



**EXPRESSION OF INTEREST CEDA (EOI) 005/2021 - 2022 - PROVISION OF DEPUTY
SHERIFF 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/individuals/partnerships/joint ventures/consortiums registered and operating in Botswana for the provision of Deputy Sheriff services for CEDA.

2. COMPLIANCE REQUIREMENTS

- 2.1. Expression of Interest submissions should be accompanied by the following compliance documentation;
- 2.1.1. Cover letter detailing type of service being proposed and the geographic area the service shall be offered from.
 - 2.1.2. Certificate of Incorporation and / or Registration of Business issued by Companies and Intellectual Property Authority (CIPA) – **For Company Only.**
 - 2.1.3. Company Extract issued by Companies and Intellectual Property Authority (CIPA) – **For Company Only.**
 - 2.1.4. Certified copy of identity document(s) for shareholder(s)/Individual(s). 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 – **For Company Only.**
 - 2.1.6. Certified copy of a valid Deputy Sheriff's identity card issued by the High Court of Botswana.
 - 2.1.7. A valid copy of ITC credit check for company/individual
 - 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 this Deputy Sheriff 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/individual profile indicating years of experience of the company/individual in providing the service Years of experience of the company/individual in providing the 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
2	Lead Sheriff related qualifications and project team The lead Sheriff should have experience in legal services or debt collection or investigation and should hold related technical qualifications. Qualifications include but are not limited to Diploma in debt collection, legal services, investigation etc. (provide CV and certified qualifications) - 20 marks Experience includes but is not limited to work in legal services or debt collection or investigation (Provide relevant references for similar services) - 15 marks i. More than 3 years – 15 marks ii. 2 to 3 years – 10 marks iii. 1 to 2 years – 5 Marks iv. Less than 1 year - 2 marks v. No experience - 0 marks	55

Item	Evaluation Criteria	Weight
	Team members (Bidders should indicate the key personal to aid in providing the service) – 5 marks i. Two (2) or more team members – 5 marks ii. One (1) team member – 2.5 marks iii. No team members – 0 marks Team members CV's and certified Certificates of the team members to aid with the service – 5 marks i. CV's and certificates provided – 5 marks ii. No CV's and certificates provided – 0 marks	
3	List of available resources to perform the service including but not limited to vehicles, office email, 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.

3.1.2. The composition of the panel shall be for various geographic arrears. Companies/Individual(s) are welcome to provide more than one proposal for each or any of the geographic arrears listed below. The Geographic arrears in question are be made up of as follows:

3.1.2.1 One (1) Deputy Sheriff from Palapye;

3.1.2.2 One (1) Deputy Sheriff from Maun;

3.1.2.3 One (1) Deputy Sheriff from Francistown;

3.1.2.4 Six (6) Deputy Sheriffs from Gaborone;

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

3.3. This EOI seeks to solicit proposals for provision of Deputy Sheriff Services for CEDA. Therefore, CEDA reserves the right to engage or not to engage service providers for the Deputy Sheriff services for CEDA.

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) 005/2021 - 2022 - PROVISION OF DEPUTY SHERIFF 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 **18th January 2022**.
- 4.5. Closing date for proposal submission must be no later than **15:00hrs on 25th 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.