

INVITATION TO TENDER

TENDER NO: CEDA 015 / 2021-2022 INVITATION TO TENDER FOR THE PROVISION OF A QUEUE MANAGEMENT SYSTEM AND AN APPOINTMENT BOOKING SYSTEM FOR CEDA

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 a bid for the provision of a Queue Management System and Customer Appointment Booking System for CEDA.
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 **15th 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: SCHBBWGXxxx
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 for verification of funds. **Reference for payment should be the Company Name and CEDA 015/ 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 in writing no later than **27th October 2021**.
7. All Bids must be received no later than **15:00hrs** on **17th November 2021** (As per CEDA timepiece placed at Reception Area).
8. Bidders will be required the following documents in order to bid;
 - 8.1. Public Procurement and Asset Disposal Board (PPADB) Registration; **Code 120 Sub Code 01 OR Code 319 Sub Code 01** issued by PPADB.
9. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.
10. Visit CEDA website www.ceda.co.bw for more details.