



COPYRIGHT SOCIETY OF BOTSWANA (COSBOTS)

REQUEST FOR QUOTATION

FOR

PROVISION OF INDIVIDUAL CONSULTANCY SERVICES FOR CLERK OF WORKS SERVICES FOR THE COSBOTS BUILDING PROJECT

Reference No. COS/CWS/002/2026

Floating Date: 22 May 2026

Tender Closing Date & Time: 12 June 2026 at 1200hrs (Local Time)

NAME AND ADDRESS OF PROCURING ENTITY AND ITS AGENT PREPARING THE DOCUMENTS	
PROCURING ORGANISATION	AGENT
Copyright Society of Botswana P O Box BO75, Gaborone Plot 93, Unit 1 Gaborone International Commerce Park Tel: +267 392 8055	Finance and Administration Department Copyright Society of Botswana P O Box BO75 , Gaborone Plot 93, Unit 1, Gaborone International Commerce Park, Gaborone, Botswana Tel: +267 392 8055 Email: tenders@cosbots.co.bw

PROVISION OF INDIVIDUAL CONSULTANCY SERVICES FOR CLERK OF WORKS SERVICES FOR THE COSBOTS BUILDING PROJECT

1. INVITATION

Copyright Society of Botswana (COSBOTS) hereby requests proposals for clerk-of-Works from qualified firms or individuals to provide Construction Oversight Services for Construction of a double story commercial building on plot 3271, Tlokweng. The Copyright Society of Botswana (COSBOTS) is a Collective Management Organisation in Botswana; incorporated in 2008 as a private company limited by guarantee. COSBOTS is mandated by the Copyright and Neighbouring Rights Act CAP 68:02 of 2006 to among others license and collect royalties from users of copyright /protected works to distribute to copyright owners.

2. SCOPE

Prior to the start of active construction, the Clerk of works shall perform the following duties:

- a) Carry out inspection as required.
- b) Carry out tests as stated in the contract.
- c) Provide practical advice or information.
- d) Coordinates information and requirements.
- e) Maintain records of works on day works.
- f) Study contract drawing and Bills of quantities.
- g) Advise on materials, construction details and samples.
- h) Confirm verbal instruction in writing.
- i) Produce monthly reports including photographs to depict project progression.
- j) Ensure adherence to occupational health and safety.
- k) Establish lines of communication with Client.
- l) Attending all site meetings.
- m) Keep and maintain Site diary.
- n) Weather and working conditions records.
- o) Site labour records.
- p) Monitor program of works and advice on progress

The Clerk shall be stationed on site during the active construction phase at least five (5) days per week and at least eight (8) hours per day, or as determined necessary to perform the required duties listed herein. Hours of work will be from 0800hrs to 1700hrs.

The Clerk duties and responsibilities during construction shall include:

a) Site Supervision

- a) Monitors and controls access to construction site(s) as necessary.
- b) Inspects and verifies that all materials delivered to the construction site comply with contractual requirements.

- c) Monitors, inspects, and ensures workmanship and practices of contractors and/or crews engaged in construction are in accordance with required standards.
- d) Conducts on-going site inspections to ensure adherence to all building codes, plans and specifications; acts as necessary.
- e) Witnesses testing and quality control activities to ensure compliance with contract requirements.
- f) Monitors cleanliness and general orderliness of construction site
- g) Monitors construction work schedules to ensure they remain 'on schedule.'
- h) Prepares and submits detailed reports on any deviations in workmanship, construction activity or schedules together with appropriate recommendations.

b) Project Management Support

- a) Assists the Project Manager in the review and evaluation of plans, specifications and designs submitted by contractors and/or engineers.
- b) Assists the Project Manager in verifying the quantum of works completed by the contractor(s).
- c) Assists Project Manager with commissioning or updating the punch/snag list in the approved format.
- d) Monitors and ensures that site activities are in accordance with approved policies and procedures.
- e) Participates in project meetings as the client's site representative as required and prepares/ submits reports to the Project Manager within the specified timeframe.
- f) Assists in the preparation of Scope of Works, Specifications and Cost Estimates for variations to the work in progress or for developing RFQs/RFPs.

c) Health & Safety

- a) Facilitates site inspection(s) and monitoring for compliance with health and safety regulations, building codes and/or any other relevant regulations.
- b) Liaises with the Project Manager to ensure that Health and Safety issues that are reported or observed are adequately actioned by the contractor(s) within the agreed timeframes.
- c) Conducts routine site inspection(s) and advises the Project Manager(s) of any deviations to Occupational Safety and Health requirements.

d) Documentation of Records and Reports

- i) Prepares and submits reports on all incidents and/or accidents occurring on the construction site in accordance with standard HSE procedures.

- ii) Logs all activities of the construction site in the Daily Logbook in accordance with the client's procedures and standards, including:
 - a) Visitors to the construction site
 - b) Materials delivered to site
 - c) Works conducted
 - d) Incidents / Accidents
 - e) Security related matters

- iii) Prepares and submits weekly/monthly reports on assigned task(s), utilizing the approved formats and within the agreed time frames.

NB: The clerk-of works will be expected to perform any other duties relative to the job function as may be assigned.

PROJECT SCHEDULE

The project is expected to be for 12 calendar months.

3. QUALIFICATIONS AND EXPERINCE

The candidates are required to demonstrate a combination of Qualification, Training & Working experience of performing a similar function in a large, diverse organisation.

- a) Should possess minimum Degree in Civil/Structural Engineering or Construction Management having (ERB), OR Quantity Surveyor with (QSRC), OR Architect (ARC) with at least 5 years of relevant experience. Must be Professional registered.
- b) Should possess minimum Diploma in Civil/Structural Engineering or Construction Management having (ERB), OR Quantity Surveyor with (QSRC), OR Architect (ARC) with at least 5 years of relevant experience. Must be Professional registered
- c) ALL Engineers should be registered with Engineers Registration Board (ERB) and in possession of registration and practicing certificates certified by ERB. Similarly, Architects should be registered with Architects' Registration Council (ARC) and in possession of registration and certificates and practicing certificates certified by ARC.

4. LIMITATIONS OF AUTHORITY

The Clerk-of-the-Works shall NOT:

- i. Authorize deviations from the Contract Documents.
- ii. Approve substitute materials or equipment.
- iii. Personally conduct or participate in tests or third-party inspections.
- iv. Assume any of the responsibilities of the Client, Project Manager, Main contractor or subcontractors.
- v. Expedite the Work of the Contractor.

- vi. Have control over or change of or be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work.
- vii. Issue a Certificate of Substantial Completion
- viii. Prepare or certify to the preparation of a record copy of the Drawings, Specifications, addenda, Change Orders, and other modifications.
- ix. Reject Work or require special inspection or testing except as authorized in writing by the Project Manager.
- x. Order or Authorize the Contractor to stop or suspend the Work or any portion thereof.
- xi. Make agreements of any kind with the Contractor or subcontractors on client's behalf.

END OF DOCUMENT