

TENDER ADVERTISEMENTS

TENDER NO: CEDA 004 / 2020 - 2021 INVITATION TO TENDER FOR THE PROVISION OF CLEANING SERVICES AT CEDA HEAD OFFICE AND ITS BRANCHES FOR A PERIOD OF THREE (3) YEARS

1. Citizen Entrepreneurial Development Agency (CEDA) invites proposals from **100% CITIZEN OWNED** reputable cleaning companies for the provision of cleaning services to its offices in order to provide a clean, healthy and hygienic working environment.
2. Cleaning Services will be provided at CEDA offices in the following locations: CEDA Head Office, Francistown, Hukuntsi, Ghanzi, Kanye, Kasane, Maun, Molepolole, Palapye, Letlhakane and Selebi Phikwe.
3. 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
4. Tender documents are available for collection at a non-refundable fee of **P250.00. (Two Hundred and Fifty Pula Only)** inclusive of VAT from **4th March 2021**. 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: 662167
Swift Code: SCHBBWGXXXX
5. 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 004/2020-2021 should be used for identification of funds.
6. Queries or clarifications relating to the tender should be addressed to Procurement on email tenderenquiries@ceda.co.bw in writing no later than **23rd April 2021**.
7. All Bids must be received no later than **15:00hrs on 29th April 2021** (As per CEDA timepiece placed at Reception Area).
8. Public Procurement and Asset Disposal Board (PPADB) Registration; **Code 132 Sub Codes 01** issued by PPADB is required. Please note the tender will have compulsory site visits for all CEDA locations that will start on the **23rd March 2021** and on the **22nd April 2021**.
9. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.