



TENDER NO. GA 3 / 1/ 5-I 005 / 2017-2087

INVITATION TO TENDER (ITT) – SUPPLY AND MAINTENANCE OF ID MACHINE

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1. INTRODUCTION

1.1. The Gambling Authority (“the Authority”) is a body corporate established by an Act of Parliament with the primary objective of issuing gambling licenses and regulating the gambling industry in Botswana. The Authority further ensures fair and safe gambling in Botswana and compliance with license conditions through the Gambling Act, 2012 (“the Act”) and Gambling Regulations, 2016 (“the Regulations”).

1.2. Section 102 of the Act provides that all employees who are engaged in the gambling industry should be licensed by the Authority. To ensure compliance to this provision, the Authority would like to issue licenses for staff employed in the gambling industry in-house. By issuing the licenses in-house, the Gambling Authority would put in place strict security protocols for purposes of ensuring that they are not issued fraudulently.

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
- Certified copy of EDD certificate
- Form 2 (List of directors and shareholders of the company, and their nationality).
- Proof of registration with PPADB for relevant code.
- Provide at least 2 references of similar work done

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^v	
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

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

These shall include:

- Background and size of the company, profile of the company.
- Information on the management structure, technical structure and disclose the citizenship of the partners or shareholders.
- A brief introduction to the company.
- A brief description of how the company understands the Gambling Authority requirements and the company's proposed approach to the same.
- Proposed scope and understanding the Gambling Authority's requirements and other value-added services.
- Any specific measures or techniques the company proposes to employ to enhance effectiveness and/or efficiency of the proposed solution.
- Details of the company's professional staff, their qualifications, experience and nationalities.
- Curriculum vitae of the proposed key consultants.
- Technical resources available, both locally and internationally, to resolve technical issues arising.
- A brief description of how the company resolves technical issues arising during implementation of solution.
- A brief description of the technical support available to the company and its staff.
- The company's internal quality assurance processes.

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 005 / 2017-2018** “PROPOSALS FOR THE SUPPLY AND MAINTANANCE OF THE ID PRINTING MACHINE”.

Signature :.....

Position :.....

Or

Company XYZ commits to the conditions of tender as specified in **Tender No GA 3 / 1 / 5 - I 005 / 2017-2018** “PROPOSALS FOR THE SUPPLY AND MAINTANANCE OF THE ID PRINTING MACHINE”. except as indicated below.

Pricing Conditions

Pricing in this response is valid for 3 months.

Signature :.....

Position :.....

3. PRICING FORMAT

The cost proposal shall encompass the detailed breakup off fee per services being required as per the project deliverables section.

3.1. Price/Cost Detail Format

The lump sum costs shall be all inclusive, including all cost relating to the provision of the services.

All costs shall be quoted in Botswana Pula and should include VAT where applicable.

4. TERMS OF REFERENCE

4.1. The Authority would like to invite reputable citizen owned companies, wishing to be considered for the award of the contract for the supply and maintenance of an Identity Card Printing Machine. The scope of work includes the following:

4.1.1. Supply of a quality Identity Card Printing Machine; and

4.1.2. Provide after sales service and/or maintenance of the Card Printing Machine.

5. TECHNICAL SPECIFICATIONS

5.1. GENERAL

5.1.1. These specifications describe the requirements for the required machine. Bidders are requested to submit with their offers the detailed specifications, drawings, catalogues, etc. for the alternative products they propose to supply.

5.1.2. Bidder must indicate whether the equipment offered complies with the specified requirement.

5.1.3. All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The Authority reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.

5.2. Technical Requirements

5.2.1. The requirements of the product are as follows:

a. Print technology Direct-to-card dye-sublimation/resin thermal transfer;

b. Print capabilities;

i. Two-sided (duplex) edge-to-edge printing;

ii. Full-colour and monochrome printing capability;

iii. Alphanumeric text, logos and digitized signatures;

iv. Barcoding technology to be implemented.

c. Print resolution;

- i. Standard mode: 300 x 300 dots per inch; standard text, bar code and graphics printing;
 - ii. High-quality mode: 300 x 600 dots per inch;
 - iii. 256 shades per colour panel.
- d. Print speed;
 - Full-colour at least 100 cards per hour, two-sided (YMCKTK)
 - Monochrome: Up to 800 cards per hour, one-sided (Black HQ)
- e. Card capacity Automatic feed: Minimum of 75-card input for 0.030 in. (0.76 mm) card;
- f. Physical dimensions L x W x H 8.8 (L 40 - 60 cm x W20 – 25 cm x H 20 - 25 cm);
- g. Weight Maximum weight of 6.0 Kgs;
- h. Operating system support for printer driver;
 - i. Windows 10, 8, and 7 (32 and 64 bit);
 - ii. Windows Server 2012/2008 (32 and 64 bit).
- i. Communication USB 2.0 (high speed) and Ethernet with internal print server;
- j. Included with system;
 - i. Printer driver CD;
 - ii. Installation Manual/Guide;
 - iii. Cleaning Pen;
 - iv. Cleaning Roller Spindle;
 - v. USB Cable;
 - vi. Power Cord;

- vii. Web Camera;
 - viii. YMCKFT colour ribbon;
 - ix. 1000 blank white cards (PVC Cards);
 - x. Any other system that may be needed for the successful implementation of solution.
- k. Security features;
- i. The solution should provide for highly-secure cards that resist forgery with feature increased durability, example, holographic image lamination.
 - ii. The solution should provide for access control in terms of authorization of access to setting confidential data and printing to ensure there is no unauthorized use.

5.3. Non-functional requirements

5.3.1. maintenance, support and training

It is important that the maintenance, training and after sales support is provided by the supplier for its solution, including application software packages and supporting equipment is explained. The quality and cost of maintenance, training and support offered by the bidder should be stated.

5.3.2. Warranties

The tenderer is expected to state the warranty that is attached to their intended solution in whole or for each component that forms part of the required system. The minimum of such warranty should be 24 months.

6. 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
- Financial Proposal

6.1. 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).
- Proof of registration with PPADB for Code 115 (sub-codes 01), 203 (Sub-code 01) and 139 (sub-code19).

7. TECHNICAL EVALUATION

STAGE 1:

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

Criteria	Score	Weight	Weighted Score
Company Profile	0 -10	1.0	10
Citizen Participation	0 -10	1.5	20
Experience of company	0 -10	1.5	15
Proposed Solution	0 -10	4.0	40
Client References	0 -10	2.0	15
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.

8. 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 = $(L / P) * 100\%$

9. FINAL SCORE

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

10. GENERAL CONDITIONS

10.1. 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.

11. TERMS AND CONDITIONS OF SUBMISSION

Quotations and all supporting documents, manuals, brochures, descriptions, compliance statement, shall be submitted in **(4 copies and 1 Original), and in plain and well-sealed packages bearing only the following inscription: -**

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“PROPOSALS FOR THE SUPPLY AND MAINTENANCE OF ID PRINTING MACHINE”.

And shall be delivered and deposited in a tender box to the address given below and to arrive not later than **1200 hours, on the 7th November 2017**. 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
WEST WING
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.

2. Faxed, e-mail and Telex, and telefaxed Tenders submissions will not be accepted. Late and incomplete Tenders will not be accepted.
3. All enquiries shall be in writing and addressed to the mrammekwa@gamblingauthority.co.bw or call 3957672 and must be received at least four days before the closing date.
4. 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.

5. All recipients of the tender documents for the proposed contract for the purpose of submitting a proposal (whether they submit it or not) shall treat the details of the documents as **“Private and Confidential”**
6. 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”**.
7. Tenderers shall not under any circumstances be reimbursed for any expenses incurred in the preparation of this quotation.
8. 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.
9. The Authority reserves the right to split the tender and award a partial Tender.
10. The Gambling Authority is also not bound to choose the service provider with the lowest financial bid.
11. The Gambling Authority may issue all and or components of the tender to different companies.
12. This document supersedes any previous document advertised or sent by the Authority to prospective bidders for the **“SUPPLY AND MAINTENANCE OF ID PRINTING MACHINE”**.

13. The undersigned hereby offers to provide **PROPOSALS FOR THE SUPPLY AND MAINTENANCE OF ID PRINTING MACHINE** 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 _____ 2017

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:

12. 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