

INVITATION TO TENDER

TENDER NO: CEDA 002 / 2020 – 2021 INVITATION TO TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF AN INNOVATION AND CHANGE MANAGEMENT FRAMEWORK

1. Citizen Entrepreneurial Development Agency (CEDA) invites bids from **100% Citizen Owned** suitably qualified and experienced companies/partnerships/joint venture or consortiums registered and operating in Botswana for the provision of consultancy services for the development of a comprehensive Innovation and change management framework within the purview of the Agency's mandate and strategic intent.
2. The Physical address for submission of bid documents is:
**The Secretary - Management Tender Committee
Citizen Entrepreneurial Development Agency
Four Thirty Square, Plot 54350, Philip Matante Road
CEDA House, CBD.
Reception Area, Ground Floor
Gaborone, Botswana**
3. Tender documents are available for collection at a non-refundable fee of **P250.00. (Two Hundred and Fifty Pula Only)** VAT Inclusive and **P125.00 (One Hundred and Twenty Five Pula Only)** VAT Inclusive for youth companies/partnerships/joint venture or consortiums from **16th October 2020**. Bidders will be required to observe all Government protocols in line with the COVID 19 restrictions. The non-refundable fee for the tender document can be deposited in the CEDA Bank Account and the details are as follows;

**Citizen Entrepreneurial Development Agency (CEDA)
Standard Chartered Bank Botswana
Standard House
Account Number: 0100158058800
Branch Code: 662267
Swift Code: SCHBBWGXXXX**
4. A provision will be made for the tender document to be sent to the bidders upon receipt of funds. Bidders must email the proof of payment to: procurement@ceda.co.bw for verification of funds. Reference number CEDA 002/2020-2021 and company name should be used for identification of funds.
5. Queries or clarifications relating to the tender should be addressed to Procurement on email tenderenquiries@ceda.co.bw in writing no later than **30th October 2020**.
6. All Bids must be received no later than **15:00hrs** on **16th November 2020** (As per CEDA timepiece placed at Reception Area).
7. Public Procurement and Asset Disposal Board (PPADB) Registration; **Code 317 Sub Codes 01** issued by PPADB is required.
8. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.
9. Visit CEDA website www.ceda.co.bw for more details.