



REQUEST FOR QUOTATION

STRESS TEST

GENERAL TERMS AND CONDITIONS OF SERVICE

BV36: 25/06/21- 001: CONDITIONS OF SERVICE

Closing Date: Friday 26th July, 2021 @ 1245

Enquiries: info@vision2036.co.bw

1. BACKGROUND

1.1 The **Vision 2036 Coordinating Agency** is an Agency set up through a Presidential Directive with the mandate of providing oversight on the delivery of the Vision across Government (taking a bird's eye view) enabling it to play a strategic and coordinating role.

2. PURPOSE

2.1 **Vision 2036 Coordinating Agency** hereby seeks to source the services of a consultancy to provide a **stress test draft of the General Terms and Conditions of Service of the Agency**.

2.1.1 The document has sixty- eight (68) pages.

2.1.2 The document encompasses some of the following; Recruitment and Appointments, Salaries, Allowances and Benefits, Leave, Working Hours, Gratuity, Staff Loans, Employee Wellness, Health and Safety Policy, to note a few.

2.1.3 The work will encompass aligning the terms and conditions of service to the Employment Act, other Agencies of Government (at least two).

2.1.4 The report will be presented to Management within ten working days of the award.

3. REQUIREMENTS

3.1 This document is an official Request for Quotation (RFQ) for the purpose of engaging a **100% Citizen Owned** consultancy to provide a **stress test on the draft of the General Terms and Conditions of Service of the Agency**.

3.2 The submission should be made in a sealed envelope referenced "**consultancy to provide a stress test on the draft of the General Terms and Conditions of Service of the Agency**".

3.3 The submission should be hand delivered to **Vision 2036 Coordinating Agency** Office not later than **Monday, 26th July 2021 at 1245hrs**. The physical address to the office is as below;

3.4 **Vision 2036 Coordinating Agency**
Physical Address

Plot number 70667

First Floor, Fairscape Precinct Building 2, Fairgrounds

3.5 Consultants are required to provide a quotation for the specifications stipulated in the Request for Quotation (RFQ) document. Where the Consultant proposes an

alternative solution, they should nonetheless submit a quotation as per the original specifications contained in this RFQ.

- 3.6 The bidders bear the responsibility of ensuring that their submissions are delivered on time as **Vision 2036 Coordinating Agency** accepts no liability for delayed and late submission of quotations however caused.
- 3.7 **Vision 2036 Coordinating Agency** will prefer the supplier whose quotation substantially meets the technical requirements of the RFQ and who has offered the most competitive price on a **least cost method of assessment** and has fully met all the compliance and quality requirements.
- 3.8 Notwithstanding the above, **Vision 2036 Coordinating Agency** reserves the right to accept or reject any quotations or to reject all quotations at any time prior to the award and acceptance.
- 3.9 The validity of the quotations should not be less than 30 days after the deadline date specified for submission.
- 3.10 **Vision 2036 Coordinating Agency** will only process payment of services upon satisfactory delivery of tasks and acceptance thereof.
- 3.11 The expected project period is (10) calendar days after award.

4. COMPLIANCE REQUIREMENTS

- 4.1 **Certificate of Incorporation and/or Registration of Business Name** issued and certified by Companies Intellectual Property Agency (CIPA).
- 4.2 **Copy of Register of Shareholders** issued by the Companies Intellectual Property Agency (CIPA).
- 4.3 **Certified copy of identity document(s) for shareholder(s).** *In the event a company is a shareholder (Shareholder Company), a Certificate of Incorporation accompanied by share certificates as well as identity documents of shareholders of Shareholder Company must be submitted.*
- 4.4 **A Valid Tax Compliance Certificate** printed from the Botswana Unified Revenue Services E – Portal service.
- 4.5 **PPADB Registration Code 315 Human Resources Services:**
 - Sub Code 01 Organizational Design & change management
 - Sub Code 02 Job evaluation, compensation & Reward Management

4.6 Company Profile

A comprehensive company profile that demonstrates the experience and competencies of the Consultancy in relation to the Request for Quotation and provision of the required services.

5. SCOPE OF WORK

5.1 Consultancy to provide a **stress test draft of the General Terms and Conditions of Service of the Agency.**

5.2 Produce and present a detailed report to Agency Management and other approving structures of the Agency.

6. The Evaluation Process

6.1 Proposals will be checked for completeness and compliance with the requirements as per outlined criteria and the specifications under the scope of work in the technical proposal.

Table 1 – Technical criteria

Profile	A detailed company profile that demonstrates the past experience in terms of similar assignments done over 3 to 5 years and evidence of undertaking.	10 Points
Methodology / Project Approach	Indicate the process to be implemented in executing the requirements	15 Points
Consultancy Experience	Indication of support services staff and technology infrastructure to deliver the project within the prescribed timeline.	10 Points
Delivery Period	Adherence & demonstration of delivery within 10 days inclusive of a clear project implementation plan.	10 Points
	Total	45

6.2 The service-providers technical scores must achieve a minimum score of **70%** on the technical requirements in order for them to be subjected to a price comparison on the basis of the **least cost method** on the financial bid.

7. Financial Assessment

7.1 The submissions that meet the minimum technical pass mark of **70%** will be assessed on the basis of the least cost method; therefore, the bidder that has met the technical requirements with the best pricing will be preferred.

NB: Financial Formula:

The bidder with the lowest price (L) will be awarded 100%

Bidders with price P(x) will be awarded a financial score = $(L/P) * 100\%$

NB: All enquiries should be made at least five (5) days before closing date.