

EXPRESSION OF INTEREST

EXPRESSION OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES FOR DEVELOPMENT OF CITIZEN ENTREPRENEURIAL DEVELOPMENT AGENCY INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) STRATEGY

BACKGROUND

CEDA invites bid proposals from suitably qualified and experienced firms that are 100% citizen owned, registered and operating in Botswana to submit proposals for the provision of consultancy services for the development of its Information and Communication Technology (ICT) strategy. The consulting firm will facilitate the development of a compelling strategy to be aligned to the existing corporate strategy 2018 - 2021 and adopting today's and future technological advances.

TERMS AND CONDITIONS OF THE EOI

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

- i. Certificate of Incorporation and /or Registration of Business Name certified by Companies & Intellectual Property Authority (CIPA).
- ii. Certified Register of shareholders certificate certified by Companies & Intellectual Property Authority (CIPA)
- iii. Certified copies of ID Documents for Shareholders.
- iv. Valid Value Added Tax (VAT) Registration Certificate or exemption thereof, certified by the Botswana Unified Revenue Service.
- v. Valid tax clearance certificate.
- vi. Public Procurement and Asset Disposal Board (PPADB) Registration; **Code 317 Sub Codes 01 certified by PPADB.**

2. Proposal documents should be deposited in the tender box provided at CEDA Head Office, Administration Department, not later than **18th JULY 2018 at 1500hrs as per CEDA time piece**

3. Late, facsimile and electronic submissions will not be accepted.

4. SELECTION CRITERIA

EOI submissions will be checked for completeness and compliance with the requirements of this invitation for expression of interest. The selection will be made based on the following;

1. Capability and capacity of the consulting firm.
2. Qualifications and experience of the proposed resource / project team.
3. Experience in crafting ICT strategies. Submit at least two (2) references.
4. Project Methodology and turnaround time

5. SUBMISSION OF PROPOSALS

5.1 Submissions should be placed in a sealed envelope clearly marked

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5.2 The submissions must be 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.
Administration Department, Third floor
Gaborone, Botswana

All enquiries should be directed to tenderenquiries@ceda.co.bw

Closing date: **18th JULY 2018 at 1500hrs as per CEDA time piece.**
