



**EXPRESSION OF INTEREST CEDA EOI 003/2021-2022 FOR INCLUSION IN THE CEDA
SUPPLIER DATABASE**

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1. BACKGROUND

- 1.1. The Citizen Entrepreneurial Development Agency (CEDA) invites proposals from **100% Citizen Owned** suitably qualified and experienced companies/partnerships/joint ventures/consortiums or registered business names operating in Botswana to submit proposals for inclusion in the CEDA supplier database at CEDA Head Office and all CEDA Branches including new CEDA Tsabong and Shakawe Branches.

2. BRIEF SUMMARY OF SCOPE

- 2.1. The Agency invites companies/registered names to express interest in for inclusion in the different categories as listed below. Companies/registered business names will be allowed to express interest for a maximum of three (3) categories and must indicate location of interest to be listed in the data base.
- 2.1.1. General building maintenance & related services (construction & plumbing)
 - 2.1.2. Mechanical and electrical maintenance services
 - 2.1.3. Generator services & maintenance
 - 2.1.4. Office equipment maintenance
 - 2.1.5. Maintenance of vehicles (tyre repairs, wheel alignment & balancing, panel beating, spray painting, wind screen replacement, air conditioning, etc)
 - 2.1.6. Cleaning consumables only (cleaning chemicals and detergents)
 - 2.1.7. Safety and health services [occupational health and safety, maintenance of fire extinguishers, Fire products & services (Fire safety)]
 - 2.1.8. Printed stationery (printed/branded material)
 - 2.1.9. Corporate clothing, gifts and promotional materials
 - 2.1.10. Stationery
 - 2.1.11. Computer equipment/ICT supplies
 - 2.1.12. Pest control
 - 2.1.13. Catering services
 - 2.1.14. Architecture services
 - 2.1.15. Structural Evaluation Services
 - 2.1.16. Marketing and advertising including events décor hiring, banners and outdoor displays, etc.
 - 2.1.17. General manufacturers/ producers (handcrafts & art supplies, furniture, paper & paper boards)
 - 2.1.18. Florist services
 - 2.1.19. General supplies

2.1.20.COVID 19 related goods and services (PPE, Sanitizers,etc)

2.2. **Micro Enterprises are encouraged to apply.**

3. COMPLIANCE REQUIREMENTS

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

3.1.1. Cover letter detailing type of supplies/service/works the company/business name is applying for in relation to the listed category. (Maximum of three (3) categories)

3.1.2. Certificate of Incorporation and / or Registration of Business Extract issued by Companies and Intellectual Property Authority (CIPA). **Where applicable**

3.1.3. Company Extract issued by Companies and Intellectual Property Authority (CIPA). **Where applicable**

3.1.4. 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.

3.1.5. Valid Tax Clearance Certificate issued by the Botswana Unified Revenue Service or tax pin with certificate number. **Where applicable**

3.1.6. Public Procurement and Asset Disposal Board (PPADB) Registration under relevant Codes. **Where applicable**

3.1.7. Certified copy of Economic Diversification Drive (EDD) Certificate. **Where applicable**

3.1.8. Copy of letter/ identity document(s) for People living with Disability (PWD) **Where applicable**

3.1.9. Certified copy of trading license. **Where applicable**

3.1.10.Supplier registration form (Appendix A)

3.1.11.Local Procurement Registration Certificate (Appendix B)

3.2. In the event the submission/responding company is in a partnership/joint venture/ consortium, all the Compliance requirements of this EOI must be submitted for each respective company that makes up the partnership/joint venture/ consortium. The said partnership/joint venture/ consortium should be **100% Citizen Owned.**

3.3. The Agency will not allow any sub-contracting of this provision for CEDA.

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

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:
 - 4.1.1. Company Profile detailing all the supplies/works/services done by the applicant.
 - 4.1.2. Past experience of supplies or service provision, Summary of jobs carried out relevant to category[s] applied for. Contract value and contact persons CVs of Key resource personnel detailing work experience and qualifications.
 - 4.1.3. Proven record of previous related assignment with reference letters from clients for each category applied for if any.
5. This EOI seeks to solicit proposals for inclusion of companies in the CEDA supplier database. Therefore, CEDA reserves the right to engage or not to engage suppliers/service providers/contractors.
6. Responding to this invitation does not guarantee an automatic inclusion into the CEDA Supplier Database.
7. Companies who are registered in the current Supplier Database are required to register/apply accordingly.
8. Prospective companies will not be reimbursed for any expenses incurred in preparation of their submissions.
9. Youth, Women and People Living with Disabilities are encouraged to register/apply.

10. **SUBMISSION OF PROPOSALS**

- 10.1. Proposals must be submitted in three (3) copies (including compliance documents) through one (1) envelop procedure; one (1) original and two (2) copies, and the proposal must be clearly marked "**EOI 003/2021-2022 EXPRESSION OF INTEREST CEDA FOR INCLUSION IN THE CEDA SUPPLIER DATABASE**"

10.2. Proposal documents in response to the EOI 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**

10.3. Late and facsimile will not be accepted.

10.4. All enquiries should be directed to tenderenquiries@ceda.co.bw on or before close of business **24th January 2022**.

10.5. Closing date for proposal submission must be no later than **15:00hrs on 7th February 2022** (as per CEDA timepiece displayed at the Reception Area).

APPENDIX A



SUPPLIER REGISTRATION FORM

Locally registered suppliers interested in doing business with CEDA must complete and submit Supplier Registration Form. Completion of the Supplier Registration Form does not imply that the supplier is qualified to meet CEDA Procurement requirement as all parties will be subjected to evaluation. Below is the format of response for this Supplier Registration Form that must be adhered to by all the companies. **Failure to follow this format will render the proposal disqualified.**

Company/registered business name information

Company Details	
1.1. Company Name	
1.2. BURS i. Taxpayer TIN ii. Certificate No	
1.3. VAT Number (if applicable)	
1.1. PPADB Registration (Yes/No)	
1.5. EDD Certificate No. (attach a certified copy of the EDD Certificate if applicable)	
1.6. Locality (Interested Branches to offer goods/works/service)	
2. Contact Details	
2.1. Postal Address	
2.2. Physical Address	
2.3. Contact Numbers	
2.4. Facsimile Number	

2.5.	Email Address	
3. Company Ownership		
3.1.	Woman Owned	
3.2.	Youth Owned	
3.3.	People Living with Disability Owned	
4. Contact Person Information		
4.1.	First Name	
4.2.	Last Name	
4.3.	Contact Email Address	
4.4.	Contact Tel/ Mobile No.	

The respondent is requested to indicate/mark the category of interest in the table below.

Category of interest

Category			
No.	Description	Tick	Locality (Interested Branches to offer goods/works/service)
1	General Building Maintenance & related services (construction & plumbing)		
2	Mechanical and Electrical Maintenance Services		
3	Generator Services & Maintenance		
4	Office Equipment Maintenance		
5	Maintenance of Vehicles (Tyre Repairs, wheel alignment & balancing, panel beating, spray painting, wind screen, air conditioning, etc)		
6	Cleaning Services (Cleaning chemicals and detergents)		
7	Safety and Health Services (Occupational Health and Safety, Maintenance of Fire Extinguishers)		
8	Printed stationery (Printed/ Branded Material)		
9	Corporate clothing, gifts and promotional materials,		
10	Stationery		
11	Computer Equipment/ICT Supplies		

Category			
No.	Description	Tick	Locality (Interested Branches to offer goods/works/ service)
12	Fire Products & Services (Fire safety)		
13	Pest control		
14	Catering Services		
15	Architecture Services		
16	Marketing and Advertising including Events Décor Hiring, Banners and outdoor displays, etc.		
17	General Manufacturers/ Producers (Handcrafts & Art Supplies, Furniture, Paper & Paper Boards)		
18	Florist Services		
19	General Supplies		
20	COVID 19 related goods and services (PPE, Sanitizers,etc)		

Company Stamp:

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APPENDIX B

LOCAL PROCUREMENT REGISTRATION CERTIFICATE

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A	B	C	D	E
WOMAN	YOUTH	PEOPLE WITH DISABILITY	RURAL SETTING	EMPLOYMENT

A. B. C. Certificate for businesses owned by WOMAN/ YOUTH/ PEOPLE WITH DISABILITY

I, _____, being a duly authorised representative and acting on my capacity as _____ of _____, hereby confirm that the above mentioned business is 100% owned by women/ youth/ people with disability.

As witnesses: -

1. _____

Authorised Signatory

2. _____

Date

D. Certificate for RURAL SETTING

I, _____, being a duly authorised representative and acting on my capacity as _____

_____ of _____, hereby confirm that the above mentioned business has been established and operates from a rural area.

LOCATION OF BUSINESS

WARD	VILLAGE

As witnesses: -

1. _____

Authorised Signatory

2. _____

Date

E. Certificate for EMPLOYMENT

I, _____, being a duly authorised representative and acting on my capacity as __

_____ of _____, hereby confirm that the above

mentioned business has employed majority of any of the following categories- women/ youth/ people with disability.

Total no employees _____

No of Women (W) _____ **Youth (Y)** _____

People with disability (PWD) _____

% ratio of (W+ Y+ PWD) to Total no of employees _____ **(Cut-off point will be 60%)**

As witnesses: -

1. _____

Authorised Signatory

2. _____

Date

NB: Youth in this regard will people within the age of 18-35 years.