



**EXPRESSION OF INTEREST CEDA EOI 004/2020-2021 FOR THE PROVISION OF
OFFICE SPACE FOR CEDA FOR A PERIOD OF THREE (3) YEARS**

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1. BACKGROUND

Citizen Entrepreneurial Development Agency (CEDA) invites proposals from **100% citizen owned** suitably qualified and experienced companies partnerships/joint ventures/consortiums or individuals (Botswana Nationality) to provide office space for CEDA for a period of three (3) years in the following areas;

- 1.1. Gaborone (BBS/Broadhurst, Central and Southern/Mogoditshane)

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 Extract issued by Companies and Intellectual Property Authority (CIPA). For Companies only.

- 2.1.2. Company Extract issued 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. Valid Tax Clearance Certificate issued by the Botswana Unified Revenue Service or tax pin with certificate number. For Companies only.

- 2.1.5. 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 at the proposed properties for proposals that have met the compliance and office space requirements set out on the EOI.

4. OFFICE SPACE REQUIREMENTS

The office space should meet the following features/requirements;

- 4.1. The office space measurements should be as follows –
 - 4.1.1. Office spaces in Gaborone [one in the north of Gaborone (BBS/Broadhurst), one in Central Gaborone and one in Southern/Mogoditsane] should measure between 300-500 square meters.
N.B Please take note of the attached map of Gaborone showing the three (3) areas for ease of reference.
- 4.2. The office space must have a minimum provision of seven (7) parking bays.
- 4.3. The office space must be fully serviced (i.e water, electricity, sewage).
- 4.4. The office space must conform to current council planning and building standards the [occupation permit and the approved building plans to be submitted].
N.B Include in the proposal.
- 4.5. The proposed office space should have an emergency exit door.
- 4.6. The office space must be easily accessible by public transport.
- 4.7. **The proposal must include the rental rate per square meter as well as the total price ordered for the three (3) year period.**
- 4.8. The office space must be clean and in a good habitable condition and the structure must be in good condition. [To be determined during site visit].
- 4.9. Toilets (Male and Female) – Preferably private for CEDA only.

5. SELECTION CRITERIA

- 5.1. The submissions will be evaluated for completeness and compliance with the requirements of this Expression of Interest. The selection/pre-qualification will be made based on the following:
 - 5.1.1. Compliance to the office space requirements outlined under point 4.
- 5.2. This EOI is meant to solicit proposals for available office space. Therefore, CEDA reserves the right to lease or not to lease the office space in the said areas.

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 004/2020-2021 FOR THE PROVISION OF OFFICE SPACE FOR CEDA FOR A PERIOD OF THREE (3) YEARS”**
- 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 **10th March 2021**.
- 6.5. Closing date for proposal submission must be no later than **15:00hrs** on **17th March 2021** [as per CEDA timepiece displayed at the Reception Area].

APPENDIX A

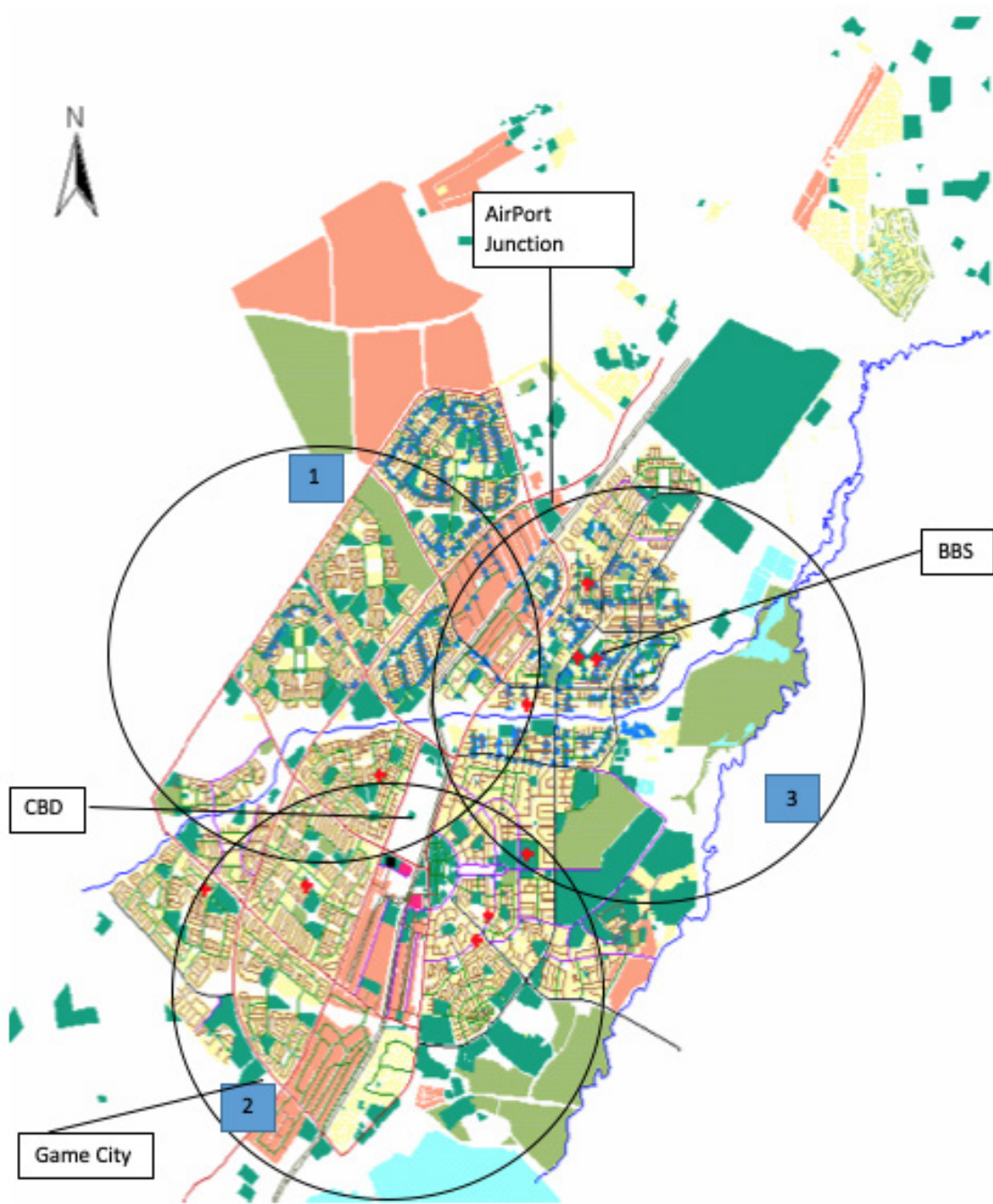
FORM OF RESPONSE

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.**

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

Company Stamp:

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Office Space Location