



**THE PROCUREMENT OF A WORKS CONTRACT FOR THE  
CONSTRUCTION OF TWELVE(12) TEACHERS STAFF HOUSES AND THE  
ASSOCIATED EXTERNAL WORKS IN LETLHAKANE**

# **PACKAGE A**

**TENDER REFERENCE NO. CDC/AB/06/2021**

**Closing Date: 29<sup>th</sup> NOVEMBER 2021**

**NAME AND ADDRESS DETAILS OF PROCURING ENTITY AND OR ITS AGENT PREPARING THE  
DOCUMENTS**

**PROCURING ENTITY**

**AGENT**

DEPARTMENT OF ARCHITECTURE AND BUILDING SERVICES  
CENTRAL DISTRICT COUNCIL  
RURAL ADMINISTRATIVE CENTRE  
HEADQUARTERS  
PRIVATE BAG 001  
SEROWE

ONTLAMETSE ONNENG, PrQS (BW)  
CHIEF ARCHITECTURE AND BUILDING SERVICES  
OFFICER(CABSO)  
OFFICE B19, FIRST FLOOR,  
RURAL ADMINISTRATIVE CENTRE  
HEADQUARTERS  
SEROWE  
PRIVATE BAG 001  
TEL: 4638422  
FAX: 4633792

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(For the Complete Set of Tender Documents)

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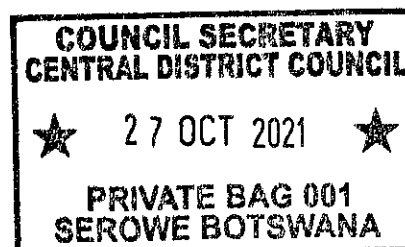
- Tender Reference No. CDC/AB /06/2021
- Title of the Contract: **A WORKS CONTRACT FOR THE CONSTRUCTION OF TWELVE (12) TEACHERS STAFF HOUSES AND THE ASSOCIATED EXTERNAL WORKS IN LETLHAKANE – PACKAGE A**
- The tender is reserved for 100% citizen owned companies.
- The Procuring Entity is the **Department of Architecture and Buildings Services , Central District Council.**
- 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 Public Procurement and Asset Disposal Board in the following categories: Code:01(**Building Construction Works and Maintenance**), Sub code(s): **01(Building Construction)**, Grade: **C** , verification will be done online through PPADB Integrated Procurement Management System.
- The physical address for collection of tender documents is **Rural Administrative Centre, Central District Council, Headquarters, Serowe, First Floor, Office B26 (Registry office).** Documents may be collected during working days **between 07:30hours to 12:45hours and 13:45hours to 16:30hours with effect from 01<sup>st</sup> November 2021**
- A non-refundable fee of **BWP 1100.00 (One Thousand One Hundred Pula only)** shall be payable by cash or card at the Rural Administrative Centre, Central District Council, Headquarters, Serowe, Revenue Office no. A10. An original proof of payment should be presented on collection of the tender documents. Youth companies will purchase the tender document at a half price upon producing a valid copies of Omang and shareholder certificate as a proof of company ownership as per Presidential Directive CAB 14(B)/2015.
- To comply with Covid-19 health and safety protocols there will be no site meeting. Tenderer wishing to visit the site can arrange with the Procuring Entity in not less than five (5) working days before the tender closing date.
- Queries and clarifications relating to these documents are to be addressed in writing not later than five (5) working days before the tender closing date to the Employer's Agent's Representative whose contacts details are: CABSO, Central District Council, Private Bag 001, Serowe. Attention: Onitlametse Onneng, Tel No. 4638422 Fax No. 4633792. Questions and answers will be consolidated and posted on the Central District Council website for the benefit of all tenders.
- The closing time, date and registration of sealed tender offers is **1000 hours on the 29<sup>th</sup> November 2021 at Rural Administrative Centre, Central District Council, Headquarters, Serowe, Ground Floor, LAPAD Secretary, Office No. B5.** Due to Covid-19 health and safety protocol restrictions, there will be no public tenders opening session. All received bids will be published on the Local Authority website for the benefit of all tenderers. *Telephonic, telegraphic, facsimile or emailed and late tender offers will not be accepted.*
- The Bid Submission Method is: One Envelope Submission Method in which a tenderer's financial and technical offer is submitted together in one sealed envelope and bids shall be submitted in the manner below.
- Tenders are to be submitted in one plain and sealed envelope: Four (4) sets, one (1) marked "**ORIGINAL**" and three (3) copies marked "**COPY**". The tender should be clearly marked: "**TENDER No. CDC/AB/07/2021 - THE PROCUREMENT OF A WORKS CONTRACT FOR THE CONSTRUCTION OF TWELVE (12) TEACHERS STAFF HOUSES AND THE ASSOCIATED EXTERNAL WORKS IN LETLHAKANE – PACKAGE A**", and addressed to: **THE COUNCIL SECRETARY, CENTRAL DISTRICT COUNCIL, PRIVATE BAG 001, SEROWE.** The name and address of the bidder should be clearly marked on the underside of the envelope.

And hand delivered and registered to: **LAPAD Secretary, Office No. B5, Ground Floor, Rural Administration Centre, Central District Council, Serowe.**

**The Local Authorities Procurement and Asset Disposal Board's Standardised Conditions of Tender for Works apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.**

Notwithstanding anything in the foregoing, Central District Council is not bound to accept the lowest or any tender offer

  
O. Onneng  
Chief Architecture and Building Services Officer  
For Council Secretary



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.

- 1.0 The Procuring Entity is: Department of Architecture and Building Services of Central District Council
- 2.0 The Procurement Requirements are a works contract for the Construction of twelve (12) Teachers Staff Houses and associated external works in LETLHAKANE.
- 3.0 The Procurement Method is: Open Domestic Bidding
- 4.0 The Bid Submission Method is: One Envelope Submission Method in which a tenderer's financial and technical offer are submitted together in one sealed envelope
- 5.0 The Evaluation Method is: **Technical Evaluation Method Regulation 76(1)**
- 6.0 The Procuring Entity is: Department Architecture and Building Services  
Agent: Chief Architecture and Buildings Service Officer  
Ontlametse Onneng PrQS (BW)  
Private Bag 001  
Serowe  
Telephone:4630411, Fax 4633792
- 7.0 The eligibility criteria for tenderers are:  
  
Local companies should be registered with the Public Procurement and Asset Disposal Board in the following categories:  
  
**Code:01**(Building Construction Works and Maintenance) **Sub code(s):01** (Building Construction) **Grade: C**  
  
Tenderers must subcontract specialist works in electrical and mechanical associated works to Firms who are registered in the following categories with PPADB
- **Code:02**(Electrical Engineering Works), **Sub code(s):01** (Electrical Installations), **Grade: C**
  - **Code:08**(Mechanical Engineering Works), **Sub code(s): 02** (Solar water heating), **Grade: C**
- 8.0 To comply with Covid -19 health and safety protocols there will be no site visit. Tenderer wishing to visit the site can arrange with the Procuring Entity in not less than five (5) working days before the tender closing date
- 9.0 Clarification of the tender documents must be received by the Procuring Entity at least five (5) working days before the closing date and time stated in clause 2.26 of the Tender Data.
- 10.0 The prices and rates are to be stated in Botswana Pula.
- 11.0 Parts of each tender offer communicated on paper shall be submitted as an original, plus 2 duplicate Copies.
- 12.0 The Procuring Entity's address for delivery of tender offers and identification details to be shown on each

tender offer package are:

Location of the Tender Box: Rural Administration Centre, Central District Council, Headquarters, Serowe, Office No. B5, Ground Floor.

Identification details to be shown on each tender offer package are:

**TENDER No. CDC/AB/07/2021 - THE PROCUREMENT OF A WORKS CONTRACT FOR THE CONSTRUCTION OF TWELVE (12) TEACHERS STAFF HOUSES AND THE ASSOCIATED EXTERNAL WORKS IN LETLHAKANE – PACKAGE A**

The Name and address of the bidder on the reverse side of the envelope.

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

15.0 The tender validity period is 120 days

16.0 The closing time, date and location for opening of the tender offers is:

Time and Date: 10.00 hours on the 29<sup>th</sup> November 2021

Location: Rural Administration Centre, Central District Council, Headquarters, Serowe, Office No. B5, Ground Floor

Due to Covid-19 health and safety restrictions, there will be no public tenders opening session. All received bids will be published on the Local Authority website for the benefit of all tenderers.

17.0 The Evaluation Method is: **Technical Compliance Selection Method**

The Technical Compliance Selection Method is the evaluation method that recommends the lowest priced bid, which is substantially responsive to the commercial and technical requirements of the procuring and disposing entity; all as per LAPAD Act regulation 76. The procedure of the criteria will be used on the following;

**Stage One (1) – Preliminary examination and responsiveness of tender document.**

This phase of the evaluation will be an assessment of the Preliminary Responsiveness of each tender received to establish the tender is duly complete in all respects in accordance with general instructions to tenderer as contained in the document.

- a. Local companies should be registered with the Public Procurement and Asset Disposal Board in the following categories: Code: 01 (Building Construction Works and Maintenance) Sub code(s): (01 Building Construction) Grade: C. PPADB registration is subject to online registration verification.
- b. A Valid Tax Clearance Certificate Number and PIN number by BURS or exemption thereof. Such Certificate is subject to online registration verification.
- c. Declaration Form for Tendering Purposes (T2.2 GM)
- d. Completed and signed Form of Authority of Signatory.
- e. Completed and signed intent to provide a Performance Bond (T2.2GE as per attached form)
- f. Completed and signed form of Offer and Acceptance (T2.2GA)

**Failure to comply with the above will render the tender non-responsive and will not be eligible for consideration in the subsequent evaluation stages, outlined below.**

**MISSING / WRONG DOCUMENTS**

Bidders who fail to submit documents b – e will be requested during the evaluation to submit them within two (2) - five (5) days 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.**

## 18.0 Stage Two (2) – Technical Evaluation

A detailed evaluation shall be conducted to determine the technical compliance of a tender to the statement of minimum requirements. A technical evaluation shall only be conducted on tenders that are determined or judged eligible and substantially compliant during preliminary examinations and responsiveness stage. Evaluation shall be conducted on a **PASS or FAIL** basis.

The following cafeteria set down below shall apply in the evaluation of technical responsiveness of the received tenders. Only bidders judged to be responsive in terms of stage 1 shall be evaluated technically based on the criteria set below.

The technical evaluation criteria are:

### 18.1 Qualifications and competence of the key personnel for the contract in relation to the scope of work (T2.2GK); (Note: List of the proposed key staff should no change)

#### a. Site Agent:

- Minimum of Professional Degree in Architecture/ BEng Civil Engineering / Construction Management.
- Minimum of Ten (10) years in a built environment projects post qualification.

#### b. Safety and Health Officer

- Minimum of Diploma in Environmental Management/safety Management/Environmental Health/Environmental Science/ Occupational Health and Safety.
- Five (5) years' experience in construction projects dealing with safety.

#### Note:

- a. Attach valid and certified copies of Omang, passport and work permit.
- b. Detailed Curriculum Vitae (CV) to be submitted as per format given on section (T2.2GK).
- c. Attach certified copies of academic and professional/registration certificates.

### 18.2 The tenderer to provide management plan that takes into account the project scope of the works (T2.2WD)

Tender is required to make present their proposed management plan, taking into account the entire proposed works. The management plan should include, but not limited to the following;

- a. An Organisation Chart (Structure) including key personnel showing on-site and office management personnel detailing names and roles.
- b. Details of the location (and functions) of offices from which the work will be managed.
- c. CV's for personnel proposed with details of their experience and qualifications for all identified posts
- d. The Preliminary Programme of works, in a Gantt Chart format which demonstrates the ability to execute the works in terms of the Employer's requirements and within the required timeframe indicating a proposed logical sequence, timing and the interrelationship of the various activities of the construction that will take place in the contract. The programme shall be in accordance with the information supplied in the Contract, requirements of the Project Specifications and with all other aspects of the Tender. The programme shall include.
  1. The programme will show a Task List for the full Scope of Works, Site Possession, Commencement, Start and Finish Date for each task, Practical Completion, reasonable Duration for each task, Linkage between tasks and sequencing thereof to give the overall duration and clearly showing the critical path.
  2. The programme must be Resource loaded, including, People, Equipment, Plant and Materials clearly indicating the capacity & capability to achieve the dates. The elevated water tank shall be among the early activities of the construction that will take place in the contract.
- e. Method statement demonstrating the extent of resources of people, facilities and equipment the contractor intends to apply to principal activities shown on the programme.

- f. **Project Financial Projection:** The tenderer shall outline cumulative minimum and maximum monthly financial projections for the duration of the contract, stating the estimated cash flow on the contract based on the preliminary programme, tendered unit rates and the submission of payment certificates to the Employer.

**18.4 Period /Duration of the Project:** The proposed construction duration of the project shall be not more than twelve (12) months after the signing of the contract by both parties.

**18.5 The tenderer to propose Quality Assurance and Control Plan (T2.2WE)**

The submission of the proposed project plan/schedule to cover quality control and assurance of all phases of works on the site to ensure quality and timely delivery of the project. The following areas should be covered:

- How the work is going to be completed to the required standard, within the project cost and on the time
- How quality management is to be ensured during the project.
- How contract performance guarantees are to be monitored.

**18.6 The tenderer to propose an adequate Health, Safety, and Environment Plan (T2.2WE)**

Amongst other issues concerning Health, Safety and Environment, the plan should address issues taking cognisance of the staff and third parties including but not limited to, protective clothing, first aid on-site, HIV/AIDS, Covid-19 pandemic and communicable diseases of paramount concern in Botswana, training or awareness to workforce.

**18.7 The tenderer to propose relevant Plant and Equipment (T2.2WC).**

The proposed Machinery should be relevant to the specific service required by this contract. Certification of documents should be by issuing authority.

- Vehicle registration books certified by Department of Transport and Safety in the name of the company or intent to lease / lease agreement should be submitted for those hired plant and machinery.
- Certified copy of roadworthiness certificate.
- Certified copy of B-permit.

Plant and machinery should include at the minimum, but not limited to the following;

<u>Plant Description</u>	<u>Quantity</u>
Backhoe (TLB)	1
Compactor (roller or plate)	1
5 m <sup>3</sup> Concrete mixer	1
Pick up	1

**18.8 The tenderer to propose Domestic Electrical and Mechanical Sub-Contractors**

The proposed Domestic Sub-Contractor for Electrical and Mechanical should be registered with the Public Procurement and Asset Disposal Board in the following categories:

- Code:**02(Electrical Engineering Works), **Sub code(s):**01 (Electrical Installations), **Grade:** C
- Code:**08(Mechanical Engineering Works), **Sub code(s):** 02 (Solar water heating), **Grade:** C
- Submit Joint Venture Agreement and Power of Attorney.

All tenderers, who have fully complied with stage 2 (Technical Evaluation) will proceed to the Stage 3 Financial Evaluation.

**MISSING / WRONG DOCUMENTS**

Bidders who fail to submit the above documents will be requested during the evaluation to submit them within two (2) - five (5) days 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.

### 19.0 Stage Three (3) - Financial Evaluation Stage

Cost Evaluation only of the technically compliant bids shall be conducted in this stage. In evaluating the tenders, the Evaluation Committee will assess each Tender price check for:

- a) Fully priced Bills of Quantities
- b) Where there is an omission of a line item, no correction is possible and the offer may be declared nonresponsive.
- c) Check for arithmetic errors and arithmetic accuracy (Arithmetic errors are allowed within the  $\pm 10\%$  of the tendered sum.)
- d) Consistency of rates within trades throughout the Bills of Quantities
- e) Pricing tendency throughout the Bills of Quantities (whether balanced, front or back-loaded)
- f) Analysing the reasonableness of **rates of major items** and build-up of the tender price (**as compared with the Procuring Entity's rates**)
- g) Reasonableness of major rates shall fall within  $\pm 10\%$  compared to Procuring Entities.
- h) Major Items are; - Preliminaries & Generals, rock excavation, G5 quality material, concrete work, steel work, cement sand stockbricks, face brickwork, formwork, Electrical works, Mechanical works, Elevated Water Tank.

### AWARDING OF FINANCIAL POINTS COMMERCIAL / REASONABLE PRICE ASSESSMENT IN REGARD TO ESTIMATE

Item	Major Items	-10% and less	Between -10% & -5%	Between -5% & -1%	Between 0% & +2%	Between +2% & +4%	+5% & More than
1	Preliminary and General Items	3	5	4	2	1	0
2	Rock excavation	3	5	4	2	1	0
3	G5 quality material	3	5	4	2	1	0
4	Concrete work	3	5	4	2	1	0
5	Steel work	3	5	4	2	1	0
6	Cement Sand Stockbricks	3	5	4	2	1	0
7	Face Brickwork	3	5	4	2	1	0
8	Formwork	3	5	4	2	1	0
9	Electrical Works	3	5	4	2	1	0
10	Mechanical works	3	5	4	2	1	0
11	Elevated Water Tank	3	5	4	2	1	0

The maximum possible number of tender evaluation points awarded for financial offer is 60 points

- i) Establishing that the tenderer has allowed for all costs including Value Added Tax (VAT) for the satisfactory and timely completion of the works.

**The published Pre-Tender Estimate is (P12, 000, 000.00) The Project pre – tender estimate is for guidance only, and should not be construed as exact construction cost. Bidders are encouraged to offer their own economic, reasonable and competitive bids, and award will be made to the fair, reasonable, lowest competitive and compliant tenderer. Tenderers can only be awarded one project overall.**

### 20.0 Basis for Award

Only those tenders deemed to have complied with both the preliminary responsiveness and technical evaluation and which demonstrate that they are competent and capable of carrying out the works to the satisfaction of the Employer within the time allotted and is acceptable based on the financial evaluation. Tenderer who offered a fair, reasonable, lowest competitive price in financial evaluation will be the best evaluated tenderer and shall be recommended for award of tender.

- a. Recommendation for award of the contract will be made to the lowest priced bid, which is eligible, compliant and responsive, and has the highest financial evaluation points and reasonable project



schedule.

- a) In case the selected bidder is disqualified for whatever reason from this tender, Central District Council will offer the next best-evaluated qualifying bidder.

**NOTE:** The successful tenderer will be required to provide the following documents before the signing of the contract;

- a) Contractor's All Risk Insurance Cover
- b) Performance Bond
- c) Advance Payment Guarantee for Mobilisation Loan (Optional)

21.0 Acceptance

The employer is not obliged to accept the lowest evaluated offer or any of the tenders submitted, or to incur expenses in the preparation of the tender offers.

22.0

The number of paper copies of the signed contract to be provided by the Procuring Entity is 3

Bidders are required to indicate information in their bids, which they consider confidential and whose disclosure shall be prejudicial to their interest. Failure to identify the information referred to will render such information subject to declassification after two years following the award of tender.

**NOTE:** This is not a disqualifying factor and shall not be used for evaluation.