE- Bin Management Plan</li> <li>• Adequacy safety and efficacy of chemicals</li> <li>• Risk management plan</li> <li>• Personal Protective Clothing (PPE)</li> </ul> <p>2. A detailed customer management plan <b>(10 Marks)</b></p>	
4	<b>Scope of Services/ Requirements</b>	Bidders are required to include on their proposals, the following minimum services:	
	<b>a. General Office Cleaning</b>	<p>Cleaning Services with 5 cleaners for 24 months</p> <ul style="list-style-type: none"> <li>• Cleaning of offices and open spaces – daily</li> <li>• Vacuuming of carpets twice a week and dusting of furniture daily</li> <li>• Cleaning inside windows – twice a week</li> <li>• Cleaning of outside windows – weekly</li> <li>• Cleaning of 2 boardrooms and 2 standard meeting rooms (vacuuming of carpets, dusting furniture, refreshing of cups) – daily</li> <li>• Cleaning of Auditorium – daily</li> <li>• Cleaning of Staff Lounge (mopping of floors and dusting furniture) - daily</li> <li>• Thorough cleaning of kitchens (daily) and cupboards (daily)</li> <li>• Thorough cleaning of toilets (morning &amp; afternoon) – daily</li> <li>• Cleaning of elevator (morning &amp; afternoon) – daily</li> <li>• Cleaning of the Main entrance – Daily</li> <li>• Cleaning of Lift room (basement) – Monday, Wednesday &amp; Friday</li> <li>• Cleaning of all stairs to the basement – Mondays &amp; Fridays</li> <li>• Cleaning of indoor stairs – daily</li> <li>• Cleaning of entrance passages – twice a week</li> <li>• Cleaning of the North outdoor patio – daily</li> <li>• Watering of plants.</li> <li>• Preparing tea and other refreshments during meetings as and when required.</li> </ul> <p>In carrying out the services, the Service Provider shall:</p>	<b>25</b>

		<ul style="list-style-type: none"> <li>i. Report any damages of all items noticeable/incurred during the day-to-day operations to the Administration Office.</li> <li>ii. Indicate and institute non-disruptive working hours to the operations of BOCRA with due regard to ensure that the working environment is always kept impressively clean.</li> <li>iii. Ensure that cleaning staff wear maintained, recognisable uniform with a clearly visible identity.</li> <li>iv. Ensure that warning boards for wet and slippery floors are used.</li> </ul> <p>Submit the work programme (what the work entails) for intensive/through cleaning to be carried out every quarter.</p> <p>Provide various cleaning consumables e.g. Furniture polish, tile cleaner, carpet cleaner, window cleaner, toilet detergent etc and the cleaning equipment and machinery such as, vacuum cleaners, brooms, cleaning trolleys, wet floor signs, feather dusters, scrapers, window cleaning equipment.</p> <p><b>Co-operation with other Services Providers:</b></p> <p>The preferred service provider will be expected to cooperate with other stakeholders such BOCRA staff, Security services Personnel, and BOCRA Clients.</p>	
	<b>b. Sanitary Hygiene Equipment (SHE) Bins</b>	<ul style="list-style-type: none"> <li>• Rental, daily Maintenance and collection of SHE Bins for 24 months</li> </ul>	<b>10</b>

b) The minimum qualifying mark is **70%**. A tenderer who does not secure the minimum qualifying score shall be eliminated from the evaluation and shall not proceed to the Financial Evaluation stage.

c) An Assessment of **past performance**, current workload and litigation history will be carried out. Bidders should **submit duly completed current contracts commitment form**.

d) **Minimum Wage:** Tenderers are notified that BOCRA's minimum wage is P4,000.00 and they are requested to incorporate it when making offers.

### 9.3 Stage 3: Financial Evaluation

- a) Financial Proposals will only be evaluated after the Technical Evaluation has been completed. Evaluation of the financial proposals shall be based on the following.
  - i. Check if the bidder has priced for all the items,
  - ii. Correction of arithmetic errors,
  - iii. Check if applicable VAT has been stated.
  - iv. Reasonableness of the quoted prices based on the market prices and Price Guide.
- b) Duly completed and signed Form of Offer and Acceptance (**to be included in the Financial Proposals**) **must be submitted in the first instance, without fail.**

### 10. Cooling- Off Period

- a) There will be a **Cooling-Off Period of 10 working days** after award decision of the tender in order to allow for BOCRA to receive and address complaints, if any, from any contractor who is aggrieved of the award decision and not to enter into a contract relating to the award before expiration of a cooling-off period **as per section 104 (1) of the Public Procurement Act of 2021.**

### 11. Confidential Information

- a) 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.

12. BOCRA reserves the right to award the tender in whole or in parts, and not to award the tender at all, at its own discretion.
13. Payment of services shall be made to the service provider upon inspection and successful acceptance of the services by the Authority, on monthly basis.

**For any further information regarding the tender, please contact Procurement Office at [tenders@bocra.org.bw](mailto:tenders@bocra.org.bw)**



## ANNEXURES (RETURNABLE DOCUMENTS)

### ANNEXURE I: Declaration of Beneficial Owners

Form M  
(reg. 96(1))

#### Declaration of Beneficial Owners

##### Declaration to establish beneficial owners of a citizen owned contractor or a joint venture with a non-citizen owned contractor

1. Declaration to establish eligibility for reservation and price preferences for citizen contractor and any other entity.

2. The declaration shall be signed by all contractors tendering for reserved contracts and contracts subject to preferences as a condition of each tender.

3. Definition –

The following definitions shall apply to this declaration:

- a. **citizen Contractor:** a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana;
- b. **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;
- c. **beneficial Owner:** means a natural person, who directly or indirectly through any contract, arrangement, understanding, relationship or otherwise –
  - (i) in relation to an incorporated body, ultimately owns or has a controlling ownership or exercises ultimate effective control through positions held in the incorporated body or is the ultimate beneficiary of a share or other securities in the body corporate,
  - (ii) in relation to a trust or other legal arrangement, is the settlor, trustee or ultimate beneficiary of the trust or legal arrangement or has the power, alone or jointly with another person or with the consent of another person, to –
    - dispose of, advance, lend, invest, pay or apply trust property or property of the legal arrangement,
    - vary or terminate the trust or legal arrangement,
    - add or remove a person as a beneficiary or to or from a class of beneficiaries,
    - appoint or remove a trustee or give another person control over the trust or legal arrangement, or
    - direct, withhold consent or to overrule the exercise of a power referred to in subparagraphs (i) – (iv),
  - (iii) is the ultimate beneficiary of proceeds of a life insurance policy or other related investment

services when an insured event covered by the policy occurs, or

(iv) a transaction is conducted on his or her behalf;

d. **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; and

e. **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.

4. The company operates banking and savings accounts, and 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)

iii.....  
(Bank name and name of signatory) (Omang No. /Passport)

iv.....  
(Bank name and name of signatory) (Omang No. /Passport)

5. I hereby provide a current list of beneficial owners for the company/partnership/ society/joint venture/ private foundation/statutory body, or any other (please specify) .....

	List of beneficial owners	Capacity in company	Nationality	Percentage
1				
2				
3				
4				
5				
6				

6. Undertakings:

The tenderer confirms that it is a citizen contractor and undertakes to remain a citizen contractor for the duration of the contract. 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 entity shall be terminated immediately and we may be barred from future tendering for Government services and liable to possible prosecution.

7. Sanctions relating to reserved treatment:

Any changes in ownership or control which violate the definition of a citizen contractor shall be sufficient reason for the procuring entity to terminate the contract.

8. All the beneficial owners, partners/directors/shareholders and Administrators of

..... (name of company) have read this declaration and agree to its contents:

- a. All the Beneficial owners, partners/directors/shareholders and Administrators hereby give consent and verification of the information provided above and understand that this may include but is 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 (7) days of such occurrence; and
- b. I understand and declare that each matter here deposed to is essential for the tender validity of  
..... (name of company)

**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:**

## ANNEXURE II: Declaration Form for Tendering Purposes

BOCRA	TENDER RETURNABLE DOCUMENT	DECLARATION FOR TENDERING PURPOSES
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Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender.

### PART A

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

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

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

of  
:.....  
.

..... (Postal/physical address)

that, in connection with the enclosed tender,

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

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

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

	<b>DIRECTORS/MEMBERS / PARTNERS NAME and/OR Other (Please Specify)</b>	<b>CAPACITY IN ENTITY</b>	<b>NATIONALITY</b>	<b>PERCENTAGE OF SHAREHOLDING</b>
1				
2				
3				
4				
5				
6				
7				

	<b>SHAREHOLDERS NAME</b>	<b>NATIONALITY</b>	<b>PERCENTAGE OF SHAREHOLDING</b>

1			
2			
3			
4			
5			
6			
7			

**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 BOCRA 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 BOCRA 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 Bidder confirms that it is a 100% Citizen-owned contractor/company and undertakes to remain a Citizen Contractor for the duration of the Contract. The Bidder further undertakes not to subcontract more than 30% of the Net Amount to non-Citizen Contractors in the performance of the Contract.

7. Sanctions relating to reserved treatment

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

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

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

**NB:** The Procuring Entity reserves the right to confirm the authenticity of the information provided above.

**THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025, 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.**

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**COMMISSIONER OF OATHS**

**CAPACITY:**

## **Annexure III: Integrity Agreement Form**

### **Form F** **(reg. 44(2)(e))**

#### **Integrity Agreement**

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

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

4. In case of a successful bid, should we be found to be in breach of the integrity agreement, the procuring entity has the right to cancel the procurement including termination of any resulting contract at no cost or legal obligation on her part.

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

**Name                      and                      title                      of                      signatory:**

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

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

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

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

**Phone number**\_\_\_\_\_

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

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

## Annexure IV: Form of Offer and Acceptance

<b>BOCRA</b>	<b>CONTRACT PART 1 AGREEMENTS &amp; CONTRACT DATA</b>	<b>C1.1 FORM OF OFFER AND ACCEPTANCE</b>
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### Offer

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

### **Title of the Contract: Provision of Office Cleaning Services for BOCRA for a Period of Twenty-Four (24) Months**

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

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

The total of the amount tendered is _____ _____ _____ Pula, (in words); P_____ (in figures). <i>Bidders are requested to indicate <b>whether their offers are VAT Inclusive or Exclusive or VAT is not applicable.</b></i>
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This Offer, of which the tenderer has one originals, may be accepted by the Procuring Entity by signing the form of Acceptance overleaf and returning one fully executed original of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer becomes the party named as the Service Provider in the Conditions of Contract identified in the Contract Data.

*For the tenderer:*

Signature(s)

.....

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

Capacity \_\_\_\_\_

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

Name &  
signature of  
witness \_\_\_\_\_

Date \_\_\_\_\_

### Acceptance

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

The terms of the Contract, are contained in:

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

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

Appendix A: Description of the Services

Appendix B: Schedule of Reporting Requirements

Appendix C: Key Personnel and Subcontractors

Appendix D: Breakdown of Contract Price in Foreign Currency-**"Not Used"**

Appendix E: Breakdown of Contract Price in Pula

Appendix F: Services and Facilities Provided by the Procuring Entity- **"Not Used"**

## 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 Service Provider) within five days of the date of such receipt notifies the Procuring Entity in writing of any reason why he cannot accept the contents of this Form of Offer and Acceptance, this Agreement shall constitute a binding contract between the Parties.

*For the Procuring Entity*

Signature(s)

Name(s)

.....  
.....

.....  
.....



Capacity

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

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

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

### **Schedule of Deviations**

Note:

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

1 Subject

\_\_\_\_\_

Details

\_\_\_\_\_

2 Subject

\_\_\_\_\_

Details

\_\_\_\_\_

3 Subject

\_\_\_\_\_

Details

---

4      Subject

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Details

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5      Subject

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Details

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6      Subject

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Details

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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.

Signature(s)

Name(s)

Capacity

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

*For the tenderer:*

*For the Procuring Entity*

Signature(s)

Name(s)

Capacity

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

**Annexure V: Current Contracts Commitments**

BOCRA		TENDER TENDERING PROCEDURES			CURRENT CONTRACTS COMMITMENTS	
		Value of Project	Start Date	Finish Date	Extended Completion Date	Value of outstanding Works
	Employer Details, Contact Person, Address, Telephone					

Signed

Name

Tenderer

Date

Position

## Annexure VI: Certificate of Authority of Signatory

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

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

### A. Certificate for company

I, \_\_\_\_\_, authorised representative of \_\_\_\_\_, hereby confirm that by resolution of the board Mr/Ms \_\_\_\_\_, acting in the capacity of \_\_\_\_\_, was authorised to sign all documents in connection with this tender offer and any contract resulting from it on behalf of the company.

## B. Certificate for partnership

We, the undersigned, being the key partners in the business trading as \_\_\_\_\_  
\_\_\_\_\_ hereby authorise Mr/Ms \_\_\_\_\_  
\_\_\_\_\_, acting in the capacity of \_\_\_\_\_,  
to sign all documents in connection with the tender offer for Contract \_\_\_\_\_ and any  
contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the partners.  
Attach additional pages if more space is required.

Furthermore, we attach to this Schedule a copy of the partnership agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all partners.

## C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms \_\_\_\_\_,  
an authorised signatory of the company \_\_\_\_\_,  
\_\_\_\_\_, acting in the capacity of lead partner, to sign all documents

in connection with the tender offer for Contract \_ \_ \_  
and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

Furthermore, we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, & CAPACITY	NAME
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 OATH

AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
2025, 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.

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COMMISSIONER OF OATHS CAPACITY

**Annexure VII: Experience of Tenderer**

<b>BOCRA</b>	<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES EXPERIENCE OF TENDERER</b>
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The following table provides a similar services successfully executed by our company:

<b>Employer, contact person and telephone number</b>	<b>Description of contract</b>	<b>Date completed</b>

## ANNEXURE VIII: Curriculum Vitae of Key Personnel

BOCRA	CURRICULUM VITAE OF KEY PERSONNEL
<b>Name:</b>	
<b>Date of Birth:</b>	
<b>Profession:</b>	
<b>Nationality:</b>	
<b>Current Position:</b>	
<b>Years with the firm:</b>	
<b><u>Qualification and Experience:</u></b>	
<b><u>Education:</u></b>	
<b><u>Professional Membership:</u></b>	
<b><u>Experience Record:</u></b>	
<b><u>Languages:</u></b>	
<b><u>Certification:</u></b>	
<p>I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.</p>	
<p>_____ <b>Date:</b> _____</p>	
<p><i>[Signature of the team member]</i></p>	

## ANNEXURE IX: Local Procurement Registration Certificate

	<b>LOCAL PROCUREMENT REGISTRATION CERTIFICATE</b>
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Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

<b>A</b> <b>WOMAN</b>	<b>B</b> <b>YOUTH</b>	<b>C</b> <b>PEOPLE WITH DISABILITY</b>	<b>D</b> <b>RURAL SETTING</b>	<b>E</b> <b>EMPLOYMENT</b>

### **A. B. C. Certificate for businesses owned by WOMAN/ YOUTH/ PEOPLE WITH DISABILITY**

I, \_\_\_\_\_, being a duly authorised representative and acting on my capacity as \_\_\_\_\_ of \_\_\_\_\_, hereby confirm that the above mentioned business is 100% owned by women/ youth/ people with disability.

**As witnesses: -**

1. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**Date**

**Authorised Signatory**

2. \_\_\_\_\_

\_\_\_\_\_

**Date**

**D. Certificate for RURAL SETTING**

I, \_\_\_\_\_, being a duly authorised representative and acting on my capacity as \_\_\_\_\_ of \_\_\_\_\_, hereby confirm that the above mentioned business has been established and operates from a rural area.

**LOCATION OF BUSINESS**

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

**As witnesses: -**

1. \_\_\_\_\_

\_\_\_\_\_ **Date**

**Authorised Signatory**

2. \_\_\_\_\_  
\_\_\_\_\_ **Date**

**E. Certificate for EMPLOYMENT**

I, \_\_\_\_\_, being a duly authorised representative and acting on my capacity as \_\_\_\_\_ of \_\_\_\_\_, hereby confirm that the above mentioned business has employed majority of any of the following categories- women/ youth/ people with disability.

Total no employees \_\_\_\_\_

No of Women (W) \_\_\_\_\_

Youth (Y) \_\_\_\_\_

People with disability (PWD) \_\_\_\_\_

% ratio of (W+ Y+ PWD) to Total no of employees \_\_\_\_\_ (Cut-off point will be 60%)

**As witnesses: -**

1. \_\_\_\_\_ **Date**

**Authorised Signatory**

2. \_\_\_\_\_

\_\_\_\_\_

**Date**

**NB: Youth in this regard will people within the age of 18-35 years. (The end is on the 36<sup>th</sup> birthdate).**