

## INVITATION TO TENDER (ITT) FOR THE PRODUCTION OF THE ANNUAL REPORT 2015/16

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### 1. BACKGROUND

The Gambling Authority is a statutory body mandated with licensing and regulating the gambling industry in Botswana. The Gambling Authority will be moving to its offices located at Plot 70667, Fairscape Precinct, Building 3 in Gaborone.

### 2. REQUIREMENTS

The Gambling Authority would like to invite reputable qualified companies, wishing to be considered for award of contract for the Production of the Annual Report for the year end March 2016. Contractors must have some or all of the following PPADB Codes: PPADB Code 128 Media Services; Sub Code 01 Print Media News. PPADB Code 138 Marketing and Public Relation Services; Sub Code 01 Marketing Services, Sub Code 02 Advertising Services (billboards, electronic, internet), Sub Code 03 Public Relations Services. PPADB Code 201 Printed Matter and Articles; Sub Code 01 Printed Books, Sub Code 02 Newspapers, journals, periodicals and magazines, Sub Code 06 Paper or paperboard registers, account books, binders, forms and other articles of printed materials

The Authority would like to produce an Annual Report 2016 to provide its stakeholders (including Cabinet, Hon. Minister of Investment Trade and Industry, Senior members of the executive in the Ministry of Investment Trade and Industry, Gambling Authority Board, and the Gambling Industry) with an overview of its activities from inception in 2014 to 2016. The Annual Report is a tool that reinforces the understanding of the Authorities mandate, and themes through the work of its departments over the years. It will be a comprehensive and visually appealing channel of reporting the Authorities activities.

The Successful bidder is required to fulfil the following requirements:

- Provide a brief description of proposed design concept for the Gambling Authority Annual Report 2016
- Reflect the Authorities' corporate identity in the concept and design
- Provide an itemised break-down of quotation for:
  1. Copywriting (including editing and proof reading, ensuring a common thread and writing language throughout all departmental submissions);
  2. Photo shooting for Gambling Authority Board and Staff (Group photo of all staff; plus, Group and individual profile shots of Board and Executive staff members);

3. Graphic Design;

4. Printing;

5. Output

- i. Printed full version book (60-100 pages; 1000 copies)
- ii. Printed short summary sheet (1000 copies)
- iii. Online site e-book, which is readable from smartphone and tablets
- iv. Downloadable printable PDF version

- Propose a suitable production schedule of the Annual Report that concludes on 28th August 2016. All deliverables must be submitted by 30th August 2016.

3. Please attach the documents listed below when making your submissions:

- a) Certified copy of Certificate of Incorporation
- b) Shareholders and Directors information including certified copies of identification documents (Omang for Citizens and Passport for Non- Citizens);
- c) Percentage of Beneficial Citizen shareholding;
- d) Disclosure of Shareholders and Directors with shareholding of 5% or more;
- e) Certified Tax Clearance Certificate;
- f) Proof of PPADB registration for Code
- g) EDD Certification

Financial Capability:

- a) Audited Financial Statements for the past 3 years (where applicable)
- b) Proof of existing Banking

Technical Capability:

- a) Provide evidence of previous similar work done in the past 3 years which must include description of the project, approach, timeframe,
- b) Provide at least 3 references of similar work done
- c) Detailed CV's of key personnel

4. **Closing Date:** Sealed submissions clearly marked "**GA 3/1/5-I (0090)**" must be addressed and delivered by hand, to the following address by **12:00 hours on 28<sup>th</sup> July, 2016**; The Tenderer is advised that this is a Two Envelope Tender. Tender submissions should be clearly marked: 1) Technical Proposal 2) Financial Proposal.

**Gambling Authority, Old Ministry of Trade and Industry Annex, Next to Parliament**

5. Submissions received after the closing date and time will not be considered. Furthermore, telephonic, telex or facsimile submissions will also not be considered.

6. Kindly note that this ITT is not a contract or a financial obligation on the Gambling Authority to the companies that express interest. The Gambling Authority reserves the right to cancel the entire process.
7. No lobbying shall be permitted with the Board or employees of the Authority and any such occurrence will result in immediate disqualification.

## EVALUATION CRITERIA

### STAGE 1: COMPLIANCE STAGE

To be compliant, the company must satisfy all of the following qualifying criteria. Table below shows the sample evaluation template for compliance.

Criteria	YES/NO
<ul style="list-style-type: none"><li>• Certified Copy of Certificate of Incorporation</li></ul>	
<ul style="list-style-type: none"><li>• Shareholders and Directors information including certified copies of identification documents (Omang for Citizens and Passport for Non-Citizens).CV and list of projects undertaken by proposed project manager.</li></ul>	
<ul style="list-style-type: none"><li>• Certified Tax Clearance Certificate</li></ul>	
<ul style="list-style-type: none"><li>• Proof of PPADB registration for: PPADB Code 128 Media Services; Sub Code 01 Print Media News. PPADB Code 138 Marketing and Public Relation Services; Sub Code 01 Marketing Services, Sub Code 02 Advertising Services (billboards, electronic, internet), Sub Code 03 Public Relations Services. PPADB Code 201 Printed Matter and Articles; Sub Code 01 Printed Books, Sub Code 02 Newspapers, journals, periodicals and magazines, Sub Code 06 Paper or paperboard registers, account books, binders, forms and other articles of printed materials</li></ul>	
<ul style="list-style-type: none"><li>• Audited Financial Statements for the past three years (where applicable)</li></ul>	
<ul style="list-style-type: none"><li>• Proof of existing Banking facilities for tendering entity.</li></ul>	
<ul style="list-style-type: none"><li>• Submission of list of Directors, certified copies of share certificates and valid national identity cards (Omang).</li></ul>	
<ul style="list-style-type: none"><li>• FULLY COMPLIANT</li></ul>	
	YES/NO

Tender responses must be fully compliant. Failure to satisfy any of the criteria as stated **above** will result in disqualification from further evaluation.

## **STAGE 2: TECHNICAL STAGE**

Proposals should be concise, to the point and address all key issues raised in this tender document. The strength of the organisation, approach and resources proposed will be key determining factors for selection. The following table shows award criteria to be used to evaluate proposals.

<b>Criteria</b>	<b>Description</b>	<b>Maximum Score</b>	<b>Scores awarded</b>
1- Technical Proposal	Provide the company profile and highlight the qualities of the organisation for undertaking the job. Summarize your understanding, submit clear proposal how the works will be carried out	40	
3- Education and Experience	Qualifications and Experience of Key Personnel to execute the required works	20	
4 – Solution provided	Ability to respond to the technical specifications.	25	
5 – Company Previous Experience	Provide at least 3 References from previous employers and their contacts details.	15	
	<b>TOTAL</b>	<b>100</b>	

The evaluation process to be adopted by the Evaluation Committee will be as follows:

The proposals passing Stage 1 will be evaluated by the Evaluation Committee based on the **Evaluation Criteria** mentioned above. The evaluation process will **award points for each criteria identified, which will be summed up to reach total score.**

The Bidders attaining the score of 70% and above at Stage 2 will proceed to Stage 3.

**STAGE 3: FINANCIAL STAGE**

Cost	Provide a total cost, including all expenses; sufficient breakdown should be given to allow evaluation of all key areas.
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A cost evaluation only of technically compliant bids shall be conducted to check arithmetic errors and compare bidders' prices.

**Breakdown of the costs**

**Charges VAT exclusive**

Item	Total Price inclusive of VAT
Total Price	

**Management of the contract**

The successful tenderer shall designate a Project Manager who shall manage the account and be the contractor's liaison with the nominated representative from the Gambling Authority. She/he shall be available at all times to receive and implement orders or special instructions from the nominated representative concerning the services provided.

**AWARDING OF TENDER**

The Gambling Authority will award this tender. The Gambling Authority is not bound to accept the lowest or any tender. Any costs, incurred by the tender respondent, associated with the preparation and compilation of the response to this tender, contract negotiation etc. will be to the tender respondent's account.

**Please note that the Tender will not necessarily be awarded to the lowest bidder**

The time and location for opening of the tender offers is:

Time: **12:15 on the 07<sup>th</sup> July, 2016**

Location ; **OLD MINISTRY OF TRADE AND INDUSTRY NEXT TO PARLIAMENT**

**Enquiries:** Any enquiries relating to this should be done in writing and directed to KgomoHulew who may be contacted on **telephone:3957672** or **fax:3182585** or email: [kghule@gamblingauthority.co.bw](mailto:kghule@gamblingauthority.co.bw) on or before **20<sup>th</sup> July, 2016**.

8. **Bidders are informed that the Authority shall award the tender in whole.**

9. **Withdrawal of bids**

A bidder wishing to withdraw his or her bid shall, in writing, notify the procuring and disposing entity of the withdrawal, and the withdrawal letter shall be authorised and submitted in the same way as the bid, in an envelope clearly marked **'WITHDRAWAL' TENDER NO. GA 3/1/5-I (0090)**