



**EXPRESSION OF INTEREST CEDA EOI 001/2021-2022 FOR THE PROVISION OF
RAPID AND PCR TESTING FOR COVID-19 TESTING SERVICES FOR CEDA STAFF**

EXPRESSION OF INTEREST CEDA EOI 001/2021-2022 FOR THE PROVISION OF BOTH RAPID AND PCR COVID-19 TESTING SERVICES FOR CEDA STAFF

1. BACKGROUND

Citizen Entrepreneurial Development Agency (CEDA) invites proposals from 100% Citizen Owned suitably qualified and experienced companies/partnerships/joint ventures/consortiums for provision of COVID-19 testing services for CEDA staff. The service provider will provide COVID-19 testing services as and when the Agency requires that will assist CEDA to be proactive in managing the spread of COVID-19.

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).
 - 2.1.2. Company Extract issued by Companies and Intellectual Property Authority (CIPA).
 - 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.
 - 2.1.5. Public Procurement and Asset Disposal Board (PPADB) Registration; Code 134 Sub Code 03 OR Sub Code 04 issued by PPADB.
 - 2.1.6. Copy of Botswana Medicines Regulatory Authority (BOMRA) certificate for PCR testing.
 - 2.1.7. Copy of Botswana Medicines Regulatory Authority (BOMRA) exemption approval letter for rapid antigen test kits.
 - 2.1.8. Form of response (Appendix A).
- 2.2. In the event the submitting/responding company is in a partnership/joint venture/consortium. All the Compliance requirements of this EOI must be submitted pertaining other the companies.

N.B Failure to submit compliance documents after request will lead to disqualification.

3. TERMS OF REFERENCE (TOR)

3.1. Terms of Reference:

3.1.1. The service provider should be able to provide onsite testing services at the locations listed below;

- i. Head Office including Gaborone branch
- ii. Maun
- iii. Kasane
- iv. Palapye
- v. Molepolole
- vi. Letlhakane
- vii. Francistown
- viii. Hukuntsi
- ix. Ghanzi
- x. Selebi Phikwe
- xi. Kanye

3.1.2. The service provider should be able to provide a detailed proposal of the test kits (Rapid and PCR) to be used and how accurate the test kits are.

3.1.3. The service provider should indicate their ability to provide each employee with their results within 30 minutes for a rapid test, within 24 hours for a PCR test and also provide a detailed report on the tests done to the Agency within 48 hours.

3.1.4. The service provider should provide a detailed process that demonstrates ability to assist the Agency to liaise with Health Authorities for purposes of clearing any employees who have tested positive for COVID-19.

3.2. CONDITIONS OF EOI

3.2.1. Testing dates and time will be decided on with the service provider.

3.2.2. CEDA will only allow a maximum of four (4) personnel on site. Arrangements will be made with the Agency in case there is need to increase personnel for any additional works.

3.2.3. The service provider must provide/avail adequate equipment for the successful delivery of the service.

3.2.4. The service provider staff must observe all security and COVID 19 protocols at all CEDA locations.

3.2.5. The service provider shall supply their employees with all necessary protective clothing in line with this assignment.

3.3. EXPECTATIONS

3.3.1. The service provider should adhere to and comply with all applicable laws, all relevant national and/or international biosafety standards for work with high-threat pathogens; and all national and international regulations relating to the receipt of dangerous goods.

3.3.2. Ensure that the participating laboratory only uses the materials for the purposes of:

- i. detection, identification, and characterization of the COVID-19 pathogen

- ii. the performance of any other work as explicitly foreseen and does not use, and does not provide and permit others to use, the materials for any purpose unless a separate written agreement/request has first been established with the CEDA covering such other use; any such separate agreement will be provided accordingly through CEDA.

3.3.3. Treat all virus materials and clinical samples, together with all data and information relating thereto, which are obtained by the laboratory through its participation in this process as confidential and proprietary, and ensure that materials are not transferred or provided to any third party.

3.3.4. Obtain and maintain in effect any applicable national and/or international licenses, permits, authorizations, accreditations, documentation and/or other recognition which are necessary or required to perform its tasks;

4. SELECTION CRITERIA

- 4.1. The submissions will be evaluated for completeness and compliance with the requirements of this Expression of Interest. The selection/prequalification will be made based on the following:
- 4.2. A technical evaluation will be conducted based on the following criteria:

Table 1: Technical Evaluation Criteria

Item #	Evaluation Criteria	Weight
1	A detailed company profile clearly indicating experience and capability of the company in conducting the service. Company should indicate clearly for the Agency any COVID-19 services provided. Years of experience of the company in providing COVID-19 testing services. Clearly outline the experience in years with reference letters - 5 marks i. More than 1 year- 5 marks ii. 8 to 10 months - 4 marks iii. 5 to 7 months - 3 marks iv. 2 to 4 months - 2 marks v. Less than 2 months- 1 mark Bidders must provide reference letters from organizations where they have undertaken/ provided COVID-19 testing - 5 marks i. More than 4 reference letters- 5 marks ii. 4 reference letters- 4 marks iii. 3 reference letters – 3 marks iv. 2 reference letters – 2 marks v. 1 reference letter – 1 mark vi. No reference letters – 0 marks	10
2	Team Leader qualifications and experience – 20 marks; The Team Leader should provide their CV with references letters and hold a qualification in health care services i. Masters or above in health care, medical services or related courses- 20 marks ii. Degree in health care, medical services or related courses – 15 marks iii. Diploma in health care, medical services or related courses – 10 marks iv. Certificate in health care, medical services or related courses – 5 marks v. No health care, medical services or related courses qualification – 0 marks Experience of the Team Leader. Clearly outline the experience in years - 5 marks i. More than 1 years- 5 marks ii. 8 to 10 months - 4 marks iii. 5 to 7 months - 3 marks iv. 2 to 4 months - 2 marks v. Less than 2 months- 1 mark	25

3	Methodology Demonstrate capability and capacity to carry out the required service in line with the stated Terms Of Reference i. Demonstrate ability to test onsite in all or any of the locations stipulated under Terms of Reference - 20 Marks ii. Provide details of test kits (both PCR and rapid) and its accuracy - 20 Marks iii. Demonstrate compliance to the turnaround for provision of results to each employee that has tested and an overall comprehensive report to the Agency - 15 Marks iv. Provide detailed process for liaising with the Health Authorities to assist with getting clearance for employees who have tested positive for COVID-19 - 10 Marks	65
	Total	100

NOTE: FAILURE TO ACHIEVE A MINIMUM SCORE OF 70 IN STAGE 2 SHALL DISQUALIFY THE PROPOSAL FROM BEING CONSIDERED FOR PRE-QUALIFICATION.

- 4.3. The proposal must include the cost per person for Rapid and PCR testing.
- 4.4. This EOI seeks to solicit proposals for provision of services. Therefore, CEDA reserves the right to engage or not to engage service providers for the said service.

5. SUBMISSION OF PROPOSALS

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 001/2021-2022 FOR THE PROVISION OF RAPID AND PCR COVID-19 TESTING SERVICES FOR CEDA STAFF”**

- 5.1. 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
- 5.2. Late, facsimile and electronic submissions will not be accepted.
- 5.3. All enquiries should be directed to [**tenderenquiries@ceda.co.bw**](mailto:tenderenquiries@ceda.co.bw) on or before close of business **9th June 2021**.
- 5.4. Closing date for proposal submission must be no later than **15:00hrs on 16th June 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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