

TENDER ADVERTISEMENTS

TENDER NO: CEDA 003 / 2021-2022 INVITATION TO TENDER FOR PROVISION OF INSURANCE BROKERAGE SERVICES FOR CEDA STAFF SCHEMES – MOTOR, HOMEOWNERS, HOUSE CONTENTS & ALL RISK INSURANCE FOR A PERIOD OF TWO (2) YEARS (2021 - 2023)

1. Citizen Entrepreneurial Development Agency (CEDA) invites bids from **100% CITIZEN OWNED** suitably qualified and experienced companies/partnerships/joint venture or consortiums registered and operating in Botswana to provide Insurance Brokerage Services for CEDA staff schemes (motor, homeowners, house contents & All Risk) and for CEDA assets for a period of two (2) years (2021-2023).
2. 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
3. Tender documents are available for purchase and collection at **CEDA Head Office Only** at a non-refundable fee of **P250.00 (Two Hundred and Fifty Pula Only)** inclusive of VAT from **3rd June 2021**. Bidders will be required to observe all set Government COVID 19 protocols. Youth Owned companies shall purchase the tender document at 50% of the purchase price (**P125.00**) as per Presidential Directive CAB (B)/2015.
4. 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. Tender document shall be issued upon provision of Proof of Payment (POP). All funds transfer bank charges shall be borne by the bidder. Bidders must email the proof of payment to: procurement@ceda.co.bw for verification of funds. **Reference for payment should be: Company Name and CEDA 003.**
6. Queries or clarifications relating to the tender should be addressed to Procurement on email tenderenquiries@ceda.co.bw in writing no later than **16th June 2021**.
7. All Bids must be received no later than **15:00hrs** on **2nd July 2021** (As per CEDA timepiece placed at Reception Area).
8. Public Procurement and Asset Disposal Board (PPADB) Registration; **Code 127 Sub Codes 06** issued by PPADB is required.
9. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.