B O S E T U

BOTSWANA SECTORS OF EDUCATORS TRADE UNION
Main Mall, Opposite European Union

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REQUEST FOR QUOTATION

Botswana Sectors of Educators Trade Union requests for quotations for the **Provision of Tourist Package at Namibia, Swakopmund.**

The RFQ will be assessed three (3) stages, and the qualifying bidder should pass all the stages to be recommended for the award.

STAGE ONE

PRE-LIMINARY EVALUATION

Bidders shall submit the following documentation to be able to proceed to the next stage of evaluation. Bidders who did not attach the required documents will result in outright disqualification from further evaluation.

The tenderer will be required to assist with the following documentation and **failure to submit these documents will result in outright disqualification.**

A Tenderer whose bid does NOT meet all the mandatory requirements stipulated below may be **disqualified and not evaluated further**

- Valid Tax Clearance Certificate
- CIPA Extract
- National IDs/Passport of shareholders
- Vat Registration Certificate or exemption thereof
- PPRA code 102 (Tourism and Travel Related Services), Sub-Code 01(Travel Related Services), (Travel Agencies)
- PPRA code 102 (Tourism and Travel Related Services), Sub-Code 02(Tour Operator Services, (Tourist Information services)
- PPRA code 129 (Passenger Transport Services), Sub-Code 02(land)

STAGE TWO

TECHNICAL EVALUATION

Bidders will be assessed based on the following criteria using the merit point system. Bidders must provide proof on each criterion item:

NO	DESCRIPTION OF ITEMS	ACTUAL SCORE	POSSIBLE SCORE
	Mode of transportation: 3 Buses (Irizar 2by2) **1. TRANSPORTATION** ❖ Departure: **16th December 2025 overnight** ❖ Arrival date Namibia: **17th December** ❖ Return date: **21st December 2026 overnight** Arrival date back to Gaborone: **22nd December 2026**	**15**	
	2. ACCOMMODATION ❖ **Accommodation for 4 nights for 150 people** (the 4star or 5star hotel for accommodation should be able accommodate the whole number of people) ❖ Check in:17th December 2026 ❖ Check Out:21st December 2026 ❖ **Sharing rooms:60** ❖ **Non-sharing:30**	**15**	
	3. ACTIVITIES ❖ Include **4 activities in the package quotation** ❖ And **4 optional activities (own expense)**	**10**	
	4. REFERENCES ❖ References On Similar Work from recent Previous Clients (At least 2)	**10**	
	❖ Registration books of the buses to be used ❖ Roadworthiness certificate of the buses	**10**	

	The bidders can attach pictures of the buses(optionally)		
	Total	**60**	

FINANCIAL EVALUATION

Tenderers who have achieved a combined score of **70%** and above will have their financial proposals evaluated. A quality and cost evaluation method will be used for Financial Assessment. The supplier with the highest technical score will be recommended for the award.

$$\textbf{Total} = \frac{70}{100} \times \frac{\text{bidder average technical score}}{} + \frac{30}{100} \times \frac{\text{lower financial cost}}{\text{bidders financial cost}}$$