

EXPRESSION OF INTEREST

EXPRESSION OF INTEREST FOR BIOMETRIC ACCESS FOR BRANCHES AND CCTV FOR BRANCHES & HEAD OFFICE

1.0 BACKGROUND

CEDA invites proposals from **100% CITIZEN OWNED** suitably qualified and experienced companies registered and operating in Botswana for supply and installation of IP Biometric access control system and CCTV surveillance system for CEDA properties.

2.0 COMPLIANCE REQUIREMENTS

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

- [a] Copy of Certificate of Incorporation and/or Registration of Business Name issued and certified by CIPA.
- [b] Copy of Register of Shareholders (Form 2) issued and certified by the CIPA.
- [c] Certified copy of identity document(s) for shareholder(s). In the event a company is a shareholder (Shareholder Company), a Certificate of Incorporation accompanied by share certificates as well as identity documents of shareholders of shareholder company must be submitted.
- [d] Copy of Value Added Tax (VAT) Registration Certificate or exemption thereof, issued and certified by the Botswana Unified Revenue Services.
- [e] Copy of Valid Tax Clearance Certificate issued by Botswana Unified Revenue Services.
- [f] Copy of Public Procurement and Asset Disposal Board (PPADB) Registration; **Code 02 Sub Code 07** issued by PPADB
- [g] Joint Venture or Partnership Agreement, where applicable.

3.0 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;

- 3.1 Capability and capacity of the service provider (Past Experience).
- 3.2 Project resource personnel (Project Plan outlining Project team (technicians' CVs) – Qualifications, academic certificates & CV of Key Staff(Lead Technician), transportation, project schedule and approach).
- 3.3 Proven record of previous related assignment, submit at least two (2) references.

4.0 SUBMISSION OF PROPOSALS

- 4.1 Submissions should be placed in a sealed envelope clearly marked “**EXPRESSION OF INTEREST FOR BIOMETRIC ACCESS FOR BRANCHES AND CCTV FOR BRANCHES & HEAD OFFICE**”
- 4.2 Proposal documents should be deposited in the expression of interest box provided at CEDA Head Office, Administration Department, 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

- 4.3 Late, facsimile and electronic submissions will not be accepted.
- 4.4 All enquiries should be directed to tenderenquiries@ceda.co.bw
- 4.5 Closing date: **27th March 2018** no later than **15:00hrs**.

INVITATION TO TENDER

TENDER NO: CEDA 017 / 2017 - 2018 THE PROVISION OF CLEANING SERVICES AT CEDA HEAD OFFICE AND ITS BRANCHES FOR A PERIOD OF TWO YEARS

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. Cleaning Services will be provided at CEDA offices in the following locations: Gaborone, Francistown, Hukuntsi, Kanye, Kasane, Maun, Molepolole, Palapye and Selebi Phikwe.

The Physical address for submission of proposal documents is:

The Secretary - Management Tender Committee
Citizen Entrepreneurial Development Agency
Four Thirty Square, Plot 54350, Philip Matante Road
CEDA House, CBD.
Administration Department, Third floor
Gaborone, Botswana

- 1. Tender documents are available for collection at a non-refundable fee of **P250.00. (Two Hundred and Fifty Pula Only)** inclusive of VAT from **19th March 2018**
- 2. Public Procurement and Asset Disposal Board (PPADB) Registration; Cleaning Services - Code 132 Sub Codes 01 will be required for this tender.
- 3. All Bid Proposals must be received no later than **15:00hrs** on **16th April 2018**.
- 4. Telegraphic, telephone, facsimile, e-mail and late bids shall not be accepted.
- 5. Visit our website www.ceda.co.bw for more details.

INVITATION TO TENDER

TENDER NO: CEDA 016 / 2017 - 2018 INVITATION TO TENDER FOR THE PROVISION OF MARKETING & COMMUNICATIONS SERVICES TO CEDA.

CEDA invites proposals from **100% CITIZEN OWNED** reputable companies for the provision of Marketing & Communications Services for CEDA.

The Physical address for submission of proposal documents is:

The Secretary - Management Tender Committee
Citizen Entrepreneurial Development Agency
Four Thirty Square, Plot 54350, PG Matante Road
CEDA House, CBD.
Administration Department, Third floor
Gaborone, Botswana

- 1. Tender documents are available for collection at a non-refundable fee of **P250.00. (Two Hundred and Fifty Pula Only)** inclusive of VAT from **15th March 2018**
- 2. All Bid Proposals must be received no later than **15:00hrs** on **09th April 2018**.
- 3. Telegraphic, telephone, facsimile, e-mail and late bids shall not be accepted.
- 4. Visit our website www.ceda.co.bw for more details.