



TENDER NO. GA/3/1/5-I 00100/ 2016-2017

ITT FOR THE PROVISION OF HEALTH AND WELLNESS SERVICES

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1. INTRODUCTION

The Gambling Authority is an institution set up as a body corporate through the Gambling Act, passed by Parliament of Botswana in September 2012. The Authority is guided by a Board of Directors drawn from both the Private and Public Sector, and headed by the Chief Executive Officer.

The Act may be cited as the Gambling Act, 2012

The Gambling Act repealed and replaced the following Acts which regulated gambling in the past:

- The Lotteries and Betting Act
- The Casino Control Act

The regulator was known as the Casino Control Board and it worked with a Secretariat housed in the Ministry of Trade and Industry (MTI), renamed the Ministry of Investment Trade and Industry (MITI).

2. FORMAT OF RESPONSE AND REQUIREMENTS

The response and requirements should be in the following format:

Responses must consist of the following mandatory parts (in their order):

- Form of Response
- Statement of Capability
- Statement of commitment.
- Certified copy of the Value-Added Tax (VAT) Registration
- Certified copy of a valid Tax Clearance certificate
- Written references from clients (at least three).
- Form 2 (List of directors and shareholders of the company, and their nationality).
- Proof of registration with Public Procurement and Asset Disposal Board (PPADB) on Code134, Health care services (psychosocial) sub code 03
- This tender is reserved for Botswana Registered Companies. Preference will be given to Economic Diversification Drive (EDD) registered companies as per Presidential Directive CAB 34(B)/2014 on Procurement of Locally Manufactured Goods & Services.

2.1. Form of Response

The following information must be provided:

Company Name	
Company Registration Number	
Country of Registration	
Physical Address	
Postal Address	
Telephone Number	
Fax Number	

Email & URL	
Contact Address in Botswana	
Project Title	
Tender No.	
Proposed Price	
Designated/Authorized Representative for this Project	Name : Position : Qualifications : Tel : Fax : Email :
Company Referees	1. 2. 3.
Signed: Respondent's Authorized Representative	

2.2. Statement of Capability

Bidders shall include a statement of capability, which will detail the level of resources available within the organization to deliver the goods and services requested to the standards defined below.

Where applicable, this should include but not be limited to:

- A list of existing customers for whom all or part of the services requested in this document have been supplied by the supplier over the last two years. The list should indicate names of contact persons, their telephone and fax numbers, nature of services provided and the value thereof.
- Any specific facilities the firm proposes to employ to enhance service effectiveness and/or efficiency.
- Details of the professional staff, their qualifications, experience and nationalities.
- Technical resources available, both locally and internationally, to resolve technical issues arising during the service.
- A brief description of how the service provider resolves technical issues. (e.g. On-line health and wellness facility).

- A brief description of the technical support available to the service provider.
- The service provider’s internal quality assurance processes (e.g., confidentiality of employees accessing walk-in facilities)

2.3. Statement of Commitment

Companies are required to provide a signed commitment to the following conditions. This may be in the form of a blanket agreement. If the Applicant wishes to vary the response to individual sections, then the Statement of Commitment should be extended. See the example Statement of Commitment below.

2.4. Example of Statement of Commitment

Company XYZ commits to the conditions of tender as specified in **Tender No GA/3/1/5-I 00100/2016-2017** “**Proposal for the provision of health and wellness services for the Gambling Authority**”.

Signature :.....
 Position :.....

Or

Company XYZ commits to the conditions of tender as specified in Tender No GA/3/1/5-I 00100/ 2016-2017 “**Proposal for the provision of health and wellness services for Gambling Authority**”. except as indicated below.

Pricing Conditions

Pricing in this response is valid for 3 months.

Signature :.....
 Position :.....

3. TERMS OF REFERENCE

The overall scope of the consultancy is to provide health and wellness services to the Gambling Authority. The Wellness program must be aimed at advancing employee health awareness and

provide psychosocial support to maximize productivity and prevent absenteeism, poor performance and staff turnover. In order to achieve the objective of this consultancy work, the selected bidder is expected to carry out and provide the following services:

- Draw up a three-year wellness support plan
- Provide training to wellness champions and the rest of staff
- Plan and Manage the corporate wellness days
- Educate the Authority staff on health and wellness concerns
- Carry out health assessments on all participating employees
- Provide Psychosocial support for all employees
- Provide monthly trends of services accessed
- Aid with general enquiries and correspondences regarding the program
- Provide telephonic and electronic wellness services
- Provide health, financial and legal advice
- Provide monthly, quarterly and annual reports to management

4. EVALUATION PROCESS

The evaluation will be conducted in two stages of Technical Evaluation and Financial Evaluation as outlined below. The evaluation process will involve assessment of the following:

- Tender Eligibility
- Professional and Technical Capability (Weighted at 70%)
- Financial Proposal (Weighted at 30%)

4.1. Tender Eligibility

A bidder whose bid does not meet all the mandatory requirements stipulated below will be disqualified and not evaluated further:

- Statement of commitment.
- Certified(BURS) copy of the Value Added Tax (VAT) Registration
- Certified(BURS) copy of a valid Tax Clearance certificate
- References from clients (at least three).
- Form 2 (List of directors and shareholders of the company, and their nationality).
- Certified Proof of registration with Public Procurement and Asset Disposal Board (PPADB) on Code 134 Health care services (psychosocial) sub code 03
- This tender is reserved for Botswana Registered Companies. Preference will be given to Economic Diversification Drive (EDD) registered companies as per Presidential Directive CAB 34(B)/2014 on Procurement of Locally Manufactured Goods & Services.

5. TECHNICAL EVALUATION

STAGE 1:

The criteria and weightings for the technical evaluation will be as follows:

Criteria	Score	Weight	Weighted Score
Firm Profile	0 -10	1.0	10
Citizen Participation	0 -10	1.0	15
Experience of company	0 -10	3.0	40
Technical support	0 -10	2.0	25
Client References	0 -10	2.0	10
Total			100

Bidders who have achieved a Technical score of 70% will be eligible for shortlisting and progression to the evaluation of the Financial Proposal.

6. FINANCIAL EVALUATION

STAGE 2

- The financial evaluation will be carried out as follows:
- The Bidder with lowest complete price (L), will be awarded 100%
- and Bidders with price P, will be awarded a financial score = $(L / P) * 100\%$

7. **FINAL SCORE**

The final evaluation score will be made of the weighted technical score and the weighted financial proposal.

8. **GENERAL CONDITIONS**

8.1. Tax, Currency and Payment terms

Respondents are required that all taxes be clearly identified in the response.

All prices must be stated in Botswana Pula, and shall remain valid for at least **three months**. Prices must be VAT inclusive.

The Gambling Authority payment terms are 30 days after receipt of an invoice.

9. TERMS AND CONDITIONS OF SUBMISSION

Quotations and all supporting documents, manuals, brochures, descriptions, compliance statement, shall be submitted in **(5 copies and 1 Original)**, and in plain and well-sealed packages bearing only the following inscription: -

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And shall be delivered and deposited in a tender box to the address given below and to arrive not later than **1200 hours, 20th February 2016**. Tenders shall be opened immediately after closing time on the same day at the board room of the address mentioned below. Tenderers wishing to attend the tender opening are free to do so.

GAMBLING AUTHORITY
FAIRSCAPE PRECINT
BUILDING 3
FAIRGROUNDS OFFICE PARK
PRIVATE BAG BR 161, GABORONE, BOTSWANA

TEL: (267) 395 7672

FAX: (267) 318 2585

- Tenders shall remain valid for **90 days (3 months)** from the date of submission.
- Faxed, e-mail and Telex, and telefaxed Tenders submissions will not be accepted. Late and incomplete Tenders will not be accepted.
- All enquiries shall be in writing or emailed to okwelagobe@gamblingauthority.co.bw or kghule@gamblingauthority.co.bw and must be received at least four days before the closing date.
- The Gambling Authority staff is not permitted to discuss tender matters or to give any verbal clarifications to any persons. Written clarifications will be given by an authorized Authority official. Tenderers should indicate to the address given in 1 above, the name and address of the relevant company official to which answers to tender queries can be given.
- All recipients of the tender documents for the proposed contract for submitting a proposal (whether they submit it or not) shall treat the details of the documents as **“Private and Confidential”**
- In the event of a decision not to respond to the tender, Tenderers are requested to return the documents and all other associated documents as they are **“Private and Confidential”**.
- Tenderers shall not under any circumstances be reimbursed for any expenses incurred in the preparation of this quotation.

- Tenders will be evaluated on the basis of compliance with these instructions, the specifications, experience and price. There is no obligation on the Authority to accept any tender or to assign any reason for its acceptance or rejection.
- The Authority reserves the right to split the tender and award a partial Tender.
- The Gambling Authority is also not bound to choose the service provider with the lowest financial bid.
- This document supersedes any previous document advertised or sent by the Authority to prospective bidders for the **PROVISION OF WELLNESS SERVICES FOR THE GAMBLING AUTHORITY.**
- The undersigned hereby offers to provide **WELLNESS SERVICES TO THE GAMBLING AUTHORITY** at Gaborone, Botswana as described the tender documents for the sum of:_(12% Vat inclusive)

In (figures)

The undersigned confirms the validity of this proposal, the Price and supporting documents attached for a period of three calendar months from the closing date of the Tender.

Dated this _____ day of _____ 2016

Name _____ Signature _____

In capacity of _____

Duly authorized to sign Tenders for and on behalf of:

Whose registered address is at:

Telephone numbers _____

Fax Numbers _____

Telex Numbers _____

Company Stamp:

10. APPENDIX A, ALTERATION OF TENDER

Alteration of Tender:

Should the Tenderer desire to make any departure from or modifications to the Conditions of Contract, Specifications, or other terms stated in this Tender, these departures should be clearly stated hereunder, or alternatively stated in the covering letter attached to the Tenderers' tender and referred to hereunder.

If no departures, modifications are desired, the schedule hereunder is to be marked "NIL" and signed by the Tenderer.

Page	Clause or item
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name : _____

Signature : _____

Date : _____

END OF DOCUMENT