



EXPRESSION OF INTEREST CEDA (EOI) 004/2021 - 2022 FOR PROVISION OF VALUATION SERVICES FOR CITIZEN ENTREPRENEURIAL DEVELOPMENT AGENCY (CEDA)

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1. BACKGROUND

- 1.1 Citizen Entrepreneurial Development Agency (CEDA) invites proposals from **100% Citizen Owned** suitably qualified and experienced companies/partnerships/joint ventures/consortiums registered and operating in Botswana for the provision of property valuation services for CEDA.

2. COMPLIANCE REQUIREMENTS

- 2.1. Expression of Interest submissions should be accompanied by the following compliance documentation;
- 2.1.1. Letter of Application clearly indicating the category being applied for i.e. indicate if applying for:
 - 1.1.1.1 Movable Property Valuers – vehicles.
 - 1.1.1.2 Movable Property Valuers – plant, machinery and equipment; or
 - 1.1.1.3 Immovable Property Valuers.
 - 2.1.2. Certificate of Incorporation and / or Registration of Business issued by Companies and Intellectual Property Authority (CIPA).
 - 2.1.3. Company Extract issued by Companies and Intellectual Property Authority (CIPA).
 - 2.1.4. Certified copy of identity document(s) for shareholders. 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.
 - 2.1.5. Valid Tax Clearance Certificate issued by the Botswana Unified Revenue Service or tax pin with certificate number
 - 2.1.6. Copy of valid Real Estate Institute of Botswana (REIB) certificate certified - **For immovable property valuers.**
 - 2.1.7. Copy of Public Procurement and Asset Disposal Board (PPADB) Registration; **Code 316 (Real Estate Services) Sub Code 03 (Property valuation and rating) - For immovable property valuers.**

2.1.8. Form of response (Appendix A)

2.1.9. Local Procurement Registration Certificate (Appendix B)

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 for each respective company that makes up the partnership/joint venture/consortium. The said partnership/joint venture/consortium should be **100% Citizen Owned**.

2.3. The Agency will not allow any sub-contracting of these property valuation services for CEDA.

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

3. SELECTION CRITERIA

3.1. 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:

3.1.1. A technical evaluation will be conducted based on the following criteria:

Item #	Evaluation Criteria	Weight
1	A detailed company profile indicating years of experience of the company in providing the service/ category applied for. Years of experience of the company in providing the applied/required service - 15 marks i. 10 years or more - 15 marks ii. 5 – 9 years - 10 Marks iii. 1 - 5 years - 5 Mark iv. Less than 1 year: 0 marks Bidders must provide references letters from organizations where they have undertaken a similar assignments in relation to service applied for - 10 marks i. 3 or more references of similar assignments – 10 marks ii. 2 references of similar assignments - 6 marks iii. 1 references of similar assignments – 4 marks iv. No references of similar assignments provided - 0 marks	25

Item	Evaluation Criteria	Weight
2	The Lead Valuer related qualifications and project team. The lead valuer should have experience in property valuation or vehicle and immovable property valuation and should hold related technical qualifications. Qualifications include but are not limited to Diploma in property management or vehicle management, etc. (provide CV and certified qualifications) - 20 marks i. Technical related Diploma or above – 20 marks ii. Technical related Certificate – 10 marks iii. No technical related qualification – 0 marks Experience includes but is not limited to work in property valuation or vehicle and immovable property valuation - 15 marks i. 10 years or more - 15 marks ii. 5 – 9 years - 10 Marks iii. 1 - 5 years - 5 Mark iv. Less than 1 year: 0 marks Minimum of two (2) project team members (Bidders should indicate the key personal to aid in providing the service) and should have qualifications that may include (but are not limited to) Diploma in property management or vehicle management, etc. (Provide CV and certified certificates) – 10 marks i. Technical related Diploma – 5 marks per member ii. Technical related Certificate – 2.5 marks per member iii. Technical related qualification – 0 marks per member Experience (Bidders should indicate the key personal for providing the service) includes but is not limited to work in property valuation or vehicle and immovable property valuation. Bidders shall be assessed on the number of years of experience of the two most experienced project team members included. – 10 marks	55

Item	Evaluation Criteria	Weight
	i. More than 3 years – 5 marks per member ii. 2 to 3 years – 4 marks per member iii. 1 to 2 years – 3 Marks per member iv. Less than 1 year - 2 marks per member v. No experience - 0 marks per member N.B The above Section will be scored according to service applied for. That is; Movable Property Valuers – vehicles; or Movable Property Valuers – plant, machinery and equipment; or Immovable Property Valuers.	
3	List of available resources to perform the service including but not limited to vehicles, office equipment, etc. i. Provide list of additional resources provided – 20 marks ii. No list of additional resources – 0 marks	20
	Total	100

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

3.2. This EOI seeks to solicit proposals for provision of property valuation services for CEDA. Therefore, CEDA reserves the right to engage or not to engage service providers for the property valuation services for CEDA.

3.3. The Agency will appointment companies/individuals based on the technical evaluation score.

4. **SUBMISSION OF PROPOSALS**

- 4.1. 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) 004/2021 - 2022 FOR PROVISION OF VALUATION SERVICES FOR CITIZEN ENTREPRENEURIAL DEVELOPMENT AGENCY (CEDA)”**
- 4.2. 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**
- 4.3. Late, facsimile and electronic submissions will not be accepted.
- 4.4. All enquiries should be directed to **tenderenquiries@ceda.co.bw** on or before close of business **17th January 2022**.
- 4.5. Closing date for proposal submission must be no later than **15:00hrs on 24th January 2022** (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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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 WOMAN	B YOUTH	C PEOPLE WITH DISABILITY	D RURAL SETTING	E 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.