

**EXPRESSION OF INTEREST CEDA EOI 003/2020-2021 FOR THE  
PROVISION OF WAREHOUSE SPACE FOR CEDA FOR A PERIOD OF THREE (3)  
YEARS.**

**1. BACKGROUND**

Citizen Entrepreneurial Development Agency (CEDA) invites proposals from **100% Citizen Owned** companies/partnerships/joint ventures/Consortiums or individual(s) (Botswana Nationality) to provide a warehouse facility for CEDA for a period of three (3) years.

**2. COMPLIANCE REQUIREMENTS**

- 2.1. Expression of Interest submissions should be accompanied by the following compliance documentation;
  - 2.1.1. Certificate of Incorporation and / or Registration of Business issued and certified by Companies and Intellectual Property Authority (CIPA). **For Companies only.**
  - 2.1.2. Register of shareholders issued and certified by Companies and Intellectual Property Authority (CIPA). **For Companies only.**
  - 2.1.3. Certified copy of identity document(s) for shareholders of companies and individuals. In the event a company is a shareholder (shareholder Company) a certificate of incorporation accompanied by register of shareholder as well as identity documents of shareholders the company.
  - 2.1.4. Certified copy of identity document for individuals.
  - 2.1.5. Valid Tax Clearance Certificate issued by the Botswana Unified Revenue Service or tax pin with certificate number. **For Companies only.**
  - 2.1.6. Form of response (Appendix A).

**N.B Failure to submit compliance documents after request will lead to disqualification**

### **3. Compulsory Site Visit**

A compulsory site visit will be conducted for proposals that have met the compliance and warehouse requirements set out on the EOI.

### **4. WAREHOUSE REQUIREMENTS**

The warehouse should have the following features/requirements;

- 4.1. The warehouse should measure between 700 – 1000 square meters.
- 4.2. The warehouse facility must have a minimum provision of five (5) parking bays.
- 4.3. The warehouse must have a loading and offloading bay.
- 4.4. The warehouse must conform to council planning and building standards with an occupation permit as well as the approved building plans.
- 4.5. The warehouse must be located in Gaborone and surrounding areas within a 40km radius from the City centre and accessible.
- 4.6. The warehouse must be accessible either by tarred, paved or gravel road.
- 4.7. The warehouse must have a boundary wall with a minimum height of 1.2 meters.
- 4.8. **The proposal must include the rental rate per square meter as well as the total price ordered.**
- 4.9. The warehouse must be clean and in a good habitable condition and the structure must be in good condition. (To be determined during site visit).

### **5. SELECTION CRITERIA**

- 5.1. The submissions will be evaluated for completeness and compliance with the requirements of this Expression of Interest. The selection/prequalification will be made based on the following:
  - 5.1.1. Compliance to the warehouse requirements outlined under point 4.

## **6. SUBMISSION OF PROPOSALS**

- 6.1. Proposals must be submitted in three (3) copies (including compliance documents); one (1) original and two (2) copies, and the proposal must be clearly marked “**EXPRESSION OF INTEREST CEDA EOI 003/2020-2021 FOR THE PROVISION OF WAREHOUSE SPACE FOR CEDA**”
- 6.2. Proposal documents should be deposited in the expression of interest box provided at CEDA Head Office, Reception Area Ground floor, addressed and hand delivered to:  
**The Secretary - Management Tender Committee**  
**Citizen Entrepreneurial Development Agency Four Thirty Square,**  
**Plot 54350, Philip Matante Road CEDA House, CBD.**  
**Gaborone, Botswana**
- 6.3. Late, facsimile and electronic submissions will not be accepted.
- 6.4. All enquiries should be directed to **tenderenquiries@ceda.co.bw** on or before close of business **30<sup>th</sup> October 2020.**
- 6.5. Closing date for proposal submission must be no later than **15:00hrs** on **16<sup>th</sup> November 2020** (as per CEDA timepiece displayed at the Reception Area).

## APPENDIX A

### FORM OF RESPONSE

Below is the format of response for this EOI that must be adhered to by all the bidders. **Failure to follow this format will render the bid disqualified.**

|                                                                                                                                                                                                   |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Company Name</b>                                                                                                                                                                               |  |
| <b>Location of Headquarters and address:</b>                                                                                                                                                      |  |
| <b>If bidder is partnering with another Company to provide solution, details of partner should be indicated here (Attach documents)</b>                                                           |  |
| <b>What type of support will there be after implementation?</b><br>Local, Regional, Telephonic                                                                                                    |  |
| <b>Reference Sites and References:</b><br><b>(Projects completed that are of similar nature to the requirements of this EOI)</b><br>A brief description of the nature of the project is required. |  |
| <b>PRIMARY POINT OF CONTACT FOR THIS TENDER RESPONSE:</b><br>Include name, address, email, phone, fax & cellular information in contact details                                                   |  |

Company Stamp:

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