

## INVITATION TO TENDER

### TENDER NO: CEDA 009 / 2021-2022 INVITATION TO TENDER FOR PROVISION OF ON PREMISE TO MICROSOFT 365 MIGRATION

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 submit bids for on premise to Microsoft 365 migration.
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 **15<sup>th</sup> October 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: SCHBBWGX**
5. Tender document shall be issued upon provision of Proof of Payment (POP) and confirmation of receipt of funds. All funds transfer bank charges shall be borne by the bidder. Bidders must email the proof of payment to: [procurement@ceda.co.bw](mailto:procurement@ceda.co.bw) for verification of funds. **Reference for payment should be the Company Name and CEDA 009/ 2021-2022 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](mailto:tenderenquiries@ceda.co.bw) in writing no later than **27<sup>th</sup> October 2021**.
7. All Bids must be received no later than **15:00hrs on 15<sup>th</sup> November 2021** (As per CEDA timepiece placed at Reception Area).
8. Bidders will be required the following documents in order to bid;
  - 8.1. Copy of 2020/2021 Microsoft Gold or Silver partners certificate on cloud platform/cloud Productivity.
  - 8.2. Public Procurement and Asset Disposal Board (PPADB) Registration; **Code 120 Sub Codes 09** issued by PPADB.
9. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.
10. Visit CEDA website [www.ceda.co.bw](http://www.ceda.co.bw) for more details.