

INVITATION FOR EXPRESSION OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES FOR DEVELOPMENT OF CITIZEN ENTREPRENEURIAL DEVELOPMENT AGENCY STRATEGIC PLAN

Background

CEDA invites bid proposals from suitably qualified and experienced firms registered and operating in Botswana to submit proposals for the provision of consultancy services for the development of its strategic plan. The consulting firm will facilitate the development of a compelling strategy to drive change forward for the period commencing in **April 2018** and ending in **March 2021**.

TERMS AND CONDITIONS OF THE EOI

1. Expression of Interest submissions should be accompanied by the following documentation;

- i. Certificate of Incorporation and / or Registration of Business Name certified by Companies & Intellectual Property Authority (CIPA), whichever is applicable.
- ii. Register of shareholders certified by the Registrar of Companies, where applicable e.g. form 2A,2B,2C,2D.
- iii. Certified copies of ID Documents for Shareholders.
- iv. Valid Value Added Tax (VAT) Registration Certificate or exemption thereof, certified by the Botswana Unified Revenue Service.
- v. Valid tax clearance certificate.
- vi. Public Procurement and Asset Disposal Board (PPADB) Registration; **Code 317 Sub Codes 01 certified by PPADB.**

2. Proposal documents should be deposited in the tender box provided at CEDA Head Office, Administration Department, not later than **23rd JUNE at 1500hrs as per CEDA time piece.**

3. Late, facsimile and electronic submissions will not be accepted.

4. Selection Criteria

EOI submissions will be checked for completeness and compliance with the requirements of this invitation for expression of interest. The selection will be made based on the following;

1. Capability and capacity of the consulting firm.
2. Qualifications and experience of the proposed resource / project team.
3. Experience of facilitating organisation in crafting responsive strategies
4. Project turnaround time

5. Submission of Proposals

Submissions should be placed in a sealed envelope clearly marked **"INVITATION FOR EXPRESSION OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES FOR DEVELOPMENT OF CITIZEN ENTREPRENEURIAL DEVELOPMENT AGENCY STRATEGIC PLAN"** and addressed and hand delivered to:

The Secretary – Management Tender Committee
CEDA Head Office
Prime Plaza, Plot 54358 CBD, Gaborone
Corner of Khama Crescent Extension and PG Matante Road
Private Bag 00504, Gaborone

All enquiries should be directed to **tenderenquiries@ceda.co.bw**

Closing date: **23rd JUNE at 1500hrs as per CEDA time piece.**