

Mmegi

Private Bag BR 50 Gaborone, Botswana
Maruapula, Lot 8901

Segogwane Way

Tel: 397 4784 Fax: 390 7880/390 5508

website: www.mmegi.bw email: advertising@mmegi.bw

VAT NO: C00500001111

02589

ADVERTISING ORDER

Please place the following adverts in the Mmegi

Date to be published	Caption	Size	Colour	Cost	
24/08/08		5x2	B/W	105	00

Additional Instructions:

SUB - TOTAL

105 00

LESS
DISCOUNT

ADD VAT

TOTAL

10%

P115 50

Positioning:

Classified

Rep

Bottle

Company:

BIDD

Address/Postal

P O Box 827 Gaborone

Address/Physical

Gaborone

Telephone:

7181681 / 3971181

Fax:

3971181

Booked by:

Name: Ellen

Position:

Signature:

Date: 01/08/08

THE BOTSWANA ADVERTISER

More than just classified.

Screen Print Building, Plot 5647, Nakedi Road Broadhurst Industrial
Tel: (09267) 3166059/3914788 Fax: (09267) 3914595/3182957 Gaborone, Botswana

NO: TBA 6317

QUOTATION

CUSTOMER/AGENCY: BIDP
CONTACT PERSON: _____
ADDRESS: _____
ADVERT DESCRIPTION: DISPLAY

DATE: 01/08/08
TEL: _____
FAX: 3971181
EMAIL: _____
MARKETING EXECUTIVE: Gaone

Dear Sir/Madam

We thank you for your enquiry and have pleasure in submitting the following quotation, based on the Terms and Conditions laid out overleaf.

A) TARIFF RATE CHARGES			
ADVERT RATE	<u>P300</u>	NO OF INSERTS	<u>1</u>
COLOUR		PAGE NO:	
		SIZE:	<u>1 BLOCK</u>
			P 300.00
B) ADVERT ARTWORK CHARGES			
TYPESETTING CHARGES			P
CALL OUT/CALL IN			
NUMBER OF PIC'S		SCANNING/IMAGE EDITING	
DESIGNING & LAYOUT			<u>25.00</u>
			P 25.00
C) INSERTION CHARGES			
WRAP AROUND (A3 folded to A4)			P
LIP WRAP AROUND (A4 folded to A5)			
OTHER CHARGES			
			P
D) GRAND TOTAL OF A + B + C			
			P 325.00
		10% VAT	<u>32.5</u>
		TOTAL	P 357.50

bldp -> bldpmem

Name	Firstname	Current	Resident	Profession
Alenyang	Robert	y	y	4q
Alison-Broomhead	Graham Ian	y	y	4q
Basim	Otshegeditse B K	y	y	4q
Bathuleng-Mookodi	Marina	y	y	4q
Chitwa	Amos Gregory Matendeko	y	y	4q
Davey	Brian Peter	y	y	4q
Gkau	Lawrence Wambugu	y	y	4q
Hutchings	Lawrence James	y	y	4q
Jones	Gordon Barrie	y	y	4q
Kgosiemang	Gontse J.	y	y	4q
Maina	Anthony Mbugua	y	y	4q
Mathware	Ogaketse Thopho	y	y	4q
Mathipeng	Andrew	y	y	4q
Mhutsiwa	Boyce O.	y	y	4q
Mmiga	Dithologo	y	y	4q
Mogomela	Martin Molao	y	y	4q
Moje	Evans	y	y	4q
Morton	Timothy Paul	y	y	4q
Motsumi	G. A.	y	y	4q
Muchengwa	Dorica Mlonga Daka	y	y	4q
Mwitonwa	David Kabuku	y	y	4q
Nkumba	E	y	y	4q
Nthase	Phenyo	y	y	4q
Orando	Marcellus	y	y	4q
Oranye	Chike Ikemefuna	y	y	4q
Osemenam	Emeka Azubike	y	y	4q
Owusu-Apland	Godfrey	y	y	4q
Palani	Koziba Gumbu	y	y	4q
Price	Owen Sean	y	y	4q
Pritchard	Gareth Wyn	y	y	4q
Quille	Denis Declan	y	y	4q
Richards	Peter Maurice	y	y	4q
Rynn	Marc D.	y	y	4q
Semman	Joseph	y	y	4q

End Of Page

Export Data

(Right click on "Export Data" and select "Save Target As..." to save the file to your computer.)

Close Window

Visit the BMS website for updates!
www.busmgtsys.com

ATT: ELLON

Chakpor

Technicians Overtime Allowance

Allowance Grade C1 and below	1 412.40	Converts to	7 738.20
Allowance Grade C2 and below	462.00	Converts to	9 514.30
Allowance Private Practice	50.00	Converts to	57.50/Month
Grant	1 386.00	Converts to	1593.90/Event
Grant			
Officers	181.00	Converts to	208.15/Event
Others	117.00		134.55/Event
Industrial Class			
Shift Allowance			
Night	3.80	Converts to	4.40/Day
Morning/Afternoon	2.90		3.35/Day
Police Special Hazard Allowance	5 028.00	Converts to	5 782.20
	2 529.00		2 908.35
	1 265.40		1 455.25

Entertainment Allowance (Taxable)

CJ/PSP	11 501.40	Converts to	13 236.00
Permanent Secretaries at F0 and officers holding positions designated at that level	9 999.00	Converts to	11 508.00
Permanent Secretaries at F1 and officers holding positions designated at that level	8 696.40	Converts to	10 008.00
Deputy Permanent Secretaries at F2 and officers holding positions designated at that level	7 561.20	Converts to	8 700.00
Others incl. Heads of Mission Abroad District Commissioners (Dikgosi) Senior Chiefs Rep and levels above	7 561.20	Converts to	8 700.00

Kilometre Allowance

Motor vehicle	3.35	Converts to	3.85/Km
	2.45		2.85/Km
	1.50		1.75/Km
Motor Cycles	1.50	Converts to	1.75/Km
	1.10		1.30/Km
	0.75		0.90/Km
Robe Allowance	1 986.00	Converts to	2 283.90

Vacation Employment

Subsistence	45.70	Converts to	52.60/Night
Per Diem	33.55		38.60/Day

Volunteers

RECEIVED
2008-08-29
BIDP

OBJECTIVES

MAIKAELELO

The Institute is established in Botswana:

- a) To promote the advancement of and to facilitate the acquisition of that knowledge which constitutes the professions related to development in Botswana.
- b) To promote the general interests of the professions and to maintain and to regulate them in the public interest.
- c) To promote the participation of central and local authority into providing educational institutions in Botswana at Professional and Technical level and to stimulate and encourage the interest and participation of the Botswana people into entering the professions.
- d) To promote the establishment of a professional centre in Gaborone to facilitate the use of common resources in conjunction with the provision of common support services for the professions.
- e) To establish and maintain good relations with other professional bodies in Botswana, to establish links with similar Societies in other countries and to join and support any international bodies concerned with the work of the professions.

BIDP ADVERT SUGGESTIONS:

S MATHE:

Botswana Institute of Development Professions

Please contact us regarding construction related publications & information

+ BIDP LOGO here

Contacts: Secretary, BIDP
PO Box 827, Gaborone
Cell :7181 6811
Fax: 397 1181
Email: bidp@mega.bw
Website: www.bidp.bw

D YOUNG:

Botswana Institute of Development Professions

Contact us for building contracts and related documents.

+ BIDP LOGO here

Contacts: Secretary, BIDP
PO Box 827, Gaborone
Cell :7181 6811
Fax: 397 1181
Email: bidp@mega.bw
Website: www.bidp.bw

G VLUG:

Botswana Institute of Development Professions

The experts on construction related publications and information.

+ BIDP LOGO here

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PO Box 827, Gaborone
Cell :7181 6811
Fax: 397 1181
Email: bidp@mega.bw
Website: www.bidp.bw

D NYEKELE:

My suggestion is to add a bit more background information about BIDP of course funds permitting eg (extract from objective in the constitution):

Botswana Institute of Development Professions (BIDP) was established to promote the advancement of and to facilitate the acquisition of that knowledge which constitutes the professions related to development in Botswana.

Contact us regarding Construction related Publications and Information.

Contact: Secretary, BIDP

P.O. Box 827, Gaborone

Cell: 7181 6811

Fax: 397 1181

Email: bidp@mega.bw

Website: www.bidp.bw

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Private Bag BR 50 Gaborone, Botswana
 Maruapule, Lot 8901
 Segogwane Way
 Tel: 397 4784 Fax: 390 7880/390 5508
 website: www.mmegi.bw email: advertising@mmegi.bw
 VAT NO: C00580001111

07620

ADVERTISING ORDER

Please place the following adverts in the Mmegi

Date to be published	Caption	Size	Colour	Cost	
		5x3	Blw	157	50

Additional Instructions:

SUB - TOTAL

157 50

LESS
DISCOUNT

ADD VAT

10%

TOTAL

P173 25

Positioning:

Rep:

Company:

Address/Postal

Address/Physical

Telephone:

Fax:

Booked by:

Name:

Position:

Signature:

Date:

Ellen

11/09/08

P/BAG 153
Gaborone
Botswana
Tel: 3908432
Fax: 3908457



Published by
CBET (PTY) LTD

VAT REG. No. C05517301112

No 25197
Lot 45
Unit 11/12
Commerce Park
Gaborone

ADVERTISEMENT ORDER

11/09/2008

SIZE	KEY	COST PER INSERTION
5X3		P350.00
	classified	
SUB-TOTAL		P350.00
10% VAT		P35.00
TOTAL		P385

Publication Date: 17/09/08
19/09/08

REMARKS:

Invoice to:

BIDP

Your Order No

Shelg

Authorised Signatory

With official stamp

NB: General Advertising conditions printed on reverse



VAT REG. No. C05517301112

Nº 25196
Lot 45
Unit 11/12
Commerce Park
Gaborone

ADVERTISEMENT ORDER

11 / 09 / 2008

Publication Date: 17/09/08
6
19/09/08

Invoice to: BIDP
3971181

REMARKS:
We will offer
you a free
one in the
Guardian
Please sign
below & fax
back

Your Order No. 56415 Authorised Signatory.....

. With official stamp

NB: General Advertising conditions printed on reverse

Finced aduest
3188214

Attention: Kago

From: Ellen
Tel/fax: 377 1181

Botswana Institute of Development Professions

Contact the professionals regarding Construction related contracts and documents.

Contact: Secretary, BIDP
PO Box 827, Gaborone
Cell : 7181 6811
Fax: 397 1181
Email: bidp@mega.bw
Website: www.bidp.bw



BIDP was established to promote the growth of skills related to development in Botswana. Architects, Engineers and Surveyors at your service.

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Cell : 7181 6811
Fax: 397 1181
Email: bidp@mega.bw
Website: www.bidp.bw



To: S. Khthe

ADVERT.

Botswana Institute of Development Professions

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Cell: 7181 6811
Fax: 397 1181
Email: bidp@mega.bw
Website: www.bid.bw



Copy of the advertisement
to be placed in the
Botswana Institute of Development Professions
bulletin.



Botswana Institute of Development

Professions

Contact us re

Construction related publications and
information

Web: www.bidp.bw Phone: 7181 6811

text to be bigger

BIDP members current contacts

Wednesday, 17th September 2008

<u>303</u>	481	Adolwa	Mbaja	email> spasy@botsnet.bw
<u>250</u>	427	Akanyang	Robert	email> rakanyang@aka.bw
<u>243</u>	418	Allen	Anthony M. D.	email> tony.allen@botsnet.bw
<u>132</u>	221	Allison-Broomhead	Graham Ian	email> agb@info.bw
<u>8</u>	13	Anderson	Andrew William	email> anderson@zamnet.zm
<u>235</u>	410	Askovic	Aleksandar	email> aleksandar@info.bw
<u>256</u>	434	Azulay	Itamar	email> ssb@property.co.bw
<u>276</u>	454	Bale	Keboife Bobo	email> keboife@yahoo.com
<u>266</u>	444	Basiami	Otshegeditse B K	email> bash@botsnet.bw
<u>310</u>	487	Bathuleng	Moagi Dwight	email> flex@it.bw
<u>253</u>	430	Bathuleng-Mookodi	Marina	email> bwrqs@mega.bw
<u>180</u>	272	Beeken	Roger J	email> bma@info.bw
<u>25</u>	57	Bergs	Hanns-Gerd	email> hbergsassoc@absamail.co.za
<u>70</u>	153	Bernard	Joseph Jane	email> jjdesign@info.bw
<u>10</u>	15	Brackenborough	William Michael	fax> 3181115
<u>297</u>	473	Bredell	Theodor Gustav	email> loci@info.bw
<u>292</u>	470	Busang	Rainer Shakes	email> busangsebonego@botsnet.bw
<u>18</u>	39	Carrier	Kenneth Michael Morton	email> mlc@global.bw
<u>72</u>	155	Chephethe	Ralph Raphael	email> rchephethe@gov.bw
<u>277</u>	455	Chiwila	Amos Gregory Matendeko	email> accosulta@mega.bw
<u>9</u>	14	Davey	Brian Peter	email> daveyb@kille.bw
<u>191</u>	283	Desai	Pankaj Dhirajcal	post> PO Box 41600, Gaborone
<u>300</u>	478	Dondofema	Efraim	cell> 72402515
<u>136</u>	225	Flanagan	Andrew Gerald	email> bullbush@info.bw
<u>234</u>	409	Foote	F. William	email> HBFEETE@aol.com
<u>293</u>	471	Gaopotlake	Emmanuel	email> bmarchitects@botsnet.bw
<u>302</u>	480	Gitau	Lawrence Wambugu	fax> 3953344
<u>210</u>	303	Groth	Agas	email> agas@info.bw
<u>228</u>	325	Gunston	S	email> sid@ada.co.bw
<u>174</u>	266	Hakim	Asadul	cell> 71373884
<u>55</u>	125	Hammond	Jeffrey Blair	email> kpbots@botsnet.bw
<u>6</u>	7	Henderson	Ronald Bryden	email> brydens@global.co.za
<u>244</u>	420	Hinchliffe	John P.	email> john@dcdm.co.bw
<u>169</u>	261	Hingorani	Gopal Das	email> gdhingorani@hotmail.
<u>20</u>	42	Hutchings	Lawrence James	email> randyb@gbs.co.bw
<u>230</u>	400	Hyde	Bernard	email> bhyde@mega.bw
<u>260</u>	438	Iyer	Kishore Subramanyam	email> kishore@mega.bw
<u>105</u>	193	Jadeja	Deepakkumar Ajitsinhji	fax> 3912331
<u>48</u>	111	Jones	Gordon Barrie	post> PO Box 301186, Gaborone
<u>311</u>	490	Kabwe	Lawrence	email> bwrqs@mega.bw
<u>71</u>	154	Kalra	Om Parkash	no contact!
<u>312</u>	489	Kasalaba	Moses	email> flex@it.bw
<u>223</u>	316	Kaszay	Peter	email> P_Kaszay@yahoo.co.uk
<u>264</u>	442	Katse	Boniface Moeka	email> katz@it.bw

Call @ 130 2421061

out of country

out of country

Retired

dondofema@hotmail.com
Box 402549
Begeta

<u>121</u>	210	Kelly	Alexander Lees	email> sandy@tma.co.bw
<u>283</u>	461	Kentshitawe	Seitiketso	email> skentshitawe@hotmail.com
<u>319</u>	0496	Kgathego	Zibani	email> zbnkgathego@yahoo.com
<u>241</u>	416	Kgosiemang	Gontse J.	email> gontse@pegoprojects.com
<u>144</u>	234	Khin	Aung	email> proarchbw@gmail.com
<u>33</u>	70	Kille	Alan Arthur	fax> 3857424
<u>287</u>	445	Kimani	Ludi Thoki	email> Lnkimani46@yahoo.co.uk
<u>116</u>	205	Kintu	Hammed Semwanje	fax> 5920209
<u>232</u>	402	Klaric	Z	email> atrium@botanet.bw
<u>19</u>	40	Latilla	Kim Everitt	email> mlc@global.bw
<u>280</u>	458	Lopang	Patrick	fax> 3927990
<u>212</u>	305	Lyamuya	Paul Kinanawa	email> lyamuyap@mopipi.ub.bw
<u>84</u>	169	Macgarry	Kevin Ignatius	email> ac@accc.co.za
<u>307</u>	484	Maina	Anthony Mbugua	cell> 71422806
<u>272</u>	450	Manharlal	Mehta Rageshkumar	email> rinal@botanet.bw
<u>308</u>	485	Maphepa	Jonathan	email> maphepai@yahoo.com
<u>1</u>	2	Marshall	Ian Harley	post> Box 1521, S. W. Harbor, ME 04679, USA
<u>13</u>	22	Marshall	Jean Carol McCarthy	email> sphinx@acadia.net
<u>107</u>	195	Martin	George Paul Lamont	email> peridot@info.bw
<u>160</u>	251	Mashelkar	Sharad Sudam	fax> 3913337
<u>309</u>	486	Mathe	Sithabile Pauline	email> moralo@broadpark.no
<u>161</u>	252	Mathware	Ogaketse Thopho	email> fitzwilliam@info.bw
<u>313</u>	491	Matlapeng	Andrew	email> bwrqs@mega.bw
<u>249</u>	426	Mathaga	Culhbert	fax> 3181635
<u>269</u>	447	Matthew	Thamarathattu Geevarghese	post> P/Bag 00484, Gaborone
<u>274</u>	452	Mazhani	Edward Ted	email> mazhaniet@mopipi.ub.bw
<u>229</u>	327	Mhutsiwa	Boyce O.	email> boyce@mna.co.bw
<u>226</u>	323	Minja	Frank Anasle	cell> 71728356
<u>36</u>	84	Mitchell	Eric Patrick	fax> 3900902
<u>258</u>	436	Mmile	Dithologo	email> mma@botanet.bw
<u>284</u>	462	Moapare	Vincent O.	email> vmoapare@gmail.com
<u>44</u>	106	Modise	Mmapula Glorious Karabo	post> PO Box 1166, Gaborone
<u>182</u>	274	Mogomela	Martin Molao	email> mogomela@t.bw
<u>257</u>	436	Moje	Evans	email> qsb@mega.bw
<u>288</u>	466	Monamo	Letseletse Mpho	cell> 72271377
<u>318</u>	0495	Morake	Kabelo	cell> 72440718
<u>294</u>	472	Moremedi	Thuso	cell> 71600688
<u>86</u>	172	Morton	Timothy Paul	email> randybt@gbs.co.bw
<u>51</u>	115	Moss	Stephen Andrew	email> acmoss@t.bw
<u>246</u>	423	Motsumi	G. A.	email> tagbn@info.bw
<u>305</u>	482	Muchengwa	Dorica Milonga Daka	email> milongadd@yahoo.com
<u>259</u>	437	Musuku	Joseph Godwin	email> gmusuku@hotmail.com
<u>138</u>	227	Mulungi	Gregory Lutta	email> ramani@info.bw
<u>289</u>	467	Mwiturwa	David Kabuku	email> mwiturwa@info.bw
<u>43</u>	104	Narola	Kantilal P	email> karuna@mega.bw
<u>165</u>	256	Neill	S	email> dlq@dlq.co.bw
<u>206</u>	299	Ngwakwena	Olebeng Adam Bafundini	email> belshane@botanet.bw
<u>254</u>	431	Nkumba	E	fax> 3973743 — Enkumba@mlcqs.co.bw

<u>304</u>	488	Ntapu	Kealeboga	email> ntapu@yahoo.com
<u>247</u>	424	Nthase	Phenyo	email> pegopro@t.bw
<u>281</u>	459	Nthobatsang	Batshetsi	email> nthobs@yahoo.com
<u>99</u>	187	Nutall-Smith	Christopher	email> nsa@micro.co.bw
<u>286</u>	464	Nyame	Pedriel Mokwadi	email> pedriel@symbion-int.co.bw
<u>299</u>	477	Nyekela	Dennis Hanzoka	email> nyekela@tbi.co.bw
<u>296</u>	474	Okumbe	James Ouko	email> jokumbe@yahoo.com
<u>217</u>	310	Orando	Marcellus	post> P/Bag B R 22, Gaborone
<u>158</u>	249	Oranye	Chike Ikamefuna	fax> 3956773
<u>124</u>	213	Osemenam	Emeka Azubike	post> PO Box 2468, Gaborone
<u>270</u>	448	Osweleng	Kganetso Bontsi	fax> 3971710
<u>227</u>	324	Owusu-Appianti	Godfrey	email> godfreyo@tbc.bw
<u>164</u>	255	Palalani	Koziba Gumbu	email> third@mega.bw
<u>298</u>	475	Paranagam	Daya Jivitha	email> vijitha.p@fitzwilliam.co.bw
<u>64</u>	144	Patel	Anil F	email> gsp@t.bw
<u>146</u>	237	Patel	Shahnawaz M	fax> 3971710
<u>175</u>	267	Patel	Vasant	cell> 71304024
<u>315</u>	492	Patel	Veeranagowda	email> patel_vk@hotmail.com
<u>218</u>	311	Peric	Vladimir	email> emccons@info.bw
<u>317</u>	0494	Peters	Lucky	email> lucky_peters_maral1g@yahoo.com
<u>194</u>	286	Phiri	Fred	email> dlq@dlq.co.bw
<u>306</u>	483	Phuthogo	Jimson Onthephile	cell> 71375715
<u>170</u>	262	Price	Owen Sean	fax> 3959748
<u>139</u>	228	Pritchard	Gareth Wyn	email> pritchardgareth@yahoo.co.uk
<u>163</u>	254	Quile	Denis Dedan	email> fitzwilliam@info.bw
<u>285</u>	463	Rai	Jagdish Nathalal	email> jagdish@symbion-int.co.bw
<u>291</u>	469	Rajnovic	Predrag	email> pedjar@bolsnet.bw
<u>167</u>	258	Ranjan	Aluraj David	fax> 3972821
<u>282</u>	460	Rantshilo	Tshoganeiso	email> archcollabo@mega.bw
<u>4</u>	5	Richards	Peter Maurice	fax> 3181115
<u>238</u>	413	Rynn	Marc D.	email> ttagbn@info.bw
<u>268</u>	446	Sajja	Nagarajababu	email> sajj28@hotmail.com
<u>184</u>	276	Samman	Joseph	email> sammanj@mopipi.ub.bw
<u>287</u>	465	Seomile	Bosiame Jay	cell> 72443484
<u>261</u>	439	Sergeant	Raymond D	fax> 3182985
<u>301</u>	479	Setekia	Simon Wateka	email> stodeh2@hotmail.com
<u>75</u>	158	Shah	Pradip Babulal	cell> 72144376
<u>290</u>	468	Soderstrom	Ulf Martin	email> ulf@mega.bw
<u>252</u>	429	Todd	David John	email> dtodd@turntown.co.za
<u>52</u>	116	Van Vuuren	Petrus Jacobus	fax> 3973174
<u>11</u>	16	Vista	Cirillo P	email> vistaeng@gbs.co.bw
<u>224</u>	319	Vlug	Gerrit Herman	email> vlug@mega.bw
<u>222</u>	315	Wall	Joanna B.	email> JoWall7777@aol.com
<u>102</u>	190	Welfing	Albert Andreas	email> agora@info.bw
<u>278</u>	456	Williams	Alan Geoffray	fax> 6250647
<u>115</u>	204	Wong	Melvorn	email> engbot@bolsnet.bw
<u>59</u>	133	Yates	Michael George Henry	email> mghyates@yahoo.com
<u>23</u>	50	Young	David Alexander	email> dya@bolsnet.bw

Home

Output software developed by David Young, 2005, using LAMP

Web site:

<http://yabw.net>

31st August, 2007

Ref: (A0kp)02

IN ACCOUNT WITH
BIDP
PO Box 827
Gaborone

RE: DISBURSEMENTS

ACCOUNT NO. 07/5		REQUEST FOR PAYMENT	
5.1	Fees		
5.1.1	NIL		
5.2	Disbursements August 07:		
5.2.1	BIDP shop rent for August 2007 @ P250.00/month=	250.00	
5.2.2	A4 copies for BIDP by Young architects: 455 no. @ 75t each	341.25	
5.2.3	A3 copies for BIDP by Young architects: 16# no. @ P1.10 each	17.60	
5.2.4	Sending faxes: 87 pages @ 19t each=	17.00	
5.2.5	BIDP: local calls: AG07= 1 hour/month @ 34t/minute=	20.40	
Subtotal disbursements:		646.25	646.25
ACCOUNT TOTAL			P646.25

VAT registration
C 067 1380 1112
Rate Amount
% Pula

Add 10% VAT

P65.00

ACCOUNT INCLUDING VAT

P711.25

*paid by petty cash on 11/09/07
R53*

David Young
(A2ra)05

cc: file

Web site:

<http://yabw.net>

31st October, 2007

Ref: (A0kp)02

IN ACCOUNT WITH

BIDP
PO Box 827
Gaborone

RE: DISBURSEMENTS

ACCOUNT NO. 07/7		REQUEST FOR PAYMENT		VAT registration # C 067 1380 1112	
				Rate %	Amount Pula
7.1	Fees				
7.1.1	Preparing & sending comments on Botswana Building Regulations: D Young:	3545.00			
	Subtotal fees:	3545.00	3545.00	10	354.50
7.2	Disbursements October 07:				
7.2.1	BIDP shop rent for October 2007 @ P250.00/month=	250.00			
7.2.2	A4 copies for BIDP by Young architects: 247 no @ 75t each=	185.25			
7.2.3	Sending faxes: 135 pages @ 19t each=	26.00			
7.2.4	BIDP: local calls: OC07= 1 hour/month @ 34t/minute=	20.40			
7.2.5	Electronic forms to: Okavango Electronics x 5 Palo Motheo x 2 Davis Langdon x 2 9 no @ P25.00 each=	225.00			
	Subtotal disbursements:	706.65	706.65	10	70.70
	ACCOUNT TOTAL		P4,251.65		
	Add 10% VAT		P425.20		
	ACCOUNT INCLUDING VAT		P4,676.85		

Petty Cash Paid on 28/10/07 = P1000-00
R100 on 23/10/07 = 200-00
R02 on 25/10/07 = P1000-00
R05 on 01/11/07 = 558-00
P2758-00

David Young
(A2ra)05

cc: file

paid by BIDP cheque
on 6/11/07

1918-85
4676-85 ✓

Web site:

<http://yabw.net>

30th November, 2007

Ref: (A0kp)02

IN ACCOUNT WITH

BIDP

PO Box 827

Gaborone

RE: DISBURSEMENTS

ACCOUNT NO. 07/8		REQUEST FOR PAYMENT		VAT registration # C 067 1380 1112	
				Rate	Amount
				%	Pula
8.1	Fees				
8.1.1	Nil				
8.2	Disbursements November 07:				
8.2.1	BIDP shop rent for November 2007 @ P250.00/month=	250.00			
8.2.2	A4 copies for BIDP by Young architects: 97 no @ 75t each=	72.75			
8.2.3	A3 copies 8 no. @ P1.10 each=	8.80			
8.2.4	Sending faxes: 43 pages @ 19t each=	8.00			
8.2.5	BIDP: local calls: NO07= 1 hour/month @ 34t/minute=	20.40			
	Subtotal disbursements:	359.95	359.95	10	36.00
	ACCOUNT TOTAL		P359.95		
	Add 10% VAT		P36.00		
	ACCOUNT INCLUDING VAT		P395.95		

paid by petty cash R10 on 12no07 = P156.00
R16 on 6dec07 = 239.95
395.95

David Young
(A2ra)05

cc: file

Web site:

<http://yabw.net>

31st January, 2008

Ref: (A0kp)02

IN ACCOUNT WITH

BIDP
PO Box 827
Gaborone

RE: DISBURSEMENTS

ACCOUNT NO. 08/1		REQUEST FOR PAYMENT		VAT registration	
				# C 067 1380 1112	
				Rate	Amount
				%	Pula
1.1	Fees				
1.1.1	Preparing & sending comments on Final report to Botswana Building Regulations on 17-18ja08: D Young: 8 hours @ P100.00/hour=	800.00			
	Subtotal fees:	800.00	800.00	10	80.00
1.2	Disbursements January 08:				
1.2.1	BIDP shop rent for January 2008 @ P250.00/month=	250.00			
1.2.2	A4 copies for BIDP by Young architects: 241 no @ 75t each=	180.75			
1.2.3	Sending faxes: 51 pages @ 19t each=	10.00			
1.2.4	BIDP: local calls: JA08= 1 hour/month @ 34t/minute=	20.40			
1.2.5	Electronic forms to: Oduma Electrical x 4 Young Architects x 1 5 no @ P25.00 each=	125.00			
	Subtotal disbursements:	586.15	586.15	10	58.60
	ACCOUNT TOTAL		P1,386.15		
	Add 10% VAT		P58.60		
	ACCOUNT INCLUDING VAT		P1,444.75		

paid by petty cash R33 on 5fe08 - P1444-75

David Young
(A2ra)05

cc: file

Web site:

<http://yabw.net>

30th April, 2008

Ref: (A0kp)02

IN ACCOUNT WITH

BIDP

PO Box 827

Gaborone

RE: DISBURSEMENTS

ACCOUNT NO. 08/4		REQUEST FOR PAYMENT		VAT registration	
				# C 067 1380 1112	
				Rate	Amount
				%	Pula
David Young					
4.1	Fees				
4.1.1	NIL				
4.2	Disbursements April 08:				
4.2.1	BIDP shop rent for April 2008 @ P250.00/month=	250.00			
4.2.2	A4 copies for BIDP by Young architects:				
	121 no @ 75t each=	90.75			
4.2.3	Sending faxes:				
	37 pages @ 19t each=	7.00			
4.2.4	A4 coloured copies for BIDP by Young architects:				
	2 no @ P3.50 each=	7.00			
4.2.5	BIDP: local calls: AP08= 1 hour/month @ 34t/minute=	20.40			
	Subtotal disbursements:	375.15	375.15	10	37.50
	ACCOUNT TOTAL		P375.15		
	Add 10% VAT		P37.50		
	ACCOUNT INCLUDING VAT		P412.65		

paid by petty cash R81 = P100.00 14/4/08
R82 = P312.65 "
412.65

(A2ra)05

cc: file

BIDP PETTY CASH AT PLOT 915, GABORONE

Date	From	Receipt No.	Cash received	Expenses	Balance	Cheque
03/12/07	Opening balance (cash in box)		534.35		534.35	
04/12/07	Olsa	14	45.00		579.35	
04/12/07	BDC	15	45.00		624.35	
06/12/07	Cash to Young Architects	16		239.95	384.40	
06/12/07	Young Architects	17	30.00		414.40	
06/12/07	Cheque: S W Setekia Subscription	19			414.40	230.00 Deposited
07/12/07	L Peters Application fee	20	125.00		539.40	
10/12/07	Box 827 annual rent			330.00	209.40	
10/12/07	B Hyde subscription	21	150.00		359.40	

929.35 569.95

359.40


✓ cash in box




7.1.08

BIDP PETTY CASH AT PLOT 915, GABORONE

Date	From	Receipt No.	Cash received	Expenses	Balance	Cheque
07/01/08	Opening balance (cash in box)		359.40		359.40	
11/01/08	Ouduma	22	690.00		1049.40	
11/01/08	Cash to Young Architects	23		327.45	721.95	
14/01/08	L Kimani	24	270.00		991.95	
15/01/08	B Hyde Associates	25	120.00		1111.95	
15/01/08	D K Mwitumwa (subscription fee)	26			1111.95	270.00 Deposited
16/01/08	Young Architects	27	60.00		1171.95	
21/01/08	Bergstan Africa	28	200.00		1371.95	
21/01/08	BIDP airtime			20.00	1351.95	
22/01/08	G3 Investment	29	130.00		1481.95	
23/01/08	Copies WithQS forms			72.00	1409.95	
23/01/08	Fitzwilliam partnership	30	30.00		1439.95	
29/01/08	B Foote (subscription fee)	31	150.00		1589.95	
					1589.95	
					1589.95	
					1589.95	
					1589.95	
			2009.40	419.45	1589.95	

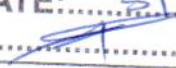
checked: cash in box ok
 4/2/08

FAXED TO:	G. Vilas
ON DATE:	4/2/08
BY:	

BIDP PETTY CASH AT PLOT 915, GABORONE

Date	From	Receipt No.	Cash received	Expenses	Balance	Cheque
04/02/08	Opening balance (cash in box)		1589.95		1589.95	
06/02/08	Cash to Young Architects	33		1444.75	145.20	
06/02/08	BIDP airtime			20.00	125.20	
06/02/08	Mmile Mhutsiwa & Ass.	34	120.00		245.20	
15/02/08	Anvil construction	35	30.00		275.20	
15/02/08	BIDP CRC meeting breakfast	36		117.70	157.50	
15/02/08	Motheo	37	200.00		357.50	
18/02/08	BIDP airtime			20.00	337.50	
18/02/08	Excel Develpers	38	30.00		367.50	
19/02/08	Bibian Ventures	39	1100.00		1467.50	
19/02/08	G3 Investments	40/41	30.00		1497.50	
19/02/08	Experience Counter	42	60.00		1557.50	
19/02/08	Young Architects	43	60.00		1617.50	
19/02/08	Mmile Mhutsiwa & Ass.	44	200.00		1817.50	
20/02/08	Antalis Botswana papers			656.85	1160.65	
20/02/08	MTS copies (With QS x 20)			120.00	1040.65	
20/02/08	Wegner Investments	45	30.00		1070.65	
21/02/08	Anderson & Anderson	46	100.00		1170.65	
21/02/08	Anchor Electrical	47	60.00		1230.65	
21/02/08	Copies (Dom subcontract x 1)			8.00	1222.65	
25/02/08	Copies (Nom subcontract x10)			30.00	1192.65	
26/02/08	MTS copies (Without QS x 10)			128.00	1064.65	
26/02/08	Paul Munnik Architect	48	100.00		1164.65	
27/02/08	Paul Munnik Architect (cheque)	49			1164.65	P100.00 Deposited
29/02/08	BIMU	50	90.00		1254.65	
					1254.65	
					1254.65	
					1254.65	
			3799.95	2545.30	1254.65	

Checked:  3mw08

FAXED TO:	G. Vlug
ON DATE:	3/3/08
BY:	



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. Box 827 - Gaborone
Tel. 7181 6811 - shop fax 397 1181
e-mail: bidp@mega.bw
website: <http://www.bidp.bw>

To: D Sichombo

With Compliments

ELLEN,

Thank you!

[Signature]
S. D. Sichombo

MR. PAUL MARTIN'S CONTACT DETAILS:

DENNIS FABIAN BERMAN ARCHITECTS

²⁷
TEL: +27. 418 9500

²⁷
FAX: +27. 419 4884

e-mail: paul@fabians.co.za

CELL: + 27. 84 68 50 363

TEL: + 27. 21. 794 0959

TRUSTING THAT THE ABOVE IS SUFFICIENT FOR
YOUR REQUIREMENTS.

REGARDS

[Signature]

S. D. Sichombo

Answered GV Queries

3/10/08

BIDP Petty cash details: 2007/08 books

Date	Receipt number	Amount	Items
05/07/2007	17	413.80	Slips from D Young for drinks at CRC meeting and council meeting
10/08/2007	26	126.00	Slips from D Young for drinks at CRC meeting
11/09/2007	53	711.25	YA bill dated 31AG07 (copy attached)
05/10/2007	81	1000.00	YA bill dated 31OC07: advance payment 1 (copy attached)
23/10/2007	100	200.00	YA bill dated 31OC07: advance payment 2 (copy attached)
25/10/2007	02	1000.00	YA bill dated 31OC07: advance payment 3 (copy attached)
01/11/2007	05	558.00	YA bill dated 31OC07: payment 4 (copy attached)
12/11/2007	10	200.00	Drinks at CRC meeting=P44 and P156.00 YA bill #07/08 (copy attached)
06/12/2007	16	239.95	YA bill dated 07/08 dated 31no07 (copy attached)
	18		Error cancelled receipt
05/02/2008	33	1444.75	YA bill dated dated 31ja08 (copy attached)
14/05/2008	81/82	312.65	YA bill dated dated 30ap08 (copy attached)
21/05/2008	85	200.00	Cash to YA paid back on 22my08 see R87

Attached petty cash statement between 10de07 and 4fe08

12/10/2007	360.00	AGM snaks
25/10/2007	383.50	AGM snaks

Yes we spent P743.50 because the first AGM did not form a quorum.

YA bill dated 31no07 was paid twice on Receipt 10 & 16

YA bill of P4676.85 balance of P1918.85 was paid by BIDP cheque and deposited by YA on 6no07

397 34039



CONSULTATIVE WORKSHOP FOR CONTRACTORS COMING 24th OCTOBER 2008, GABORONE

PPADB will hold a consultative workshop on Friday 24th October 2008 in Gaborone to consult with contractors on the following topics:

- How should contractors, suppliers and services providers be graded? Should we grade at all?
- Review of the requirement for ownership of equipment versus leasing equipment in the current PPADB contractor registration system

All contractors engaged in any type of works related projects such as building construction, civil engineering, infrastructure, water engineering, drilling, mechanical installation, electrical installation, road construction etc are invited to **register to attend** the workshop.

The venue for the workshop will be announced at a later date

Interested contractors are requested to book for their company representatives by submitting their details to the workshop organizers at the following address:

Details of the company representatives;

- (i) Full name of the representative(s); (ii) Position in Company; (iii) Telephone number and (iv) e-mail address.

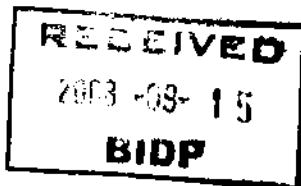
*The workshop is limited to the first 100 participants only, early registration is encouraged.

PPADB Contact Person;

Ms Mpho Motsumi
Telephone no: 360 2038 (direct) or 390 6853 (switchboard);
Fax number: 390 6822
Email; mmotsumi@ppadb.co.bw Or webmaster@ppadb.co.bw

2008-09-25

RECEIVED



Attn: Ellen

OPTION 5 - SNACK PLATTERS

Platter 1 - Sandwich Platter **P 95-00**
Fillings to include egg mayo, cheese and tomato, assorted cold meats.

Platter 2 - Chicken Platter **P160-00**
Assorted chicken pieces

Platter 3 - Sausage Platter **P125-00**
Cocktail sausages, viennas, Russians and boerewors with a dip

Platter 4 - Savoury Platter **P160-00**
Cocktail pastries, samoosas, pizza slices,
meat balls etc

Platter 5 - Crudites Platter **P 85-00**
Carrot sticks, celery sticks, mushrooms, cocktail tomatoes with a dip

Platter 6 - Cheese & Pate Platter **P170-00**
Assorted cheeses and pates with crackers

Each platter serves 8 - 10 people.

BOCCIM BENEFIT CARD (BB CARD)

ORDER FORM

Name of Company: BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

Address: Box 827, GABORONE

Tel: No: 7181 6811

Fax: No: 397 1181

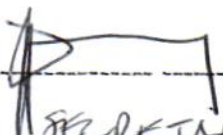
Holders:

1. AGAS GROTH
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

P250 each

(If more than 12, please attach additional list)

Signature: _____



14/10/2008

Designation: _____

SECRETARY, BIDP

BOCCIM THANKS YOU FOR YOUR SUPPORT

FAXED TO:

BOCCIM

ON DATE:

14/10/08

BY:



BIDP 20TH ANNUAL GENERAL MEETING

ON 29 SEPTEMBER 1998

AT THE BOWLS CLUB

GABORONE CLUB, THE VILLAGE.

**FORM FOR NOMINATION OF BIDP OFFICE BEARERS
FOR YEAR 1998 / 99**

OFFICE	PROPOSED	SECONDED	ACCEPTED
PRESIDENT			
VICE PRESIDENT			
HON. SECRETARY			
COUNCIL MEMBER			
COUNCIL MEMBER			
COUNCIL MEMBER			

ISSUED WITH NOTICE FOR AGM ON 4 SEPTEMBER 1998

BOCCIM BENEFIT CARD (BB CARD)

ORDER FORM

Name of Company: _____

Address: _____

Tel: No: _____

Fax: No: _____

Holders: 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

P12-SD each

(If more than 12, please attach additional list)

Signature: _____

Designation: _____

BOOCIM THANKS YOU FOR YOUR SUPPORT



Botswana Institute of Development Professions

Box 827, Gaborone, Botswana

Email: bidp@mega.bw

Cell: 7181 6811

Fax: (+267) 397 1181

◆ DATE:
15th October, 2008

◆ TO:
Niki

◆ COMPANY:
Pick 'N pay

◆ FAX NUMBER:
370 0018

◆ FROM:
E Tshoganetso

◆ FILE REFERENCE:
(A0kp)02

◆ **RE: ORDER FOR SNACK PLATTERS**

We confirm our order for the following snack platters to serve about 12-15 people.

Sausage platter @	P225.95
Savoury platter @	P235.95
TOTAL:	P461.90

The platters will be collected at 5:00pm on Thursday, 16th October, 2008

Yours faithfully,

Executive Secretary, BIDP

Ellen Tshoganetso

Cc: File



DRAFT 1 for Council
BIDP NEWSLETTER

OCTOBER 2008

Council news

BIDP President, E Mazhani attended the seminar on energy efficiency in building sector, at hotel Gaborone sun on 8th April 2008.

On 30th April, 2008 BIDP wrote a letter to Attorney General's Chambers regarding Botswana Building Regulations final draft issued to BIDP on 9th March, 2008. BIDP raised the fundamental area of concern which, at the end of these processes, BIDP feel has not been addressed.

The introduction of the new BIDP Domestic subcontract agreement held on 20th June, 2008 appeared to be interest to the members and other organisations who attended.

The Project Managers for the expansion project at Sir Seretse Khama Airport Mr Skelton gave a presentation on the scheme for BIDP members on 25th July, 2008 at Sir Seretse Khama Airport, Air Botswana.

Botswana Building Regulations

Dear All,

Please find attached the Final Draft Botswana Building Regulations. In line with the programme of events, this document has been forwarded to AG Chambers for their legal advice.

Regards,

Thom G. Msusa,

Secretary, BRB

Building and Social Housing Foundation

Dear Colleague,

The BSHF World Habitat Day 2008 Special Edition Newsletter is available for download from our website.

"El reciente Boletín de Noticias de BSHF, está disponible también en español para descarga desde nuestro sitio web"

For English - click here Por Español - pulse aquí

This special edition of the BSHF Newsletter includes details of:
World Habitat Day 2008

The two World Habitat Award winning projects

The ten excellent World Habitat Award finalists

The Awards are to be presented to the winners at the United Nations global celebration of World Habitat Day 2008 in Luanda, Angola in October 2008. The United Nations has designated the first Monday in October every year as World Habitat Day to reflect on the state of human settlements and the basic right to adequate shelter for all. It is also intended to remind the world of its collective responsibility for the future of the human habitat.

The theme of this year's World Habitat Day is 'Harmonious Cities'. For further information on the 2008 World Habitat Day celebrations, please click here.

If you do not wish to receive future issues of our newsletter or have received this email in error, please reply to this message with the word Unsubscribe in the subject line. Thank you.

With best wishes,

Jennifer

JENNIFER NEVILLE
Administrator, BSHF

Tel: +44 (0)1530 510444
Fax: +44 (0)1530 510332
Web: www.bshf.org

CONFERENCE 2008 of SAE

CONFERENCE DETAILS

Day 1

6 November 2008 07:30 - 16:30

SAEE Annual Awards & Banquet Ceremony

VIEW FLASH INVITE... [<http://rs6.net/tn.jsp?e=0015tjPKfXRvyNm0NQeuBuwzqJt-8BcOYgasemSVH5faWpiU8kpQuO1hyVTLC-sXIDrwW8aG8AR6mv4pAhraNrT35BsULO6XqqBlzpVVvDHSjSVdZSK-OPuD2zWN3MPzocHj0aszYaLqQs=>]

6 November 2008 18:30 for 19:00

Download the Award Nomination forms [HERE](#)

[http://rs6.net/tn.jsp?e=0015tjPKfXRvyNnIKjHGSJGYkH_j0e10Eh20nUeMkYOOB1VcrQp37_gy5J32Au2y5j9z4BLKHTbILR1AdEsiEJE2J1rCBmSrVt6ew7EfBNX6QBde8n05OBzV8uo_oOephUZ]

Day 2

7 November 2008

07:30 - 13:30

Quick Links

Register Now [http://rs6.net/tn.jsp?e=0015tjPKfXRvyO4tkWe0RSrEmqN-PXoV97sbnF3xtiSnQhtk8L8b3Uws9wLrkqPWY7JUranHU1Pd20FMNlrAoWe-23UDDQw3ev_UUPcyp9g8yQ3eKC7yvRynk2RsJiV3gfkzhiklr6sUM=]

Book your stand

[http://rs6.net/tn.jsp?e=0015tjPKfXRvyMmEb2Q7QWJuAfWtuc3Uz02izxhbh0swLgxZ_EbAEHaRFgP9ctvqLS5SqnglYTEYRi6Ab22FH5nBBxTK1pcgoLmbNVirK_D8hyil95TWZ1DqM0h1NBTE5KHkrNV38mK62E=]

For more information contact: nikki@sae.org.za

CONFERENCE 2008 of AIA

D Young attended AIA Helsinki conference on 10-14th September, 2008.

Broachers for the conference can be seen from Young Architects offices, tel 391 1181.

World Architecture Festival

Dear All

Davis Langdon & Seah International is one of the two 'Official Partners', as are Arup, of the above major new international event. The event will celebrate the work, concerns and aspirations of the international architectural community, during a three-day event taking place in Barcelona, Spain from 22 to 24 October 2008.

The 2008 awards are for buildings completed between 1 January 2007 and 20 June 2008. Buildings in any country, by architects of any nationality, are eligible for entry. International juries will shortlist the best entries in 96 building types, grouped into the following 16 categories:

Civic, New and old, Culture, Office, Energy, waste and recycling, Pleasure, Health, Production, Holiday, Religion and contemplation, Home, Shopping, Learning, Sport, Nature, Transport

All short listed architects will present their work to live juries and audiences at the Festival, competing against each other to become category winners. Davis Langdon will be on the judging panel for one category of the awards programme. Category winners will then compete to win the 'best in show' prize – the first architectural 'Prix de Barcelona'.

Entries in the 2008 awards opened 15 April 2008, and the deadline is 20 June 2008. Each entry costs 950 € and includes: Your entry displayed on-site at the Festival in the Awards Gallery. Your entry published in the Festival catalogue. Your entry displayed on the Festival website, which will soon become the biggest directory of completed buildings, worldwide. Two 3-day delegate tickets for the Festival

More details about the Festival and Awards are available on the World Architectural Festival website – www.worldarchitecturefestival.com.

Regards,

Corrie Pienaar

National Research Manager: Tel: +27 12 460 5100, Fax: +27 12 460 5677 , Cell: +27 83 661 8999

www.daviMailScanner has detected a possible fraud attempt from "www.davislangdon.com" claiming to be slangdon.com

Export of Services

Certified Energy Manager Course (CEM)

CPD Accredited

13-17 October 2008, Birchwood Hotel, Johannesburg.

To Register...

http://rs6.net/tn.jsp?e=001hv0MrnT3fuvlY48zNoZN8nBwmHdUK0rK_E0UJtQG5deP7L8hqneFOaTlqpCm2wxuQ5!ewv0nGBYVLEfKTrhA4FQJ9IRKbEO1UAI7eSYk-LXwbf_Be4Rk4X_1IY0BmWU1vo3PqELFJ60=

Costs...

http://rs6.net/tn.jsp?e=001hv0MrnT3fusK0psgnpR9VYqMfowqK8ocb9NnWcJLjnoPMzuWU4xzvPeW16i4Hp9a5nD_E3OabmraPS4u4KF5zBONiVJ6Sgw8Zvecfio-vjfl-p9I90Q2C-8wQv9HwFqkRIHWqiX7iqyFuWg_9_GfWJw==

Christina den Heijer

Southern African Association for Energy Efficiency (SAEE)

~~~~~  
Product Newsletter

IH Systems

IH Systems is a company within the Building Management Systems and HVAC sectors, primarily geared towards Building Energy Management Control Systems and HVAC providing comprehensive engineering / technical solutions and services to the South African market, supported by professional individuals ensuring we deliver the highest quality solutions on all our projects. Our market extends beyond South Africa into West Africa. We are also a value added service integrator of products; a 'UK' based international supplier of TREND BUILDING ENERGY MANAGEMENT SYSTEMS a division but independent of the Environmental Combustion & Control (ECC) Division of Honeywell Automation & Control Solutions.

Applications

Trend products are installed in all types of buildings including Art & leisure, Commercial, Education, Health, Hotels, Industrial, Military, Museums & Galleries, Pharmaceutical, Retail, Stadiums, Telecoms & Transport. Trend provides energy efficient control and monitoring solutions for the processes of heating, ventilation, air-conditioning as well as other building services. Effective control of building services provides many opportunities for energy savings and can often involve little or no investment. Keeping control of rising energy costs whilst maintaining building comfort conditions is a demanding challenge for any business or organization. More effective control of energy costs however, is no longer part of a corporate wish list but is an expectation.

Contact Details:

IH Systems

PO Box 857, Hyper-by-the-Sea, Durban 4053, phone: +27 31 564 7534, fax: +27 31 564 7539

E-mail: [support@ihsystems.co.za](mailto:support@ihsystems.co.za) [<mailto:support@ihsystems.co.za>], Website: [www.trend-controls.com](http://www.trend-controls.com)

# Competition

## **Gauteng Institute for Architecture:**

Newsletter Issue 3, Volume 21, 11 July 2008 is available to download from our website

### **More details:**

tel +2711 486 0684, fax +2711 486 3858, website: [www.gifa.org.za](http://www.gifa.org.za)

## **Call for papers: CASLE**

International Conference on Urban Development, Regeneration and Finance

University of Ulster, Belfast, Northern Ireland - 27th to 29th August 2008

I am attaching a draft programme and registration form for the above conference

There are still places available if you would like to attend

We would be grateful if you would forward the details to colleagues who might be interested in attending.

Kind regards

Susan Spedding (Mrs)

Administrative Secretary

CASLE

**From the web site:**

## **BIDP Publications**

### **Current list of publications:**

|                                                                                    | Standard document | Electronic document to one site to produce reference prints only under a four-year licence: |
|------------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------|
| Minor works form of contract                                                       | P30.00            | P70.00                                                                                      |
| Without quantities form of contract                                                | P100.00           | P100.00                                                                                     |
| With quantities form of contract                                                   | P100.00           | P100.00                                                                                     |
| Form of nominated subcontract                                                      | P60.00            | P70.00                                                                                      |
| Form of domestic subcontract                                                       | P60.00            | P70.00                                                                                      |
| Electronic forms version 0.0.1 under a four year licence                           | P80.00            |                                                                                             |
| Logo for site notice board                                                         | P30.00            |                                                                                             |
| Certificate for payment pads                                                       | P70.00/pad        |                                                                                             |
| Architect instruction pads                                                         | P70.00/pad        |                                                                                             |
| Architect's appointment ( <a href="#">editable file appendix A &amp; B here</a> ). | P60.00            | P70.00                                                                                      |
| Consultant's appointment                                                           | P30.00            |                                                                                             |
| BIDP regulations for the promotion and conduct of architectural competitions       | P30.00            | P70.00                                                                                      |
| BIDP <a href="#">Architectural competitions</a> advisory note                      | Free              |                                                                                             |
| Site notice board layouts draft                                                    | Free              |                                                                                             |

The above are available from the BIDP shop c/o Plot 915, Phalane Close, Cell 7181 6811, fax 397 1181.

Newsletter compiled by Ellen Tshoganetso and David Young

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BIDP Box 827, Gaborone; Phone 7181 6811; email [bidp@mega.bw](mailto:bidp@mega.bw); Web site [www.bidp.bw](http://www.bidp.bw).

Opinions expressed in articles in this newsletter are those of the author; they may not reflect the opinion of BIDP.

### Comments on the joint directory draft.

|     | page | comments                                                                                                                                    |
|-----|------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | -    | There is no contents page.                                                                                                                  |
| 2.  | -    | The Foreword by the minister starts in the middle of a sentence.                                                                            |
| 3.  | -    | The BIDP foreword is missing                                                                                                                |
| 4.  | -    | Omit membership numbers for BIDP member list                                                                                                |
| 5.  | -    | Include telephone numbers for BIDP members                                                                                                  |
| 6.  | -    | Include list of BIDP council members                                                                                                        |
| 7.  | -    | Omit entry dates on the BIDP membership list                                                                                                |
| 8.  | -    | On BIDP membership list, omit "Peter James Cotter", and "Simon Ncube"                                                                       |
| 9.  | 4    | The heading on this page only mentions BIDP and IBQS, it should also include the Institute of Arbitrators                                   |
| 10. | 12   | Move the title "Alternative Dispute Resolution (ADR) Settlement" to the next page, and it should be numbered "4", not "5"                   |
| 11. | 16   | Move the subtitle "Entitlement" to the next page.                                                                                           |
| 12. | 32   | The key at the bottom of the graph is not complete. What does the red in the graph represent?                                               |
| 13. | 36   | The "P" in BIDP is for "Professions", not "Professionals"                                                                                   |
| 14. | 38   | Move the last member listed on this page to the next page to avoid splitting their details into two pages. (check this throughout the list) |
| 15. | 40   | (as page 38)                                                                                                                                |
|     |      |                                                                                                                                             |
|     |      |                                                                                                                                             |
|     |      |                                                                                                                                             |

**COMMENTS ON THE JOINT DIRECTORY DRAFT (by E Mazhani).**

|    | Page | Comments                                                                                                                                    |
|----|------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | -    | There is no contents page.                                                                                                                  |
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| 8  |      | "Simon Ncube"                                                                                                                               |
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| 15 | 40   | (as page 38)                                                                                                                                |

**IBQS (by M Mogomela).**

Chairman and Vice Chairman interchanged.

Mr G Kgosiemang is the Chairman whilst Mr L J Hutchings is the Vice Chairman

Melfyn Cadfan Lewis is late (omit).







~~out of country~~  
out of country

| Mr. | Peric      | V.   | Ordinary  |                                                |        | 120.00 | 150.00               | 150.00    | 420.00    |
|-----|------------|------|-----------|------------------------------------------------|--------|--------|----------------------|-----------|-----------|
| Mr. | Peters     | L.   | Student   |                                                |        |        | 95.00                | 95.00     | 190.00    |
| Mr. | Phiri      | F.   | Ordinary  |                                                |        |        | 150.00               | 150.00    | 300.00    |
| Mr. | Phuthogo   | J.O. | Ordinary  |                                                |        |        | 150.00               | 150.00    | 300.00    |
| Mr. | Price      | O.S. | Ordinary  |                                                |        | 120.00 | 150.00               | 150.00    | 420.00    |
| Mr. | Pritchard  | G.W. | Ordinary  |                                                |        |        | 150.00               | 150.00    | 300.00    |
| Mr. | Quille     | D.D. | Ordinary  |                                                |        | 120.00 | 150.00               | 150.00    | 540.00    |
| Mr. | Rai        | J.   | Ordinary  |                                                |        |        | <i>Paid 4/11/08</i>  | 150.00    | 150.00    |
| Mr. | Rajnovic   | P.   | Ordinary  |                                                |        |        | <i>Paid 4/11/08</i>  | 150.00    | 150.00    |
| Mr. | Rantshilo  | T.T. | Ordinary  |                                                | 120.00 | 120.00 | 150.00               | 150.00    | 660.00    |
| Mr. | Rynn       | M.D. | Ordinary  |                                                |        |        |                      | 150.00    | 150.00    |
| Mr. | Samman     | J.   | Ordinary  |                                                |        |        |                      | 150.00    | 150.00    |
| Mr. | Setekia    | S.W. | Associate |                                                |        |        |                      | 125.00    | 125.00    |
| Mr. | Shah       | P.B. | Ordinary  | (I cannot remember whether he resigned or not) |        | 120.00 | 150.00               | 150.00    | 420.00    |
| Mr. | Söderström | U.   | Ordinary  |                                                |        |        |                      | 150.00    | 150.00    |
| Mr. | Todd       | D.J. | Ordinary  |                                                |        |        |                      | 150.00    | 150.00    |
| Mr. | Van Vuuren | P.J. | Ordinary  |                                                |        |        | <i>Paid 16/12/08</i> | 150.00    | 150.00    |
| Mr. | Vlug       | G.H. | Ordinary  |                                                |        |        | <i>Paid 22/08/08</i> | 150.00    | 150.00    |
| Mr. | Welfing    | A.A. | Ordinary  |                                                |        |        | <i>Paid 12/08/08</i> | 150.00    | 150.00    |
| Mr. | Williams   | G.A. | Ordinary  |                                                |        |        |                      | 150.00    | 150.00    |
| Mr. | Wong       | M.   | Ordinary  |                                                |        |        | 150.00               | 150.00    | 300.00    |
| Mr. | Young      | D.A. | Ordinary  |                                                |        |        |                      | 150.00    | 150.00    |
| Mr. |            |      |           | 0.00                                           | 168.00 | 670.00 | 1,390.00             | 1,750.00  | 2,950.00  |
|     |            |      |           |                                                |        |        | 10,642.00            | 18,010.00 | 35,430.00 |



# BIDP NEWSLETTER

November 2008

## Council news

The BIDP President, E Mazhani as well as several other BIDP members attended the seminar on energy efficiency in building sector, at The Gaborone Sun Hotel on 8th April 2008.

On 30<sup>th</sup> April, 2008 BIDP wrote a letter to Attorney General's Chambers regarding Botswana Building Regulations final draft issued to BIDP on 9<sup>th</sup> March, 2008. BIDP raised the fundamental area of concern which, at the end of these processes, BIDP feel has not been addressed.

The introduction of the new BIDP Domestic subcontract agreement held on 20<sup>th</sup> June, 2008 appeared to be of interest to the members and other organisations that attended.

The Project Managers for the expansion project at Sir Seretse Khama Airport Mr Skelton gave a presentation on the scheme for BIDP members on 25<sup>th</sup> July, 2008 at Sir Seretse Khama Airport, Air Botswana.

## Letter from the BIDP Council

November 2008

We held another successful Annual General Meeting at the Cricket Club on 16<sup>th</sup> October, 2008. It was a challenge to rustle up a quorum, but with much phoning and cajoling we finally succeeded.

Reports were presented by the outgoing President, Edward Mazhani, and the Treasurer, Gerrit Vlug and a new Council was elected including the following members:

|             |                  |
|-------------|------------------|
| A Groth     | President        |
| S Mathe     | Vice President   |
| G Vlug      | Treasurer        |
| E Mazhani   | Secretary        |
| E Dondofema | Member (2 years) |
| L Hutchings | Member (2 years) |
| P Lyamuya   | Member           |
| B Mhutsiwa  | Member           |

The new Council held its first meeting on Tuesday, 11 November 2008 at which a number of objectives were agreed for the coming year including the following.

#### **Amendment of the Constitution.**

We will attempt to amend the constitution to make the quorum requirements for an AGM less onerous. It is apparent that this is not the most popular event for members, and many are quite happy to leave it to others to conduct the business side of BIDP. It will also help if we make use of the procedure for appointment of proxies at future meetings.

#### **BIDP prize for architecture students at University of Botswana.**

The procedure of awarding a prize for 'Excellence in Integrated Design' will be initiated. This will promote the concept of integrated design, which is a keystone for the achievement of energy efficiency and environmental sustainability in the built environment.

#### **BIDP Directory.**

Much work has gone into the publication of a new Directory, but this has hit a number of potholes on the way. It has now been decided to consider developing this as an on-line Directory, with the opportunity for members to provide links to their websites. This would be easier to keep up-to-date, and could prove a very valuable resource for anyone wanting to find professional services.

#### **Events.**

A number of events are planned for this year. Further details will be circulated when these have been finalised. Please let us have your suggestions.

#### **Members Comments.**

Please feel free to communicate your suggestions and comments on any of the above or other issues that you feel BIDP should be addressing. Suggestions for BIDP events such as visits to projects, lectures, panel discussions, etc. are also very welcome.

These may be sent to:

[bidp@mega.bw](mailto:bidp@mega.bw)

#### **President's Report:**

Good evening ladies and gentlemen and welcome to the 30<sup>th</sup> BIDP AGM.

I would also like to thank members of the council for sacrificing their time and resources to serve BIDP.

The institution is still facing shortage of resources, which has been a problem for some time now. A number of proposals to turn BIDP into a more attentive and self sustaining institution have been discussed at council meetings. However, these have not been implemented. I hope the incoming council will review these and find/decide on a way forward.

We have not had much joy with activities this year:

The joint directory has failed after the publishing company as taken over the new management. We have not had a clear answer from the publisher as to why this has failed.

We were continuing on this as a way of strengthening our relationship with other associations and marketing BIDP.

We have had a presentation of the Airport which was attended by about 7/8 people.

We have submitted comments on the proposed Botswana Building Regulations attended workshops and met with the consultants who drafted the regulations. There was a lot of resistance. We have since made a follow-up on the matter by writing to the Ombudsman and the Attorney's General Chambers. The Ombudsman's response was that this matter is outside the scope of matters they deal with. They have however mentioned that we are on the right track by raising it with the Attorney's General Chambers, and they have also advised us to consider lobbying Members of the Parliaments as it is the executive and the legislature that are responsible for law making.

Botswana Bureau of Standards (BOBS) sends us to sit in meetings for approvals of various standards. However, we do not always get members who can sit in these meetings. We have had Mr Khin sitting in the one on Air Quality in buildings. I hope we will be able to have presentation in more of these meetings and maintain our relationship with BOBS.

I am also happy to let you know that we are now a member of BOCCIM, which offers us a channel to have our issues raised through a more recognised body.

Lastly ladies and gentlemen I would like to thank those who have volunteered /participated in the various tasks for BIDP. The Institution is moving forward because of you input. Thank you to members of the various committees. The Publications Review Committee has been more consistent with their meetings and outputs.

To the incoming council, maybe this is the right time to review our committees and their duties.

## **Botswana Energy Championship 2008 Competition**

### **About the Championship**

By the end of this first one-year competition, every participating company will have had the chance to significantly reduce their energy consumption, their CO2 emissions, and their energy bill. Awards will be presented to the winning competitors at the special VIP Prize Gala, to be held in Gaborone in 2009, to those companies which have demonstrated greatest percentage reduction of energy saved in each field, the best overall in-house employee motivation campaign, and the company which has achieved highest percentage reduction across all competitors.

By participating in the competition, in addition to the opportunities to save money and win prizes, you will:

- strengthen the corporate identity and motivation of your staff through active participation in an in-house campaign driven to achieve the common goal of saving energy (and winning the competition, of course).

- enhance your organisation's public image through extensive media coverage the press, specialized publications, newsletters, radio and TV features, etc. (centralised support will be provided for all competing companies to disseminate related competition.

- benefit from ongoing advice and support throughout the competition.

- have the opportunity to acquire a remote data logging devices for monitoring and recording your energy consumption data.

### **How will the competition be run?**

The Botswana Energy Champion 2008 will involve 6 office buildings and 6 schools.

The competition will be launched and start May 2008, and will last for 12 months with the participants submitting energy data at least every month. The data will then be collated and evaluated, with prizes given to the participants that are found to have saved the most, and a large press campaign detailing the success of the competition.

A detailed evaluation of all competition entries will be undertaken by an independent Botswana judging panel and the results published at the competition prize gala to be held in Gaborone in autumn or early winter 2009.

#### **What will the competition achieve?**

Among the results of the competition are, first and foremost, energy savings, cost savings and a reduction in CO2 emissions across Botswana through the implementation of a various energy saving measures introduced by the participating organisations.

We expect the Botswana Energy Champion 2008 will also raise substantial publicity for the participating organisations, the project partners and the project sponsors through the various media campaigns planned for The Botswana Energy Champion 2008.

#### **Who can participate?**

Only invited companies and schools will be able to participate in this first Energy Champion Competition, which is a pilot competition, set up to wage the benefits and possible savings from this kind of awareness raising efforts. It is the intention that the pilot competition will form a sound foundation for subsequent competitions which will be open for all office buildings and schools in Botswana.

**Please note: The Botswana Energy Champion 2008 competition is solely focused on energy saving by behavioural change.**

The occupants, employees and personnel of the competing office building are expected to make the savings without investment into energy-saving devices. However, low-cost measures such as the introduction of energy saving light bulbs, adding switches and timers to equipment, and the replacement of written-off equipment by more efficient equipment are allowed, but must be reported to the Competition Secretariat before installation.

In order to ensure a fair competition and to show how much savings can be achieved through behavioural change and low-cost measures alone, any work undertaking structural renovation or modernisation of heating/cooling or lighting infrastructure work during the competition by participating companies will be factored into the final assessment of the results by the competition judging panel.

See the competition at website: <http://www.energychamp.org/>

From the web site:

## BIDP Publications

### Current list of publications:

|                                                                              | Standard document | Electronic document to one site to produce reference prints only under a four-year licence: |
|------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------|
| Minor works form of contract                                                 | P30.00            | P70.00                                                                                      |
| Without quantities form of contract                                          | P100.00           | P100.00                                                                                     |
| With quantities form of contract                                             | P100.00           | P100.00                                                                                     |
| Form of nominated subcontract                                                | P60.00            | P70.00                                                                                      |
| Form of domestic subcontract                                                 | P60.00            | P70.00                                                                                      |
| Electronic forms version 0.0.1 under a four year licence                     | P80.00            |                                                                                             |
| Logo for site notice board                                                   | P30.00            |                                                                                             |
| Certificate for payment pads                                                 | P70.00/pad        |                                                                                             |
| Architect instruction pads                                                   | P70.00/pad        |                                                                                             |
| Architect's appointment ( <u>editable file appendix A &amp; B here</u> )     | P60.00            | P70.00                                                                                      |
| Consultant's appointment                                                     | P30.00            |                                                                                             |
| BIDP regulations for the promotion and conduct of architectural competitions | P30.00            | P70.00                                                                                      |
| BIDP <u>Architectural competitions</u> advisory note                         | Free              |                                                                                             |
| Site notice board layouts draft                                              | Free              |                                                                                             |

The above are available from the BIDP shop c/o Plot 915, Phalane Close, Cell 7181 6811, fax 397 1181.

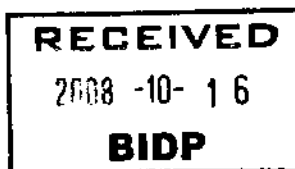
Newsletter compiled by Ellen Tshoganetso and Andreas Groth.

Newsletter © Botswana Institute of Development Professions 2008

BIDP Box 827, Gaborone; Phone 7181 6811; email [bidp@mega.bw](mailto:bidp@mega.bw); Web site [www.bidp.bw](http://www.bidp.bw).

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## **BRIEFING OF CONSULTANTS ON CRS.**

PPADB aims to comprehensively register all entities that are party to the procurement cycle. Thus entities that offers or undertakes services/products in works, supplies, services and combinations thereof should be assessed and registered in terms of their capacity and capability.

A generic criterion developed entails ten (10) broad based attributes. The first five (5) are on the basis or indicative of capacity, the next four (4) are indicators of capability, while the last is based on government policy. The foregoing categorization is primarily for ease of presentation, understanding and as a checklist process since some of the attributes are related and interconnected. The attributes are as follows

**Table 1: Generic grading attributes**

|                            |                             |
|----------------------------|-----------------------------|
| ♦ Manpower/human resources | ♦ Track record – experience |
| ♦ Financial resources      | ♦ Particular expertise      |
| ♦ Equipment                | ♦ Management capability     |
| ♦ Facilities               | ♦ Affiliation capability    |
| ♦ Accreditation            | ♦ Government policy         |

The foregoing is further detailed in Table 2 to derive a key indicator in the process of grading. A detailed discussion of the individual attributes is provided in a subsequent publication.

The critical point is that not all attributes or key indicators are applicable for all categories of procurement. Different combinations of attributes and/or key indicators are required for different

- ♦ Service contractors' offer or undertake
- ♦ Scale and complexity of procurement.

**Table 2: Generic grading attributes with key indicators**

|                              |                                     |
|------------------------------|-------------------------------------|
| <b>1 Manpower resources</b>  | <b>6 Track record - Experience</b>  |
| 1.1 Number                   | 6.1 Corporate – local/international |
| 1.2 Skill                    | 6.2 Key staff – local/international |
| <b>2 Financial resources</b> | 6.3 Project value                   |
| 2.1 Credit worthiness        | <b>7 Expertise capability</b>       |

|                              |                                     |
|------------------------------|-------------------------------------|
| 2.1 Insurance                | 7.1 Key staff – local/international |
| <b>3 Equipment capacity</b>  | 8 Management capability             |
| 3.1 Type/make                | 8.1 Key staff – local/international |
| 3.2 Age                      | <b>9 Membership/Affiliation</b>     |
| 3.3 Size                     | 9.1 Corporate – local/international |
| 3.4 Number                   | 9.2 Key staff – local/international |
| <b>4 Facilities capacity</b> | <b>10 Government Policy</b>         |
| 4.1 Offices – rented/owned   | 10.1 Botswana citizen               |
| 4.2 Warehouse – rented/owned |                                     |
| <b>5 Accreditation</b>       |                                     |
| 5.1 Standards                |                                     |
| 5.2 Guidelines               |                                     |

The foregoing attributes allow PPADB to respectively have a criterion for grading contractors in a manner that is transparent and accountable. All stakeholders to the registration process are privy to the grading requirements and can police and contest inequity and unfair practices as it occurs. The grading levels depend on the PEs categorization or definition of projects to be undertaken, in terms of scale and complexity of procurement. Differentiation of contractors is therefore undertaken

- ◆ Objectively,
- ◆ Applied consistently
- ◆ On the basis of fact.
- ◆ And divulged for public/stakeholder consumption to ensure transparency and accountability.

## RECOMMENDED GRADING LEVELS

The applicable attributes and thresholds to key indicators for a particular service/product contractors' offer or undertake and the scale and complexity of procurement is determined by both the PEs and the contractor associations respectively for each code and sub code

The key principal for grading is that capacity must be nurtured and allowed to grow and blossom. It must therefore be possible in CRS for new players to enter and rejuvenate the playing field. New players must be given the opportunity to compete with similarly graded players. The entry requirements should be balanced and fair. The attribute threshold key indicator requirements must not be barriers to trade nor should they open the floodgates for "chancers" and uncommitted speculation, which will result in poor

delivery standards and lack of integrity. Invariably, the rewards at this level will be lower than at the higher league.

For one to compete effectively and successfully in the higher league one must invest in tools of the trade commensurate with the higher league requirements. The rewards at the higher league have to be commensurate with the risk and sunk commitment.

A general example of how grading is achieved is in order at this juncture. The example assumes that the contractor to be registered is one that offers services. An example being a Civil Engineering firm or entity will only require two levels of grading as shown below

**Note that this is an example for illustration purposes and does not necessarily reflect what will finally be the criterion for registration of Civil Engineering Consultant firms.** A tick indicates that there will be a threshold requirement while NR indicates that there will be no requirement.

**Figure 1: Example of grading for entry level**

| #  | Attribute                 | Entry |
|----|---------------------------|-------|
| 1  | Manpower resources        | √     |
| 2  | Financial resources       | NR    |
| 3  | Equipment capacity        | NR    |
| 4  | Facilities capacity       | NR    |
| 5  | Accreditation             | NR    |
| 6  | Track record - Experience | NR    |
| 7  | Expertise capability      | NR    |
| 8  | Management capability     | NR    |
| 9  | Membership/Affiliation    | √     |
| 10 | Government Policy         | √     |

In Figure1 the requirements for entry are attributes, manpower resources, membership/affiliation and government policy. All the other attributes are not a requirement for entry registration.

The rationale for manpower is that there must be a practicing Engineer for the firm or entity to register. The Engineer must be affiliated or a member of a recognized body of practicing Engineers to ensure a certain level of qualification, competency and professional ethics. Finally government policy dictates that entry can only be available for Botswana firms or Botswana entity to ensure that Botswana does not train

expatriates, who are supposed to enter the country already qualified and experienced. Botswana aims to build indigenous capacity.

The foregoing attributes will be debated and agreed between the PEs and once agreed they shall become the grading criterion that is publicized and all civil engineering entities registered with PPADB at entry level must demonstrate those attributes.

In arriving at the foregoing the PEs shall be committing to ensuring that in planning projects, there will be project opportunities for competition at entry level. The project ceiling value for entry level shall thus be determined.

Figure .2 presents differentiation, banding at level 1.

**Figure 2: Example of grading at level 1 where level 1 is higher than entry**

| #  |                           | Entry | Level- 1 |
|----|---------------------------|-------|----------|
| 1  | Manpower resources        | √     | √        |
| 2  | Financial resources       | NR    | √        |
| 3  | Equipment capacity        | NR    | NR       |
| 4  | Facilities capacity       | NR    |          |
| 5  | Accreditation             | NR    | NR       |
| 6  | Track record - Experience | NR    | √        |
| 7  | Expertise capability      | NR    | NR       |
| 8  | Management capability     | NR    |          |
| 9  | Membership/Affiliation    | √     | √        |
| 10 | Government Policy         | √     | NR       |

It shall be noted that additional to the entry requirements attributes, financial resources, facilities capacity, track record – experience and management capability have been added. The entry requirements attributes may also have been made more onerous, the threshold increased at level one. For instance manpower resources requirement may now demand a minimum of two employees, whereas at entry the requirement may have been for one employee. The individual associations as per the professional needs of the particular association set these requirements

The government policy may not be retained at level one if it is accepted that it is not necessary. Similarly, the foregoing attributes will be debated and agreed with the PEs and once agreed they shall become the grading criterion that is publicized and all civil engineering entities registered with PPADB at level 1 must demonstrate those attributes.

**Botswana Institute of Development Professions**  
**Financial Statements 30 June 2008**  
**General Information**

The Botswana Institute of Development Professions was formed in 1978 and is registered with the Registrar of Societies

Council Members

|             |                |
|-------------|----------------|
| E Mazhani   | President      |
| B Hyde      | Vice President |
| G Vlug      | Treasurer      |
| D Young     | Secretary      |
| L Hutchings | Member         |
| B Bale      | Member         |
| S Mathe     | Member         |
| A Chiwila   | Member         |
| J Musuku    | Member         |
| D Nyekele   | Member         |

Accountants

John Hinchliffe Consultants

Bankers

First National Bank of Botswana Limited, Lobatse Branch

**Botswana Institute of Development Professions**  
**Financial Statements 30 June 2008**

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| Income Statement                  | 5           |
| Cashflow Statement                | 6           |
| Accounting Policies               | 7           |
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Trustees' Declaration and Approval of the Financial Statements

We confirm that we have made available all relevant records and information for the preparation of the annual financial statements set out on pages 4 - 9 which were approved by Botswana Institute of Development Professions Council on ..... and are signed on it's behalf by :

|       |   |                 |
|-------|---|-----------------|
| ..... | ) |                 |
|       | ) |                 |
|       | ) |                 |
|       | ) |                 |
| ..... | ) | Council Members |



**Botswana Institute of Development Professions**  
**Financial Statements 30 June 2008**  
**Report of the Accountants**

In accordance with instructions given to us we have prepared, without carrying out an audit, the accounts set out on pages 4 - 9 from the accounting records of Botswana Institute of Development Professions from information and explanations supplied to us by the members of council

  
.....  
John Hinchliffe Consultants

15 October 2008  
.....

**Botswana Institute of Development Professions**  
**Financial Statements 30 June 2008**  
**Balance Sheet as at 30 June 2008**

|                               | <u>Notes</u> | <u>2008</u><br><u>Pula</u> | <u>2007</u><br><u>Pula</u> |
|-------------------------------|--------------|----------------------------|----------------------------|
| <b><u>ASSETS EMPLOYED</u></b> |              |                            |                            |
| Non-current assets:           |              |                            |                            |
| Fixed Assets                  | 2            | 0                          | 0                          |
| Investment                    |              | 75,118                     | 75,000                     |
|                               |              | <u>75,118</u>              | <u>75,000</u>              |
| <u>Current Assets</u>         |              |                            |                            |
| Stock                         |              | 5,055                      | 2,426                      |
| Cash in hand and at Bank      | 5(b)         | 4,632                      | 5,846                      |
|                               |              | <u>9,687</u>               | <u>8,272</u>               |
| <u>Current Liabilities</u>    |              |                            |                            |
| Trade and Other Payables      | 3            | 3,300                      | 2,900                      |
|                               |              | <u>3,300</u>               | <u>2,900</u>               |
| Net Current Assets            |              | 6,389                      | 5,372                      |
|                               |              | <u>81,509</u>              | <u>80,374</u>              |
| <b><u>FINANCED BY</u></b>     |              |                            |                            |
| Accumulated Surplus           |              | 72,739                     | 71,605                     |
| Stock Revaluation Reserve     |              | 8,770                      | 8,770                      |
|                               |              | <u>81,509</u>              | <u>80,374</u>              |

The notes on pages 8 to 9 form an integral part of these accounts.

Botswana Institute of Development Professions  
Financial Statements 30 June 2008  
Income Statement for the year ended 30 June 2008

|                                                  | <u>Notes</u> | <u>2008</u><br><u>Pula</u> | <u>2007</u><br><u>Pula</u> |
|--------------------------------------------------|--------------|----------------------------|----------------------------|
| <u>Income</u>                                    |              |                            |                            |
| Subscriptions                                    |              | 11,084                     | 15,612                     |
| Sale of Publications                             |              | 33,335                     | 23,418                     |
| Interest Received                                |              | 10,118                     | 0                          |
| Total Income                                     |              | <u>54,537</u>              | <u>39,030</u>              |
| <u>Expenditure</u>                               |              |                            |                            |
| Administrative Costs                             | 4(a)         | (52,482)                   | (36,165)                   |
| Finance Costs                                    | 4(b)         | (921)                      | (1,150)                    |
| Total Expenses                                   |              | <u>(53,403)</u>            | <u>(37,315)</u>            |
| Excess of Income over Expenditure                |              | 1,133                      | 1,714                      |
| Accumulated Surplus at the beginning of the year |              | 71,605                     | 69,890                     |
| Accumulated Surplus at the end of the year       |              | <u>72,739</u>              | <u>71,605</u>              |

The notes on pages 8 to 9 form an integral part of these accounts.

Botswana Institute of Development Professions  
Financial Statements 30 June 2008  
Cash Flow Statement for the year ended 30 June 2008

|                                              |      | <u>2008</u>         | <u>2007</u>         |
|----------------------------------------------|------|---------------------|---------------------|
|                                              |      | <u>Pula</u>         | <u>Pula</u>         |
| <b>Cash Flows from Operating Activities:</b> |      |                     |                     |
| Cash generated from operations               | 5(a) | (1,214)             | (71,812)            |
| Net Cash from Operating Activities           |      | <u>(1,214)</u>      | <u>(71,812)</u>     |
| <b>Net Increase</b>                          |      | <u>(1,214)</u>      | <u>(71,812)</u>     |
| Cash at Beginning of the Year                |      | 5,846               | 77,658              |
| Decrease                                     |      | (1,214)             | (71,812)            |
| <b>At 30 June 2008</b>                       | 5(b) | <u><u>4,632</u></u> | <u><u>5,846</u></u> |

**Botswana Institute of Development Professions**  
**Financial Statements 30 June 2008**  
**Accounting Policies**

**1. Accounting Policies**

The principal accounting policies adopted in the preparation of these accounts are set out below:

a) Basis of Preparation

The accounts are prepared in accordance with International Accounting Standards. The accounts are prepared under the historical cost convention as modified by the revaluation of certain property, plant and equipment, marketable securities and investment properties.

b) Turnover

Turnover represents subscriptions and other sources of income which are recognised on receipt of payment net of value added taxes and discounts. The organisation operates purely on a cash basis and does not grant credit for any aspect of its operations.

c) Foreign Currencies

Foreign currency transactions are accounted for at the exchange rates prevailing at the date of the transactions. Gains and losses resulting from the settlement of such transactions and from the translation of monetary assets and liabilities denominated in foreign currencies, are recognised in the profit and loss account.

d) Depreciation

Depreciation is charged over the estimated useful lives of the assets in equal annual installments to write off each asset over the following periods.

|                        |          |
|------------------------|----------|
| Furniture and Fittings | 10 years |
| Office and Equipment   | 5 years  |

e) Stock

Stock and work in progress are valued by members of the Council at the lower of cost and net realisable value.

f) Stock Revaluation Reserve

Stocks of stationery for resale were previously not incorporated into the financial statements. They were brought in during the year ended 30 June 2001 at a valuation of 50 percent of their selling price and the stock revaluation reserve was created to reflect the introduction of the policy for accounting of stock.

**Botswana Institute of Development Professions**  
**Financial Statements 30 June 2008**  
**Notes to the Financial Statements**

2. Fixed Assets

|                       | <u>Office<br/>Equipment</u> | <u>Furniture<br/>&amp; Fittings</u> | <u>Total</u> |
|-----------------------|-----------------------------|-------------------------------------|--------------|
| <u>Cost</u>           | <u>Pula</u>                 | <u>Pula</u>                         | <u>Pula</u>  |
| 1 July 2007           | 5,887                       | 845                                 | 6,732        |
| 30 June 2008          | <u>5,887</u>                | <u>845</u>                          | <u>6,732</u> |
| <u>Depreciation</u>   |                             |                                     |              |
| 1 July 2007           | 5,887                       | 845                                 | 6,732        |
| Charge for year       | 0                           | 0                                   | 0            |
| 30 June 2008          | <u>5,887</u>                | <u>845</u>                          | <u>6,732</u> |
| <u>Net Book Value</u> |                             |                                     |              |
| 30 June 2008          | <u>0</u>                    | <u>0</u>                            | <u>0</u>     |
| 30 June 2007          | <u>0</u>                    | <u>0</u>                            | <u>0</u>     |

3. Trade and Other Payables

|                        | <u>2007<br/>Pula</u> | <u>2006<br/>Pula</u> |
|------------------------|----------------------|----------------------|
| Accounting Fee Accrual | <u>3,300</u>         | <u>2,900</u>         |

4. Details of Operating Expenses

a) Administrative Costs

|                         |               |               |
|-------------------------|---------------|---------------|
| Accounting Fees         | 3,436         | 2,985         |
| Advertising             | 0             | 674           |
| Functions               | 6,585         | 4,119         |
| Legal Fees              | 1,500         | 1,500         |
| Printing and Stationery | 6,497         | 3,987         |
| Publications Costs      | 5,055         | 1,403         |
| Secretarial Fees        | 19,501        | 18,428        |
| Subscriptions           | 4,950         | 629           |
| General Expenses        | 4,275         | 500           |
| Telephone and Fax       | 683           | 1,940         |
|                         | <u>52,482</u> | <u>36,165</u> |

Botswana Institute of Development Professions  
Financial Statements 30 June 2008  
Notes to the Financial Statements

|                         | <u>2008</u><br><u>Pula</u> | <u>2007</u><br><u>Pula</u> |
|-------------------------|----------------------------|----------------------------|
| b) <u>Finance Costs</u> |                            |                            |
| Bank Charges            | <u>921</u>                 | <u>1,150</u>               |

5. Notes to the Cash Flow Statement

|     |                                                                                                |                |                 |
|-----|------------------------------------------------------------------------------------------------|----------------|-----------------|
| a)  | Reconciliation of profit before tax and extraordinary items to cash generated from operations: |                |                 |
|     | Increase in Investment                                                                         | (118)          | (75,000)        |
|     | Surplus before tax and interest                                                                | 1,133          | 1,714           |
|     | Add: Depreciation (note 2)                                                                     | 0              | 0               |
|     | Changes in working capital<br>(excluding the effects of acquisition and disposal)              |                |                 |
|     | (Increase) / decrease in stock                                                                 | (2,629)        | 1,274           |
|     | (Increase) / decrease in debtors and prepayments                                               | 0              | 0               |
|     | Increase / (decrease) in Accounts Payable                                                      | <u>400</u>     | <u>200</u>      |
|     | Cash Generated from Operations                                                                 | <u>(1,214)</u> | <u>(71,812)</u> |
| (b) | <u>Cash and Cash Equivalents</u>                                                               |                |                 |
|     | Current Account - FNB                                                                          | 3,671          | 4,982           |
|     | Petty Cash                                                                                     | 961            | 863             |
|     | Cash and Cash Equivalents as at 30 June 2008                                                   | <u>4,632</u>   | <u>5,846</u>    |



**CHAPTER 06:01**

**ARBITRATION**

**ARRANGEMENT OF SECTIONS**

**SECTION**

**PART I**

*Preliminary*

1. Short title
2. Interpretation

**PART II**

*References by Consent out of Court*

3. Authority of arbitrators and umpires to be irrevocable
4. Submission to include provisions in Schedule
5. Reference to an official referee
6. Staying of legal proceedings
7. Matters not to be submitted to arbitration
8. Power of parties in certain cases to supply vacancy
9. Umpires
10. Reference to three arbitrators
11. Power of Court in certain cases to appoint an arbitrator or umpire
12. Arbitrators and umpires to be disinterested parties
13. Court's powers to remove arbitrator or umpire, to set award aside and to award costs
14. Taxation of fees
15. Powers of arbitrator or umpire
16. Interlocutory powers of Court
17. Time for making award
18. Interim awards
19. Remission of case by Court
20. Enforcement of award
21. Procedure when place of arbitration not provided for in submission

**PART III**

*References under Order of Court*

22. Reference for report on questions arising in a cause
23. Procedure on receipt of report by Court
24. Reference of certain matters for trial before referee or arbitrator
25. Office and authority of such referee, etc.

26. Force of report or award
27. Powers of Court

**PART IV***Miscellaneous*

28. Subpoena or summons
29. General powers of Court or judge
30. Statement of case
31. Costs
32. False evidence
- Schedule Provisions to be Implied in Submissions

Proc. 75, 1959,  
Law 30, 1962,  
L.N. 84, 1966.

**An Act to provide for the settlement of disputes by arbitration.**

*Date of Commencement: 27th November, 1959*

**PART I***Preliminary (ss 1-2)*

Short title

**1.** This Act may be cited as the Arbitration Act.

Interpretation

**2.** In this Act, unless the context otherwise requires -

“arbitration” means any proceedings held pursuant to a submission;  
“arbitrator” means any person acting as such pursuant to a submission;

“Court” means the High Court;

“official referee” means any referee appointed by the Court in terms of any general rule of Court without reference to any particular matter;

“special referee” means any particular person appointed to be a referee in any particular matter;

“submission” means a written agreement, wherever made, to submit present or future differences to arbitration, whether an arbitrator is named therein or not;

“umpire” means any person acting as such pursuant to a submission.

**PART II***References by Consent out of Court (ss 3-21)*

Authority of  
arbitrators and  
umpires to be  
irrevocable

**3.** The authority of an arbitrator or umpire appointed by or by virtue of a submission shall, unless a contrary intention is expressed in the submission, be irrevocable except by leave of the Court or a judge thereof.

4. A submission, unless a contrary intention is expressed therein, shall be deemed to include the provisions set forth in the Schedule, so far as they are applicable to the reference under the submission.

Submission to include provisions in Schedule

5. Where a submission provides that the reference shall be to an official referee, any official referee to whom application is made shall, subject to any order of Court (or a judge), hear and determine the matters agreed to be referred.

Reference to an official referee

6. (1) If any party to a submission, or any person claiming through or under him, commences any legal proceedings in any court against any other party to the submission, or any person claiming through or under him, in respect to any matter agreed to be referred, any party to such legal proceedings may at any time after appearance, and before delivering any pleadings or taking any other steps in the proceedings, apply to that court to stay the proceedings, and that court, if satisfied that there is no sufficient reason why the matter should not be referred in accordance with the submission, and that the applicant was, at the time when the proceedings were commenced, and still remains, ready and willing to do all things necessary to the proper conduct of the arbitration, may make an order staying the proceedings subject to such terms and conditions as may be just.

Staying of legal proceedings

(2) The provisions of subsection (1) shall, in the case of the death or insolvency of any party to which it might apply, apply *mutatis mutandis* to the executor or trustee in the insolvency of such party.

(3) The death or insolvency of a party to a submission shall not be deemed to revoke such submission.

7. Criminal cases, so far as the prosecution or punishment thereof is concerned, shall not be submitted to arbitration, nor, without special leave of the Court, shall any of the following matters be submitted to arbitration —

Matters not to be submitted to arbitration

- (a) matters relating to status;
- (b) matrimonial causes;
- (c) matters in which minors or other persons under legal disability may be interested.

8. Where a submission provides that the reference shall be to two arbitrators, one to be appointed by each party, then, unless a contrary intention is expressed therein —

Power of parties in certain cases to supply vacancy

- (a) if either of the appointed arbitrators refuses to act, or is incapable of acting, or dies, the party who appointed him may appoint a new arbitrator in his place;
- (b) if, on such reference, one party fails to appoint an arbitrator, either originally, or by way of substitution as aforesaid, for seven clear days after the other party, having appointed his

arbitrator, has served the party making default with notice to make the appointment, the party who has appointed an arbitrator may appoint that arbitrator to act as sole arbitrator in the reference and his award shall be binding on both parties as if he had been appointed by consent:

Provided that the Court or a judge thereof may set aside any appointment made in pursuance of this section.

Umpires

**9.** (1) Unless a contrary intention is expressed therein, every submission shall, where the reference is to two arbitrators, be deemed to include a provision that the two arbitrators shall appoint an umpire immediately after they are themselves appointed.

(2) Unless a contrary intention is expressed therein, every submission shall, where such a provision is applicable to the reference, be deemed to include a provision that if the arbitrators have delivered to any party to the submission, or to the umpire, a notice in writing stating that they cannot agree, the umpire may forthwith enter on the reference in lieu of the arbitrators.

(3) At any time after the appointment of an umpire, however appointed, the Court may, on the application of any party to the reference and notwithstanding anything to the contrary in the submission, order that the umpire shall enter upon the reference in lieu of the arbitrators and as if he were a sole arbitrator.

Reference to  
three  
arbitrators

**10.** (1) Where a submission provides that the reference shall be to three arbitrators, one to be appointed by each party and the third to be appointed by the two appointed by the parties, the submission shall have effect as if it provided for the appointment of an umpire, and not for the appointment of a third arbitrator, by the two arbitrators appointed by the parties.

(2) Where a submission provides that the reference shall be to three arbitrators to be appointed otherwise than as mentioned in subsection (1), the award of any two of the arbitrators shall be binding.

Power of Court  
in certain cases  
to appoint an  
arbitrator or  
umpire

**11.** In any of the following cases -

- (a) where a submission provides that the reference shall be to a single arbitrator, and all the parties do not, after differences have arisen, concur in the appointment of an arbitrator;
- (b) if an appointed arbitrator refuses to act, or is incapable of acting, or dies, and the submission does not show that it was intended that the vacancy should not be supplied and the parties do not supply the vacancy;

- (c) where the parties or two arbitrators are at liberty to appoint an umpire or third arbitrator and do not appoint him, or where two arbitrators are required to appoint an umpire and do not appoint him;
- (d) where an appointed umpire or third arbitrator refuses to act, or is incapable of acting, or dies, and the submission does not show that it was intended that the vacancy should not be supplied, and the parties or arbitrators do not supply the vacancy,

any party may serve the other parties or the arbitrators, as the case may be, with a written notice to appoint or, as the case may be, concur in appointing an arbitrator, umpire or third arbitrator, and if the appointment is not made within seven clear days after the service of the notice, the Court or a judge thereof may, on application by the party who gave the notice, appoint an arbitrator, umpire or third arbitrator who shall have the like powers to act in the reference and make an award as if he had been appointed by consent of all parties.

**12.** Every arbitrator and umpire must be and continue throughout the reference to be disinterested with reference to the matters referred and the parties to the reference, and any party to a reference may require any arbitrator or umpire to make a sworn declaration before beginning or continuing his duties as such arbitrator or umpire, that he has no interest (direct or indirect) in the matter referred or the parties to the reference, and knows of nothing disqualifying him from being impartial and disinterested in the discharge of such duties:

Arbitrators and umpires to be disinterested parties

Provided that any party may expressly waive any right to object to any arbitrator or umpire on the ground of interest or the like.

**13.** (1) The Court may at any time, upon motion, remove any arbitrator or umpire against whom a just ground of recusation is found to exist, or who has misconducted the proceedings in connection with the arbitration.

Court's powers to remove arbitrator or umpire, to set award aside and to award costs

(2) Where an arbitrator or umpire has misconducted the proceedings, or an arbitration or award has been improperly procured, the Court may set the award aside, and may award costs against any such arbitrator or umpire personally.

**14.** The fees made payable to any arbitrator or umpire by an award, notwithstanding that such fees may have already been paid by the parties, shall be subject to taxation at the expense of the parties desiring taxation by the taxing officer of the Court, with the right of appeal to the Court:

Taxation of fees

Provided that --

- (i) no taxation or reduction of such fees shall be allowed if they are in accordance with any agreement between the arbitrator or umpire concerned and the party applying for taxation, and
- (ii) the party applying for taxation and the arbitrator or umpire, taxation of whose fees is thus applied for, shall be entitled to appear before and be heard by the Court in the matter of such taxation.

Powers of  
arbitrator or  
umpire

**15.** The arbitrator or umpire acting under a submission shall, unless the submission expresses a contrary intention, have power --

- (a) to administer oaths or to take the affirmations of the parties and witnesses appearing;
- (b) to correct in any award any clerical mistake or error arising from any accidental slip or omission; and
- (c) on the application of either party to appoint a commissioner to take the evidence of a person residing outside Botswana and forward the same to arbitrators in the same way as if he were a commissioner appointed by the Court.

Interlocutory  
powers of Court

**16.** (1) Any party to a submission may take out process of the Court for the attendance of witnesses, but no person shall be compelled under any such process to produce any document which he could not be compelled to produce on the trial of any action.

(2) Any party to a submission is entitled, subject to the law relating to procedure of the Court, to obtain from the Court an order --

- (a) for the examination of a witness or witnesses before a special examiner either in Botswana or elsewhere;
- (b) for the discovery of documents and interrogatories;
- (c) for evidence to be given by affidavit in the same circumstances as in litigation;
- (d) for another party to give security for costs in the same way as a litigant;
- (e) for the inspection, or the interim preservation, or the sale of goods or property, the subject matter of the arbitration;
- (f) for an interim injunction or similar relief;
- (g) for directing an issue by way of interpleader between two parties to a submission for the relief of a third party desiring so to interplead;
- (h) for substituted service of notices required by this Act, including service upon an agent in Botswana of a party resident elsewhere.

17. (1) Subject to the provisions of section 19(2), and anything to the contrary in the submission, an arbitrator or umpire shall have power to make an award at any time.

Time for making award

(2) The time, if any, limited for making an award, whether under this Act or otherwise, may from time to time be enlarged by order of the Court or a judge thereof, whether that time has expired or not.

(3) The Court may, on the application of any party to a reference, remove an arbitrator or umpire who fails to use all reasonable dispatch in entering on and proceeding with the reference and making an award, and an arbitrator or umpire who is removed by the Court under this subsection shall not be entitled to receive any remuneration in respect of his services.

(4) For the purposes of subsection (3), the expression "proceeding with the reference" includes, in a case where two arbitrators are unable to agree, giving notice of that fact to the parties and to the umpire.

18. Unless a contrary intention is expressed therein, every submission shall, where such a provision is applicable to the reference, be deemed to contain a provision that the arbitrator or umpire may, if he thinks fit, make an interim award, and any reference in this Part of this Act to an award includes a reference to an interim award.

Interim awards

19. (1) In all cases of reference to arbitration the Court may from time to time remit the matters referred, or any of them, for the reconsideration of the arbitrators or umpire.

Remission of case by Court

(2) When an award is remitted, the arbitrators or umpire shall, unless the Court otherwise directs, make their award within three months after the date of the order.

20. An award on a submission may, by leave of the Court or a judge thereof, be enforced in the same manner as a judgment or order to the same effect, and where leave is so given, judgment may be entered in terms of the award.

Enforcement of award

21. Where the submission does not provide in what place the arbitration shall be held, the arbitrators or umpire may from time to time decide upon such place as may be reasonably accessible to the parties and convenient for the purposes of the reference.

Procedure when place of arbitration not provided for in submission

### PART III

#### References under Order of Court (ss 22-27)

22. Subject to rules of Court, the Court may refer any questions arising in any case or matter for inquiry or report to any official or special referee or officer of the Court.

Reference for report on questions arising in a cause



Procedure on  
receipt of report  
by Court

23. The report of any official or special referee or officer of the Court may be adopted wholly or partially by the Court, and with or without such amendments as to the Court may seem meet, and when so adopted may be enforced as a judgment to the same effect; or the Court may remit the report for further consideration, or make such other order thereon as to it may seem just.

Reference of  
certain matters  
for trial before  
referee or  
arbitrator

24. In any cause or matter —

- (a) if all the parties interested who are not under disability consent;
- (b) if the cause or matter requires any prolonged examination of documents or any scientific, technical or local investigation which cannot, in the opinion of the Court, conveniently be made or conducted by the Court; or
- (c) if the question in dispute consists wholly or in part of matters of account,

the Court may at any time order the whole cause or matter, or any question or issue of fact arising therein, to be tried before a special referee or arbitrator agreed on by the parties, or, failing agreement, appointed by the Court, or before any official referee or officer of the Court appointed by the Court.

Office and  
authority of  
such referee,  
etc.

25. In all cases of reference to an officer of the Court or to an official or special referee or arbitrator under an order of the Court in any cause or matter, the official or special referee shall be deemed to be an officer of the Court, and they, or any such officer of the Court, shall have such authority and shall conduct the reference in such manner as may be prescribed by any special order or by rules of Court.

Force of report  
or award

26. The report or award of any officer of the Court, official or special referee or arbitrator on any such reference shall, unless set aside by the Court, be equivalent to a finding of fact by the Court.

Powers of Court

27. The Court shall, as to references under order of the Court, have all the powers which are by this Act conferred on the Court as to references by consent out of Court.

#### PART IV

##### Miscellaneous (ss 28-32)

Subpoena or  
summons

28. The issue of a subpoena or summons on a witness to compel his attendance and the production of things or documents before an arbitrator, umpire, officer of the Court and official or special referee, as the case may be, may be procured in the same way and subject to the same conditions as if the matter were an action pending in the Court —

- (a) by any party to a submission, or any arbitrator, or umpire thereunder;

- (b) by the parties to any reference under any order of Court; or
- (c) by any officer of the Court, official or special referee hearing any reference under order of Court:

Provided that —

- (i) no person shall be compelled on such subpoena to produce any document or thing the production of which would not be compellable on trial of an action; and
- (ii) the clerk of the court of any magistrate may issue such subpoena in the name and on behalf of the Registrar of the Court upon payment of the same fees as are chargeable for the issue of a subpoena in the magistrate's court.

**29.** The Court or a judge may order the process of the Court to issue to compel the attendance before a special or official referee, or officer of the Court, or before an arbitrator or umpire, of a witness, wherever he may be, within the jurisdiction of the Court or judge, or may order any prisoner to be brought up for examination before such officer, referee, arbitrator or umpire.

General powers  
of Court or  
judge

**30.** (1) An arbitrator or umpire may, and shall if so directed by the Court, state —

Statement of  
case

- (a) any question of law arising in the course of the reference; or
  - (b) an award or any part of an award,
- in the form of a special case for the decision of the Court.

(2) A special case with respect to an interim award or with respect to a question of law arising in the course of a reference may be stated, or may be directed by the Court to be stated, notwithstanding that proceedings under the reference are still pending.

**31.** Any order made under this Act may be made on such terms as to costs or otherwise as the authority making the order thinks just.

Costs

**32.** Any person who wilfully or corruptly gives false evidence before any such officer, referee, arbitrator or umpire shall be guilty of perjury in the same way as if the evidence had been given in open Court, and may be dealt with, prosecuted and punished accordingly.

False evidence

**SCHEDULE  
PROVISIONS TO BE IMPLIED IN SUBMISSION**

(section 4)

1. If no other mode of reference is provided, the reference shall be to a single arbitrator.
2. If the reference is to two arbitrators, then for the decision of any question they must both agree, but if to more than two, then, subject to the provisions of section 10, the decision of the majority of the arbitrators shall determine any questions.
3. If the reference is to two or more arbitrators, they may appoint an umpire at any time within the period during which they have power to make an award.
4. If the arbitrator or arbitrators have allowed the time or time as extended by the Court to expire without making an award, or have delivered to any party to the submission or the umpire a written notice stating that they cannot agree, the umpire may forthwith enter on the reference in lieu of the arbitrators.
5. The parties to the reference and all parties claiming through them respectively shall, subject to any legal objection, submit to be examined by the arbitrator or arbitrators or umpire on oath or affirmation in relation to the matters in dispute, and shall produce before the arbitrator, arbitrators or umpire all books, deeds, papers, accounts, writings, documents and things within their possession or power respectively, which may be required or called for and production of which could be compelled on the trial of an action.
6. The witnesses on the reference shall, if the arbitrator, arbitrators or umpire think fit, be examined on oath or affirmation.
7. The oral evidence of witnesses shall be recorded by the arbitrator, arbitrators or umpire before whom it may be given in such manner as may be by him from time to time directed, if not recorded by the arbitrator, arbitrators or umpire themselves.
8. The umpire shall be at liberty to act upon the evidence recorded before the arbitrators and to make his award without hearing any witnesses or receiving any fresh evidence:  
Provided that he shall be entitled, if he so thinks fit, to re-hear the witnesses or any of them or to call for further evidence.
9. The umpire shall be at liberty to sit together with the arbitrators and to hear the evidence given from time to time, and shall be entitled then and there to decide any interlocutory matter upon which the arbitrators disagree:  
Provided that the umpire shall not, unless called upon to give an award, or unless the parties have requested him so to sit, be entitled to demand remuneration from the parties in respect of his attendance on the reference with the arbitrators.

10. If the arbitrators, where there are more than one, or a majority of them, cannot agree as to any matter of procedure or any interlocutory question, they may refer such matter or question forthwith to the umpire for decision, and he shall give his decision thereon forthwith.

11. The arbitrator, arbitrators or umpire shall be at liberty to proceed *ex parte* in case any party after reasonable notice shall at any time neglect or refuse to attend on the reference without having shown previously to them what they consider good and sufficient cause for omitting to attend.

12. If any party to the arbitration dies, the arbitration shall be stayed, subject to any order that the Court may make, until the appointment of an executor or other proper representative of such deceased party, and the time for making an award shall be extended for the same period as may elapse between the death of the party and the appointment of an executor or other proper representative, and such executor or other proper representative shall, when called upon by the other party or parties to the submission to proceed with the arbitration, be subject to the same rules, provisions and conditions as the deceased party.

13. The award to be made by the arbitrator, arbitrators or umpire shall be in writing, and shall, if made in terms of the submission, be final and binding on the parties and the persons claiming under them respectively.

14. The costs of the reference and award shall be in the discretion of the arbitrator, arbitrators or umpire, who may direct to and by whom and in what manner such costs or any part thereof shall be paid, and may tax or settle the amount of costs to be so paid or any part thereof, and may award costs to be paid as between attorney and client:

Provided that --

- i. if no direction is given as to the scale on which such costs are to be taxed, they shall be taxed on the tariff allowed in magistrates' courts from time to time if the award is such as a magistrate's court might have pronounced as a judgment in such court, but otherwise such costs shall be taxed on the tariff in force from time to time in the Courts, and
- ii. if the arbitrator, arbitrators or umpire do not forthwith tax such costs, or if the arbitrators cannot agree in their taxation, then the taxing officer of the Court may tax them.

Architects

## bidp -&gt; bidpmem

| Name         | Firstname                  | Current | Profession | Phonewk | Email                      |
|--------------|----------------------------|---------|------------|---------|----------------------------|
| Adolwa ✓     | Mbaja                      | y       | 2a         | 3911652 | spasys@botsnet.bw          |
| Anderson ✓   | Andrew William             | y       | 2a         |         | anderson@zamnet.zm         |
| Askovic      | Aleksandar                 | y       | 2a         |         |                            |
| Bale ✓       | Keboife Bobo               | y       | 2a         | 3932818 | keboife@yahoo.com          |
| Beeken ✓     | Roger J                    | y       | 2a         | 3905075 | bmarchitects@botsnet.bw    |
| Bergs ✓      | Hanns-Gerd                 | y       | 2a         | 002711- | hbergsassoc@absamail.co.za |
| Gaopotlake ✓ | Emmanuel                   | y       | 2a         | 3905075 | bmarchitects@botsnet.bw    |
| Hakim ✓      | Asadul                     | y       | 2a         | 5330392 | asadulhakim@hotmail.com    |
| Hyde ✓       | Bernard                    | y       | 2a         | 3927764 | bhyde@mega.bw              |
| Kgathago     | Zibani                     | y       | 2a         |         | zbnkgathago@yahoo.com      |
| Khin ✓       | Aung                       | y       | 2a         | 3900148 | proarchbw@gmail.com        |
| Kimani ✓     | Luci Thoki                 | y       | 2a         |         | Lnkimani46@yahoo.co.uk     |
| Kintu        | Hammed Semwanje            | y       | 2a         | 5920200 |                            |
| Lyamuya ✓    | Paul Kinanawa              | y       | 2a         | 3552107 | lyamuyap@mopipi.ub.bw      |
| Macgarry ✓   | Kevin Ignatius             | y       | 2a         | 2061591 | ac@accc.co.za              |
| Maphepa      | Jonathan                   | y       | 2a         | 5777411 | maphepa@yahoo.com          |
| Marshall     | Ian Harley                 | y       | 2a         |         |                            |
| Martin       | George Paul Lamont         | y       | 2a         | 2417774 | paul@fabians.co.za         |
| Mashelkar    | Sharad Sudam               | y       | 2a         |         |                            |
| Mathe ✓      | Sithabile Pauline          | y       | 2a         | 3927764 | moralo@broadpark.no        |
| Mazhani ✓    | Edward Ted                 | y       | 2a         | 3971181 | mazhaniet@mopipi.ub.bw     |
| Moapare      | Vincent O.                 | y       | 2a         | 3958033 | vmoapare@gmail.com         |
| Modise       | Mmapula Glorious<br>Karabo | y       | 2a         | 3953990 |                            |
| Moikabinyane | Ephraim Sonnyboy           | y       | 2a         | 3974334 | ephraimoi@yahoo.com        |
| Mutungi ✓    | Gregory Lutta              | y       | 2a         | 3973415 | ramani@info.bw             |
| Narola ✓     | Kantilal P                 | y       | 2a         | 3922663 | kpnarola_arch@info.bw      |
| Neill ✓      | S                          | y       | 2a         | 3952251 | dlg@dlg.co.bw              |
| Nthobatsang  | Batshetsi                  | y       | 2a         | 4630742 | nthobs@yahoo.com           |

|               |                    |   |    |         |                           |
|---------------|--------------------|---|----|---------|---------------------------|
| Nuttall-Smith | Christopher        | y | 2a | 2412477 | nsa@micro.co.bw           |
| Nyame         | Pedriel Mokwadi    | y | 2a | 3952882 | pedriel@symbion-int.co.bw |
| Nyekele ✓     | Dennis Hanzoka     | y | 2a | 3923159 | nyekele@bbi.co.bw         |
| Phiri ✓       | Fred               | y | 2a | 3952251 | dlg@dlg.co.bw             |
| Phuthogo      | Jimson Onthephile  | y | 2a | 5749481 |                           |
| Rai           | Jagdish Nathalal   | y | 2a | 3952882 | jagdish@symbion-int.co.bw |
| Rajnovic      | Predrag            | y | 2a | 3922882 | pedjar@botsnet.bw         |
| Rantshilo ✓   | Tshoganetso        | y | 2a | 3958033 | archcollabo@mega.bw       |
| Seomile       | Bosiame Jay        | y | 2a | 4600601 |                           |
| Shah          | Pradip Babulal     | y | 2a | 3973203 |                           |
| Sianga ✓      | Busisiwe Elizabeth | y | 2a | 3907850 | siangabe@mopipi.ub.bw     |
| Welfing ✓     | Albert Andreas     | y | 2a | 6860659 | agora@dynabyte.bw         |
| Young         | David Alexander    | y | 2a | 3971181 | ya@yabw.net               |

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BIDP award/prize for the most environmentally sensitive final year design project in the Architecture program.

The Director  
Academic Services

Re: Proposal to institute a prize

Botswana Institute of Development Professions (BIDP) is an association of professionals, mostly in the construction industry (Architects, Engineers, Quantity surveyors, etc). It was established in ....., primarily to provide a forum to address the needs and growth of these professions in Botswana.

To ... our goals, we would like to contribute to the establishment and growth of the Architecture programme by instituting a prize.

We propose that the prize be for the most environmentally sensitive final year design project in Architecture. We propose that a committee of five members judge the projects and recommend the winner. The committee should comprise of two members from the University of Botswana Architecture program, Two members from BIDP, and a member of AAB/??? The winner should have achieved at least 70% on the project.

The prize shall be a book / books to the cost of P300.00.

Prize name:  
BIDP Prize

Reasons for prize:  
To contribute to the establishment and growth of the Architecture programme at the University of Botswana.

Conditions of award:

- The winning project should have achieved at least 70% in their final year design project.
- The design should be recommended by the committee as the most environmentally sensitive design project in the final year.

We would appreciate your suggestions to our proposal, and we look forward to your response.

Your Faithfully,

BIDP President





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V.K. Patel  
G. Vlug

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|       | Name              | Firstname              | Current | Phonewk | Fax       |
|-------|-------------------|------------------------|---------|---------|-----------|
| no -  | Adolwa            | Mbaja                  | y       | 3911652 | 3959659 ✓ |
| yes - | Akanyang          | Robert                 | y       | 3916670 | 3939503 ✓ |
|       | Allen             | Anthony M. D.          | y       | 3918318 | 3918318 ✓ |
| yes - | Allison-Broomhead | Graham Ian             | y       | 3972002 | 3971384 ✓ |
|       | Anderson          | Andrew William         | y       |         |           |
|       | Askovic           | Aleksandar             | y       |         |           |
|       | Azoulay           | Itamar                 | y       | 3919458 | 3184730   |
|       | Bale              | Keboife Bobo           | y       | 3911025 | 3182016   |
|       | Basiami           | Otshegeditse B K       | y       | 3937018 | 3937063 ✓ |
|       | Bathuleng         | Moagi Dwight           | y       | 3932944 | 3954086 ✓ |
| yes - | Bathuleng-Mookodi | Marina                 | y       | 3181581 | 3182377 ✓ |
|       | Beeken            | Roger J                | y       | 3905075 | 3908501 ✓ |
|       | Bergs             | Hanns-Gerd             | y       | 002711- | 002711-   |
|       | Bernard           | Joseph Jane            | y       | 2421061 | 26-8770   |
|       | Bredell           | Theodor Gustav         | y       | 3930538 | 3930538 ✓ |
|       | Busang            | Rainer Shakes          | y       | 3912975 | 3957909 ✓ |
|       | Carrier           | Kenneth Michael Morton | y       | 3951310 | 3973743 ✓ |
|       | Chephethe         | Ralph Raphael          | y       | 3158209 | 3956015 ✓ |
|       | Chiwila           | Amos Gregory Matendeko | y       | 3182073 | 3182073 ✓ |
|       | Davey             | Brian Peter            | y       | 3952492 | 3957424 ✓ |
| yes - | Dondofema         | Efraim                 | y       | 3901128 | 3901127 ✓ |
|       | Flanagan          | Andrew Gerald          | y       | 3975070 | 3975071 ✓ |
|       | Foote             | F. William             | y       |         |           |
|       | Gaopotlake        | Emmanuel               | y       | 3905075 | 3908501 ✓ |
| yes - | Groth             | Agas                   | y       | 3923462 | 3923632 ✓ |
| -     | Gunston           | S                      | y       | 3956753 | 3972691 ✓ |
| -     | Hakim             | Asadul                 | y       | 3654399 |           |
|       | Hammond           | Jeffrey Blair          | y       | 3912089 | 3909426 ✓ |
|       | Henderson         | Ronald Bryden          | y       |         | 002711-   |

|              |                     |   |         |         |        |
|--------------|---------------------|---|---------|---------|--------|
| Hinchliffe   | John P.             | y | 3900575 | 3900585 | ✓      |
| Hingorani    | Gopal Das           | y | 5390411 | 5390411 | NO FAX |
| Hutchings    | Lawrence James      | y | 3911025 | 3182016 |        |
| Hyde         | Bernard             | y | 3927764 | 3923632 | ✓      |
| Iyer         | Kishore Subramanyam | y |         |         |        |
| Jones        | Gordon Barrie       | y |         |         |        |
| Kabwe        | Lawrence            | y | 3181581 | 3182377 | ✓      |
| Kasalaba     | Moses               | y | 3932944 | 3954086 | ✓      |
| Kaszay       | Peter               | y | 2610181 |         |        |
| Katse        | Boniface Moeka      | y | 3910172 | 3190287 | ✓      |
| Keitumetse   | Badiri              | y | 3181581 | 3182377 | ✓      |
| Kelly        | Alexander Lees      | y | 3956080 | 3900160 | ✓      |
| Kentshitsuwe | Seitiketso          | y | 3952452 | 3971710 | ✓      |
| Kgathego     | Zibani              | y |         |         |        |
| Kgosiemang   | Gontse J.           | y | 3191111 | 3936532 | ✓      |
| Khin         | Aung                | y | 3900148 | 3900148 | ✓      |
| Kille        | Alan Arthur         | y | 3952492 | 3957424 | ✓      |
| Kimani       | Luci Thoki          | y |         |         |        |
| Kintu        | Hammed Semwanje     | y | 5920200 | 5920209 | ✓      |
| Klaric       | Zelimir P           | y | 3973873 | 3973873 | ✓      |
| Latilla      | Kim Everitt         | y | 3951310 | 3973743 | ✓      |
| Lopang       | Patrick             | y | 3924328 | 3927990 | ✓      |
| Lyamuya      | Paul Kinanawa       | y | 3552107 | 3552347 | ✓      |
| Macgarry     | Kevin Ignatius      | y | 2061591 | 2061590 |        |
| Maina        | Anthony Mbugua      | y | 5748037 | 5777216 | ✓      |
| Maphepa      | Jonathan            | y | 5777411 | 5777216 | ✓      |
| Marshall     | Ian Harley          | y |         |         |        |
| Marshall     | Jean Carol McCarthy | y |         |         |        |
| Martin       | George Paul Lamont  | y | 2417774 |         |        |
| Mashelkar    | Sharad Sudam        | y |         | 3913337 |        |
| Mathe        | Sithabile Pauline   | y | 3927764 | 3927764 | ✓      |
| Mathware     | Ogaketse Thopho     | y | 3951883 | 3909356 | ✓      |
| Matlapeng    | Andrew              | y | 3181581 | 3182377 | ✓      |

yes

yes

yes

|               |                           |   |         |         |   |
|---------------|---------------------------|---|---------|---------|---|
| Matlhaga      | Cuthbert                  | y | 3181634 | 3181635 | ✓ |
| Matthew       | Thamarathattu Geevarghese | y | 3907435 |         |   |
| Mazhani       | Edward Ted                | y | 3971181 | 3971181 | ✓ |
| Mehta         | Rageshkumar Manharlal     | y | 3931272 | 3959824 | ✓ |
| Mhutsiwa      | Boyce O.                  | y | 3907068 | 3971141 | ✓ |
| Minja         | Frank Anasel              | y | 3167576 | 3167517 |   |
| Mitchell      | Eric Patrick              | y | 3648085 | 3909411 |   |
| Mmile         | Dithologo                 | y | 3907068 | 3971141 | ✓ |
| Moapare       | Vincent O.                | y | 3958033 | 3958033 | ✓ |
| Modise        | Mmapula Glorious Karabo   | y | 3953990 |         |   |
| Mogomela      | Martin Molao              | y | 3500211 | 3164580 |   |
| Moikabinyane  | Ephraim Sonnyboy          | y | 3974334 | 3904514 | ✓ |
| Moje          | Evans                     | y | 3164188 | 3500069 | ✓ |
| Monamo        | Letsweletse Mpho          | y |         |         |   |
| Morake        | Kabelo                    | y | 3972002 | 3971384 | ✓ |
| Moremedi      | Thuso                     | y | 3132033 | 3164463 | ✓ |
| Morton        | Timothy Paul              | y | 3911025 | 3182016 |   |
| Motsumi       | G. A.                     | y | 3904361 | 3905191 | ✓ |
| Muchengwa     | Dorica Milonga Daka       | y | 3191111 | 3936532 | ✓ |
| Musuku        | Joseph Godwin             | y | 3975105 | 3900242 | ✓ |
| Mutepfa       | Daniel                    | y |         |         |   |
| Mutungi       | Gregory Lutta             | y | 3973415 | 3953556 | ✓ |
| Mwitumwa      | David Kabuku              | y | 3180163 | 3191544 | ✓ |
| Narola        | Kantilal P                | y | 3922663 | 3163532 | ✓ |
| Ndambakuwa    | Jameson                   | y | 3181581 | 3182377 | ✓ |
| Neill         | S                         | y | 3952251 | 3191595 | ✓ |
| Ngwakwena     | Olebeng Adam Bafundini    | y | 3919356 | 3913750 | ✓ |
| yes - Ngwato  | Segolame                  | y | 3181581 |         | ✓ |
| Nkumba        | E                         | y | 3951310 | 3973743 | ✓ |
| Ntapu         | Kealeboga                 | y | 5749483 | 5777216 | ✓ |
| Nthase        | Phenyo                    | y | 3191111 | 3936532 | ✓ |
| Nthobatsang   | Batshetsi                 | y | 4630742 |         |   |
| Nuttall-Smith | Christopher               | y | 2412477 | 2441343 | ✓ |

|     |                |                    |   |         |         |   |
|-----|----------------|--------------------|---|---------|---------|---|
|     | Nyame          | Pedriel Mokwadi    | y | 3952882 | 3975045 | ✓ |
|     | Nyekele        | Dennis Hanzoka     | y | 3923159 | 3907747 | ✓ |
|     | Okumbe         | James Ouko         | y | 3925088 | 3928274 | ✓ |
|     | Onneng         | Ontlametse         | y | 2622977 | 2613178 | ✓ |
|     | Orando         | Marcellus          | y | 3959219 | 3181160 | ✓ |
|     | Oranye         | Chike Ikemefuna    | y | 3952778 | 3956773 | ✓ |
|     | Osemenam       | Emeka Azubike      | y | 3952778 | 3956773 | ✓ |
| yes | Otsweleng      | Kganetso Bontsi    | y | 3165498 | 3158498 | ✓ |
|     | Owusu-Appianti | Godfrey            | y | 3605100 | 3902516 | ✓ |
| yes | Palalani       | Koziba Gumbu       | y | 3922687 | 3922683 | ✓ |
|     | Paranagam      | Daya Jivitha       | y | 3951883 | 3909356 | ✓ |
|     | Patel          | Anil F             | y | 2610533 | 2610153 | ✓ |
|     | Patel          | Shahnawaz M        | y | 3952452 | 3971710 | ✓ |
|     | Patel          | Vasant             | y | 3918932 | 3918933 | ✓ |
|     | Patel          | Veeranagowda K     | y | 3973741 |         | ✓ |
|     | Peric          | Vladimir           | y |         | 3957094 | ✓ |
|     | Peters         | Lucky              | y |         |         | ✓ |
|     | Phiri          | Fred               | y | 3952251 | 3191595 | ✓ |
|     | Phuthego       | Jimson Onthephile  | y | 5749481 | 5777216 | ✓ |
|     | Price          | Owen Sean          | y | 3959746 | 3959748 | ✓ |
|     | Rai            | Jagdish Nathalal   | y | 3952882 | 3975045 | ✓ |
|     | Rajnovic       | Predrag            | y | 3922882 | 3975045 | ✓ |
|     | Rantshilo      | Tshoganetso        | y | 3958033 | 3958033 | ✓ |
|     | Rasedibo       | Letlhogonolo Shono | y | 2441713 |         | ✓ |
| NO  | Rettig         | Keith Phillip      | y | 3952492 | 3957424 | ✓ |
|     | Richards       | Peter Maurice      | y | 3912907 | 3181115 | ✓ |
|     | Rynn           | Marc D.            | y | 3904361 | 3905191 | ✓ |
|     | Samman         | Joseph             | y | 3952305 |         | ✓ |
|     | Seomile        | Bosiame Jay        | y | 4600601 | 4633792 | ✓ |
|     | Setekia        | Simon Wateka       | y | 4712457 |         | ✓ |
|     | Shah           | Pradip Babulal     | y | 3973203 | 3973203 | ✓ |
|     | Sianga         | Busisiwe Elizabeth | y | 3907850 | 3907850 | ✓ |
| yes | Soderstrom     | Ulf Martin         | y | 3912173 | 3974465 | ✓ |

|              |                      |   |         |         |
|--------------|----------------------|---|---------|---------|
| Van Vuuren   | Petrus Jacobus       | y | 3912224 | 3973174 |
| Vista        | Cirillo P            | y | 3912625 | 3912625 |
| Arden - Vlug | Gerrit Herman        | y | 5337249 | 5337249 |
| Wall         | Joanna B.            | y | 312224  |         |
| Welfing      | Albert Andreas       | y | 6860659 | 6860659 |
| Williams     | Alan Geoffrey        | y | 6251595 | 6250647 |
| Wong         | Melvern              | y | 3974341 |         |
| Yates        | Michael George Henry | y | 8903426 | 3913628 |
| yes - Young  | David Alexander      | y | 3971181 | 3971181 |

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|----------------------|--------------|--------|
| 1                    | Savoury      | 283.15 |
| 1                    | Sausage Bite | 267.05 |
| Accepted             |              |        |
| Total Delivery Total |              |        |
|                      |              | 550.20 |
|                      |              | 550.20 |

Deliver to \_\_\_\_\_

Attention ELLEN

Tel/Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Need by BIDP

Total  
Delivery  
Total

550.20  
550.20

Terms C.O.D.

Your order will be faxed back to you with prices so that you can have your payment ready.

If payment is not ready, goods will not be delivered.

Delivery free for purchases over P800.



| Title | MEMBER NAME      | INITIALS | Membership | Balance b/f | 2009/10 fees | Paid   | Date   | By   | Balance outstanding |
|-------|------------------|----------|------------|-------------|--------------|--------|--------|------|---------------------|
| Mr.   | Adolwa           | M.       | Ordinary   | 0.00        | 200.00       | 200.00 | 27jy09 | Cash | 0.00                |
| Mr.   | Akanyang         | R.G.     | Ordinary   | 0.00        | 200.00       | 200.00 | 27jy09 | Chq  | 0.00                |
| Mr.   | Allen            | A.M.D    | Ordinary   | 150.00      | 200.00       |        |        |      | 350.00              |
| Mr.   | Allison-Broomhea | G.I.     | Ordinary   | 0.00        | 200.00       |        |        |      | 200.00              |
| Mr.   | Askovic          | A.       | Ordinary   | 540.00      | 200.00       |        |        |      | 740.00              |
| Mr.   | Azoulay          | I.       | Associate  | 0.00        | 180.00       |        |        |      | 180.00              |
| Ms.   | Bale             | K.B.     | Associate  | 125.00      | 180.00       |        |        |      | 305.00              |
| Mr.   | Basiami          | O.B.K    | Associate  | 280.00      | 180.00       |        |        |      | 460.00              |
| Mr.   | Bathuleng        | M.D.     | Ordinary   | 300.00      | 200.00       |        |        |      | 500.00              |
| Mrs.  | Bathuleng-Mooko  | M.K.     | Ordinary   | 0.00        | 200.00       |        |        |      | 200.00              |
| Mr.   | Beeken           | R.J.     | Ordinary   | 660.00      | 200.00       |        |        |      | 860.00              |
| Mr.   | Bergs            | H.       | Ordinary   | 150.00      | 200.00       |        |        |      | 350.00              |
| Mr.   | Bernard          | J.J.     | Ordinary   | 0.00        | 200.00       | 200.00 | 21se09 | Chq  | 0.00                |
| Mr.   | Bredell          | T.G.     | Ordinary   | 300.00      | 200.00       |        |        |      | 500.00              |
| Mr.   | Busang           | R.S.     | Ordinary   | 300.00      | 200.00       |        |        |      | 500.00              |
| Mr.   | Carrier          | K.M.M    | Ordinary   | 300.00      | 200.00       |        |        |      | 500.00              |
| Mr.   | Chephethe        | R.R.     | Ordinary   | 780.00      | 200.00       |        |        |      | 980.00              |
| Mr.   | Chiwila          | A.G.     | Ordinary   | 0.00        | 200.00       | 200.00 | 09se09 | Chq  | 0.00                |
| Mr.   | Davey            | B.P.     | Ordinary   | 0.00        | 200.00       |        |        |      | 200.00              |
| Mr.   | Dondofema        | E.       | Ordinary   | 0.00        | 200.00       |        |        |      | 200.00              |
| Mr.   | Flanagan         | A.G.     | Ordinary   | 300.00      | 200.00       | 200.00 | 12oc09 | Chq  | 300.00              |
| Mr.   | Foote            | F.W.     | Ordinary   | 150.00      | 200.00       |        |        |      | 350.00              |
| Mr.   | Gaopotlake       | E.       | Ordinary   | 420.00      | 200.00       |        |        |      | 620.00              |
| Mr.   | Groth            | A.       | Ordinary   | 150.00      | 200.00       | 350.00 | 19ag09 | Chq  | 0.00                |
| Mr.   | Gunston          | S.M.     | Ordinary   | 0.00        | 200.00       | 200.00 | 25ag09 | Chq  | 0.00                |
| Mr.   | Hakim            | A        | Ordinary   | 0.00        | 200.00       | 150.00 | 130c09 | Chq  | 50.00               |
| Mr.   | Hammond          | J.B.     | Ordinary   | 0.00        | 200.00       | 200.00 | 12je09 | Chq  | 0.00                |
| Mr.   | Henderson        | R.B.     | Ordinary   | 150.00      | 200.00       | 350.00 | 12oc09 | Chq  | 0.00                |
| Mr.   | Hinchliffe       | J.P.     | Ordinary   | 0.00        | 200.00       | 200.00 | 12je09 | Chq  | 0.00                |
| Mr.   | Hingorani        | G.D.     | Ordinary   | 780.00      | 200.00       |        |        |      | 980.00              |
| Mr.   | Hutchings        | L.J.     | Ordinary   | 150.00      | 200.00       |        |        |      | 350.00              |
| Mr.   | Hyde             | B.       | Ordinary   | 150.00      | 200.00       |        |        |      | 350.00              |
| Mr.   | Iyer             | K.S.     | Ordinary   | 300.00      | 200.00       |        |        |      | 500.00              |
| Mr.   | Kabwe            | L        | Ordinary   | 300.00      | 200.00       |        |        |      | 500.00              |
| Mr.   | Kasalaba         | M.       | Ordinary   | 300.00      | 200.00       |        |        |      | 500.00              |
| Mr.   | Kaszay           | P.       | Ordinary   | 0.00        | 200.00       | 200.00 | 130c09 | Chq  | 0.00                |
| Mr.   | Katse            | B.M.     | Ordinary   | 300.00      | 200.00       |        |        |      | 500.00              |
| Mr.   | B Keitumetse     | B.       | Associate  | 0.00        | 180.00       |        |        |      | 180.00              |
| Mr.   | Kelly            | A.L.     | Ordinary   | 0.00        | 200.00       | 200.00 | 15je09 | Chq  | 0.00                |
| Mr.   | Kentshitswe      | S.       | Ordinary   | 150.00      | 200.00       |        |        |      | 350.00              |
| Mr.   | Kgatlhago        | Z.       | Student    | 0.00        | 100.00       |        |        |      | 100.00              |
| Mr.   | Kgosiemang       | G.J.     | Ordinary   | 0.00        | 200.00       |        |        |      | 200.00              |
| Mr.   | Khin             | A.       | Ordinary   | 300.00      | 200.00       |        |        |      | 500.00              |
| Ms.   | Kille            | A.A.     | Ordinary   | 0.00        | 200.00       |        |        |      | 200.00              |
| Mr.   | Kimani           | L.T.     | Ordinary   | 150.00      | 200.00       | 350.00 | 11ag09 | Chq  | 0.00                |
| Mr.   | Kintu            | H.S.     | Ordinary   | 300.00      | 200.00       |        |        |      | 500.00              |
| Mr.   | Klaric           | Z.       | Ordinary   | 0.00        | 200.00       |        |        |      | 200.00              |
| Mr.   | Latilla          | K.E.     | Ordinary   | 300.00      | 200.00       |        |        |      | 500.00              |
| Dr.   | Lopang           | P.K.S    | Ordinary   | 0.00        | 200.00       |        |        |      | 200.00              |
| Mr.   | Lyamuya          | P.K.     | Ordinary   | 0.00        | 200.00       |        |        |      | 200.00              |
| Mr.   | Macgarry         | K.I.     | Ordinary   | 0.00        | 200.00       |        |        |      | 200.00              |
| Mr.   | Maina            | A.M.     | Ordinary   | 300.00      | 200.00       |        |        |      | 500.00              |
| Mr.   | Manharlal        | M.R.     | Ordinary   | 0.00        | 200.00       |        |        |      | 200.00              |
| Mr.   | Maphepa          | J.       | Associate  | 250.00      | 180.00       |        |        |      | 430.00              |
| Mr.   | Martin           | G.P.L    | Ordinary   | 660.00      | 200.00       |        |        |      | 860.00              |
| Mr.   | Mashelkar        | S.S.     | Ordinary   | 420.00      | 200.00       |        |        |      | 620.00              |
| Mr.   | Mathware         | O.T.     | Ordinary   |             | 200.00       | 200.00 | 10jy09 | Chq  | 0.00                |
| Mr.   | Matlapeng        | A.       | Associate  | 250.00      | 180.00       |        |        |      | 430.00              |
| Mr.   | Matlhaga         | C.R.     | Ordinary   | 300.00      | 200.00       | 500.00 | 06oc09 | Chq  | 0.00                |
| Ms.   | Mathe            | S.       | Ordinary   | 150.00      | 200.00       |        |        |      | 350.00              |
| Mr.   | Mazhani          | E.T.     | Ordinary   | 0.00        | 200.00       | 200.00 | 21se09 | Chq  | 0.00                |
| Mr.   | Mhutsiwa         | B.O.     | Ordinary   | -48.00      | 200.00       | 152.00 | 19ag09 | Cash | 0.00                |
| Mr.   | Minja            | F.A.N    | Ordinary   | 900.00      | 200.00       |        |        |      | 1100.00             |
| Mr.   | Mitchell         | E.P.     | Ordinary   | 420.00      | 200.00       |        |        |      | 620.00              |
| Mr.   | Mmile            | D.       | Ordinary   | 0.00        | 200.00       | 200.00 | 19ag09 | Cash | 0.00                |

PAID

PAID CASH

ch 22.10.09

PAID CASH

cheque



NEEDS  
INVOICE

NEEDS  
INVOICE

|      |                |       |           |        |        |         |        |      |          |
|------|----------------|-------|-----------|--------|--------|---------|--------|------|----------|
| Mrs. | Moapare        | V.O.  | Ordinary  | 660.00 | 200.00 |         |        |      | 860.00   |
| Mr.  | Modise         | M.G.K | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Mogomela       | M.M.  | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Moikabinyane   | E     | Ordinary  | 0.00   | 200.00 | 200.00  | 19ag09 | Cash | 0.00     |
| Mr.  | Moje           | E.K.  | Ordinary  | 300.00 | 200.00 |         |        |      | 500.00   |
| Mr.  | Monamo         | L.P.  | Associate | 250.00 | 180.00 |         |        |      | 430.00   |
| Mr.  | Morake         | K.    | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Moremedi       | T.M.  | Ordinary  | 420.00 | 200.00 |         |        |      | 620.00   |
| Mr.  | Morton         | T.P.  | Ordinary  | 300.00 | 200.00 | 500.00  | 09se09 | Chq  | 0.00     |
| Ms.  | Motsumi        | G.A.  | Ordinary  | 0.00   | 200.00 | 200.00  | 06oc09 | Chq  | 0.00     |
| Mr.  | Muchengwa      | D.M.D | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Musuku         | J.G.  | Ordinary  | 300.00 | 200.00 |         |        |      | 500.00   |
| Mr.  | Mutepfa        | D     | Ordinary  | 540.00 | 200.00 |         |        |      | 740.00   |
| Mr.  | Mutungi        | G.L.  | Ordinary  | 150.00 | 200.00 | 350.00  | 21se09 | Chq  | 0.00     |
| Mr.  | Mwitumwa       | D.K.  | Ordinary  | 150.00 | 200.00 |         |        |      | 350.00   |
| Mr.  | Narola         | K.P.  | Ordinary  | 150.00 | 200.00 | 350.00  | 20oc09 | Chq  | 0.00     |
| Mr.  | Ndambakuwa     | J     | Associate | 0.00   | 180.00 |         |        |      | 180.00   |
| Mr.  | Neill          | S.    | Ordinary  | 300.00 | 200.00 |         |        |      | 500.00   |
| Ms.  | Ngwakwena      | O.A.B | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Ms.  | Ngwato         | S     | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Ntapu          | K.    | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Ms.  | Nthase         | P.    | Ordinary  | 300.00 | 200.00 |         |        |      | 500.00   |
| Mr.  | Nthobatsang    | B.    | Student   | 470.00 | 100.00 |         |        |      | 570.00   |
| Mr.  | Nuttall-Smith  | C.    | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Nyame          | P.M.  | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Nyekele        | D.H.  | Ordinary  | 420.00 | 200.00 |         |        |      | 620.00   |
| Mr.  | Okumbe         | J.O.  | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Onneng         | O.    | Associate | 0.00   | 0.00   |         |        |      | 0.00     |
| Mr.  | Orando         | M.    | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Oranye         | C.I.  | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Osemenam       | E.A.  | Ordinary  | 0.00   | 200.00 | 200.00  | 15se09 | Chq  | 0.00     |
| Mr.  | Otsweleng      | K.    | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Owusu-Appianti | G.    | Ordinary  | 0.00   | 200.00 | 200.00  | 22je09 | Chq  | 0.00     |
| Mr.  | Palalani       | K.G.  | Ordinary  | 150.00 | 200.00 | 350.00  | 20oc09 | Chq  | 0.00     |
| Mr.  | Paranagama     | D.V.  | Ordinary  | 150.00 | 200.00 |         |        |      | 350.00   |
| Mr.  | Patel          | V.    | Ordinary  | 300.00 | 200.00 | 500.00  | 09se09 | Chq  | 0.00     |
| Mr.  | Patel          | A.F.  | Ordinary  | 300.00 | 200.00 |         |        |      | 500.00   |
| Mr.  | Patel          | S.M.  | Ordinary  | 0.00   | 200.00 | 200.00  | 24se09 | Chq  | 0.00     |
| Mr.  | Peric          | V.    | Ordinary  | 420.00 | 200.00 |         |        |      | 620.00   |
| Mr.  | Peters         | L.    | Student   | 95.00  | 100.00 |         |        |      | 195.00   |
| Mr.  | Phiri          | F.    | Ordinary  | 300.00 | 200.00 |         |        |      | 500.00   |
| Mr.  | Phuthego       | J.O.  | Ordinary  | 0.00   | 200.00 | 200.00  | 24se09 | Chq  | 0.00     |
| Mr.  | Price          | O.S.  | Ordinary  | 420.00 | 200.00 |         |        |      | 620.00   |
| Mr.  | Rai            | J.    | Ordinary  | 0.00   | 200.00 | 200.00  | 23se09 | Chq  | 0.00     |
| Mr.  | Rajnovic       | P.    | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Rantshilo      | T.T.  | Ordinary  | 660.00 | 200.00 |         |        |      | 860.00   |
| Mr.  | Rasedibo       | L.S   | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Rettig         | P     | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Rynn           | M.D.  | Ordinary  | 150.00 | 200.00 |         |        |      | 350.00   |
| Mr.  | Samman         | J.    | Ordinary  | 150.00 | 200.00 |         |        |      | 350.00   |
| Mr.  | Setekia        | S.W.  | Associate | 0.00   | 180.00 | 180.00  | 30je09 | Cash | 0.00     |
| Mr.  | Shah           | P.B.  | Ordinary  | 420.00 | 200.00 |         |        |      | 620.00   |
| Ms.  | Sianga         | B.E   | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Söderström     | U.    | Ordinary  | 0.00   | 200.00 |         |        |      | 200.00   |
| Mr.  | Van Vuuren     | P.J.  | Ordinary  | 0.00   | 200.00 | 200.00  | 05oc09 | Chq  | 0.00     |
| Mr.  | Vlug           | G.H.  | Ordinary  | 0.00   | 200.00 | 200.00  | 11ag09 | Chq  | 0.00     |
| Mr.  | Welfing        | A.A.  | Ordinary  | 150.00 | 0.00   | 150.00  | 13ag09 | Chq  | 0.00     |
| Mr.  | Williams       | G.A.  | Ordinary  | 0.00   | 200.00 | 200.00  | 09se09 | Chq  | 0.00     |
| Mr.  | Wong           | M.    | Ordinary  | 300.00 | 200.00 |         |        |      | 500.00   |
| Mr.  | Young          | D.A.  | Ordinary  | 0.00   | 200.00 | 200.00  | 21se09 | Chq  | 0.00     |
|      |                |       |           |        |        | 9032.00 |        |      | 35900.00 |

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**PLEASE NOTIFY YOUR INTENTION TO ATTEND TO EITHER:**

**TONY ALLEN: HON. CHAIRMAN – FAX 3918292, OR EMAIL  
tony.allen@botsnet.bw.**

**OR TO**

**GERRIT VLUG: HON. SECRETARY – FAX 5337249, OR EMAIL  
vlug@mega.bw.**

*The Botswana Institute of Arbitrators is the organisation to promote and facilitate the  
timely and private resolution of disputes in Botswana through arbitration and other  
forms of alternative dispute resolution.*

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**Work: ++267 3918318  
Fax: ++267 3918292**

**Hon. Chairman: Tony Allen  
Email: tony.allen@botsnet.bw**

**Home: ++267 3913368  
Mobile: ++267 71305806**

Mega Internet  
P.O.Box - 201684, Gaborone  
VAT#C07888001113.  
Invoice To  
Botswana Institute of Development Professionals  
David Young  
P. O. Box -

(bldp.bw)

**TAX - Invoice#: 09-09290011****September 29, 2009**

Botswana

Main: 3913067 / 3180971

Service Period Is Paid Through: Tuesday, October 6, 2009

To assure that your account is not placed on hold or canceled,  
please remit payment before account expiration date

→ P 390 / 2 yrs.

| Description                                 | Price     | Quantity | Subtotal  |
|---------------------------------------------|-----------|----------|-----------|
| Website Hosting 50MB, FTP access, 1 E-mail, | P1,359.09 | 1        | P1,359.09 |
| V.A.T. @ 10%                                | P135.91   | 1        | P135.91   |
| Invoice Total                               |           |          | P1,495.00 |

*discuss with mega.*

The Subscription is Payable in Advance every month.

If you have any questions regarding this invoice please call at: 3913067 or 3180971. Fax # 3180970 or 3891007

Fast Internet Access ADSL is now available. Call us for details.

\*Thank you for your business!\*





## Date: August 11, 2009

RECEIVED  
2009-08-12  
BIDP

3974684/ 71571830 E-mail:rekieus@yahoo.com



**MERLIN WILSON**  
Holdings (Pty) Ltd

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Plot 4790 Moapare Road, Old Industrial, Gaborone, P.O Box 202298 Gaborone, Tel/Fax: 3974684

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*Any services not listed on this estimate are assumed not to be included in the estimated price. This includes plugins, modules or additional features not otherwise provided for by a standard template file. Approval of this estimate indicates your acceptance of our Terms of Agreement:*

#### **Project Description**

1. Merlin Wilson will create an original graphic design specifically for your web site. This layout will be based on both provided materials as well as predetermined specifications as may be given to us prior to project start. We will take up to **one (1)** unique approach to this design, allowing you sets of revisions during the design process.
2. From this design we will develop a template for use in HTML page development. This template will be modified as needed to display various different types of content. Generally this includes a main page design plus a supplementary internal design. This template will be used with a variety of other files to constitute a Theme file.
3. We will create and develop pages for your website. Each developed page includes all necessary graphics needed to implement the site design, insertion of digital photos, and insertion of text.
4. If you do not have a web hosting account Merlin Wilson Design can establish one for you at your discretion. The fee for this is *not* included in the estimated price but is available upon request.
5. Changes additions and addendums above and beyond what is defined on this proposal are assumed not to be part of the proposed price. In respect to this Merlin Wilson offers our service as a maintenance option.

#### **Schedule**

**Estimation of job completion from start to finish, dependant upon receipt of all relevant materials:**

1. **Graphic design for the site: 1 week** (after official project start) Merlin Wilson presents an overall look and feel for the site. Once this is approved we move on to the next step.
2. **Template Development: 1 week** Merlin Wilson Design Solutions takes the approved design and turn it into a series of HTML web templates.
3. **General Site Development & Content Integration: 2 weeks** Merlin Wilson Design Solutions takes your content and migrates it into the site (contact information, privacy policy, etc.). This service does *not* include data entry for database records.
4. **Testing, troubleshooting and launching your website: 1 Business Day** This is the tail end of the development process. Merlin Wilson tests your web site to make sure it works properly on all the various web browsers.

**Our approach to website design solutions and web development follows a six-stage process:**

#### **Stage 1: Initial Consultation**

Following an initial discussion face-to-face, by e-mail or telephone, we will prepare a free proposal document detailing your requirements together with the fees and time scales for our services. At this stage we may also present some additional ideas and advice that we feel could provide you with more opportunities to develop your site on the Internet. If necessary we will then refine the proposal based on any feedback you may have in order to give you a final cost and time analysis.

#### **Stage 2: Final Proposal**

If you are satisfied with the proposal document and need to discuss it further, we will then hold a face-to-face meeting or a further discussion by email or telephone. During this discussion we will finalise any points prior to entering into an agreement.



### **Stage 3: Agreement and Initial Payment**

If you are satisfied with the proposal document and would like to proceed further, we will prepare an agreement of services and an invoice for 50% of the development fee. Once the invoice payment is received we will begin work on the project. The agreement is specifically and fairly prepared to protect both Merlin Wilson and you. You will receive a sample of the agreement for your review with the initial proposal document.

### **Stage 4: Initial Template Development**

Where required, we will prepare a template design for your web site. This may be based upon any preferences you have for colour, style, competitor sites, corporate branding, and so forth. Based upon your feedback on the template, we will refine the design style accordingly and re-present it to you. This iterative process of feedback and refinement will continue until you are completely satisfied with the final design.

Whilst the template process is continuing and where required, we will also be working on developing other components for the site (such as if you request a database or an online store). This will mean that the development process will be much quicker than if we undertook just one process at a time.

### **Stage 5: Integration and Refinement**

The template will be integrated with the site content and / or any other site components included in the project. The system will then be thoroughly tested before being presented to you for review; Once again, we will undertake a process of feedback and refinement on the full development until you are completely satisfied with the final web site.

### **Stage 6: Completion**

With the web site finished to your satisfaction, we will issue the final invoice (50%) for the outstanding balance of the project then after the website is launched we complete any post-development tasks you have requested (such as search engine optimisation).

**NB: maintenance and Updating will be free of charge for the first 3 months there after it will be charged at a rate of P1500.00/month.**

## **Terms of Agreement**

### **Authorization**

*The Client, as signed on the estimate, is engaging Merlin Wilson Holdings (Pty) Ltd as a contractor for the specific purpose of developing and/or improving a World Wide Web site to be installed on the Client's web space located on an Internet Service Provider's (ISP) server.*

### **Web Hosting Service**

*It is agreed that Merlin Wilson Holdings (Pty) Ltd will provide web hosting services for this account unless otherwise notated on the enclosed estimate. Should the client elect to use another host, they will be responsible for the establishment and set up of said account.*

### **Domain Registration**

*Merlin Wilson Holdings (Pty) Ltd will secure a domain name (e.g. [www.your/myname.com](http://www.your/myname.com)) for the Client at the Client's request. All charges incurred in doing so are outlined in your project estimate. If the Client already has a domain name, Merlin Wilson Holdings (Pty) Ltd will coordinate redirecting the address to the new host. Should the Client desire a specific domain name that is already owned by another party, the Client agrees to undertake any necessary negotiations with that third party directly.*

### **Project Materials**

*It is anticipated that Merlin Wilson Holdings (Pty) Ltd will create, capture or receive from the Client all the graphic elements necessary to complete the Client's web site. This includes the company logo, ancillary images, animated graphics and banner advertisements where applicable. Client agrees to supply project text unless otherwise specified in the estimate.*

### **Browser Compatibility**

*Our agreement outlines the creation of a web site viewable by latest versions (at the time of signing) of the following web browsers: FireFox, Safari and Microsoft Internet Explorer. Compatibility is defined herein as all critical elements of each page being viewable in each browser. Client is aware that some advanced techniques on the Internet, however, may require a more recent browser version and brand or plug-in. Client is also aware that as new versions of web browsers are developed, the new browser versions may not be entirely backward compatible. In the absence of a **Maintenance Agreement**, time spent to redesign a site for compatibility due to the introduction of a new browser version will be separately negotiated and in addition to the base price of our agreement.*

### **Client Amendments**

*Developer prides itself in providing excellent customer service. That is the spirit of our agreement and the spirit of the Developer's business. To that end, we encourage input from the Client during the design process. Merlin Wilson Holdings (Pty) Ltd understands, however, that Clients may request significant design changes to pages that have already been built to the Client's specification.*

*To that end, please note that our agreement does not include a provision for **"significant page modification"** or creation of additional pages in excess of our agreed maximum. If significant page modification is requested after a page has been built to the Client's specification, Merlin Wilson Holdings (Pty) Ltd will count this as additional work and charges will apply.*

*Note that if the Client or an agent of the Client other than Merlin Wilson Holdings (Pty) Ltd attempts to update, alter or change the web site at any point within the development process or thereafter and damages the design or impairs the ability for the web pages to display or function properly, time to repair the web pages will be assessed at a rate of P250. In this regard, Clients are encouraged to obtain a **Maintenance Agreement**.*

### **Payment Terms / Work Flow**

*A minimum deposit of fifty percent (50%) is required to commence work. Once the 50% deposit, along with any materials relevant to the development of the web site has been received by the Developer, work will commence on the project. After work has begun and a basic site design has been developed, the proposed site will be presented to the Client for approval. Upon approval the development of the site will move forward until completion.*

*Upon completion of the web site an invoice will be sent to the Client. Final payment of the remaining 50% balance plus any additional charges incurred will be due within thirty (30) business days after delivery of this invoice. If the thirty (30) day minimum is not met an additional charge of 5% is due. If payment is not made within sixty (60) days of notification, simple interest will accrue on the balance owed at a rate of 10% from the date the initial penalty was levied.*

*Developer reserves the right to remove all web content from the Internet if payment in full is not made within ninety (90) days after delivery of the invoice. This action applies only to newly developed projects and does not apply to web site updates, maintenance or additions.*

### **Refunds**

*The 50% deposit is fully refundable provided that no work has been initiated on the project. In circumstances where work has taken place, the deposit is refundable minus the total costs of development up to that point. In such cases, the costs of development will be calculated hourly at the rate of P250 per hour. Web hosting setup & e-commerce setup fees are nonrefundable under any circumstance as are any other 3rd party fees.*

**Warranty**

*Developer agrees and hereby warrants that this web site will function and operate properly under normal conditions for a period of thirty (30) days following the final invoice date. Operation beyond this point in time is not covered in the absence of a **Maintenance Agreement**. In the event that the services rendered do not function as expected or intended within the allotted time frame and it is found to be fault of the Developer, the additional services will be rendered at Merlin Wilson Holdings (Pty) Ltd's expense.*

**Limited Liability**

*Client agrees that material submitted for publication will not contain anything leading to an abusive or unethical use of the Web Hosting Service, the Host Server or the Developer. Abusive and unethical materials include, but are not limited to, pornography, obscenity, nudity, violations of privacy, computer viruses, harassment, spamming, advocacy of an illegal activity, and any infringement of privacy. Client hereby agrees to indemnify and hold harmless Merlin Wilson Holdings (Pty) Ltd from any claim resulting from the Client's publication of material or use of those materials.*

*Client agrees that Merlin Wilson Holdings (Pty) Ltd is not liable for lost income or related damages incurred due to the inaccessibility of the web site, even in circumstances where Merlin Wilson Holdings (Pty) Ltd hosts the web site. Client hereby agrees that under no circumstances will Merlin Wilson Holdings (Pty) Ltd be held liable for more than the total amount paid to Merlin Wilson Holdings (Pty) Ltd and as defined by the project estimate.*

**Acceptance of These Terms**

*By signing the enclosed estimate you agree to the terms outlined in this agreement.*

*I ..... Having read and understood, agree with the terms listed herein.*

*Signed: .....*

*Date: ...../...../2009*



# BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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To: BIDP Council

Please note that the following items have been raised at the Publications Review Committee meeting on 13<sup>th</sup> October 2009, but they are not for the Publications Review Committee; so would be for Council to consider.

Assist, small/citizen contractors with tendering process: training. (W Marobela: vested interest CITF).  
Quality control in FIDIC contract training.  
Supplementary services: who offers support (to small contractors other than quotes).  
Guidelines for tender ie when to put the tender in the box at a council.

David Young  
Chairman, BIDP Publications Review Committee

cc: A Groth - President, BIDP  
D Nyekete – Vice President, BIDP  
G Vlug – Treasurer  
L Hutchings  
E Dondofema  
S Mathe  
S Ngwato  
B Hyde  
U Soderstrom  
Members of BIDP Publications Review Committee

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