

TENDER ADVERTISEMENT

TENDER NO: CEDA 014 / 2022 – 2023 INVITATION TO TENDER FOR PROVISION OF SECURITY GUARDING SERVICES FOR CEDA PROPERTIES FOR A PERIOD OF THREE (3) YEARS

1. Sealed Tender offers are invited for the provision of security services to provide a 24-hour on site security guarding services for CEDA properties for a period of three (3) years.
2. Procurement Method is: Open Domestic Bidding
3. Tenderers must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority (PPRA) in the following categories: **Code: 100 (Security Services) Sub code: 01 (Security Guard Service)**. In addition, have the following; Proof of insurance cover (Workers Compensation) and copy of Security Guarding License certified by Ministry of Defence, Justice and Security.
4. In the event that the bidder is a joint venture/partnership/consortium there must be full adherence to all the compliance requirements by each constituent member of the joint venture/partnership/consortium.
5. This tender is reserved for 100% Citizens Owned companies in line with Section 76 of the Public Procurement Act.
6. Preference Margins will be applied to qualifying bidders in line with the following schemes:
 - 6.1. Citizen Economic Empowerment Policy (CEEP),
 - 6.2. Economic Diversification Drive (EDD) or
 - 6.3. Local Procurement Scheme (LPS)
7. The Physical address for submission of bid documents is:
Citizen Entrepreneurial Development Agency
Four Thirty Square, Plot 54350, Philip Matante Road
CEDA House, CBD.
Reception Area, Ground Floor
Gaborone, Botswana
8. 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 and **P125.00 (One hundred and Twenty-Five Pula)** inclusive of VAT for youth owned companies as per Presidential Directive CAB (B)/2015 from the **20th March 2023**.
9. Tender documents may be collected during working hours between **09:00AM** and **16:00PM**.
10. The non-refundable fee for the tender document can be deposited in the CEDA Bank Account and the banking details are as follows;
Citizen Entrepreneurial Development Agency (CEDA)
Standard Chartered Bank Botswana
Standard House
Account Number: 0100158058800
Branch Code: 662167
Swift Code: SCHBBWGXXXX
11. 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 014 / 2022-2023 for identification of funds.**
12. Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than **18th April 2023** before close of business to Mr Thompson Phindela and/or Mr Tefo Motsumi to seek guide on the tender document. Tel No. **3991138** or **3991121**, Email address: **tenderenquiries@ceda.co.bw**.
13. A compulsory site visit with representatives of the Procuring Entity will take place as per the following schedule;

Site Visit	March	Site Visit	April
Head Office	30 th @08:30hrs	Hukuntsi Branch	3 rd @10:00hrs
Molepolole Branch	30 th @12:30hrs	Ghanzi Branch	4 th @10:00hrs
Kanye Branch	30 th @16:30hrs	Shakawe Branch	5 th @10:00hrs
Tsabong Branch	31 st @10:00hrs	Maun Branch	6 th @08:30hrs
		Kasane Branch	11 th @12:30hrs
		Francistown Branch	12 th @16:30hrs
		Letlhakane Branch	13 th @10:00hrs
		Selebi Phikwe Branch	14 th @10:00hrs
		Palapye Branch	17 th @10:00hrs

N.B Corporate houses will not have any site visits conducted for security reasons. FAILURE TO ATTEND A SITE VISIT OF ANY LOCATION WILL DISQUALIFY THE BID FROM EVALUATION FOR THAT PARTICULAR LOCATION.

14. Any person arriving later than the stipulated time will not be allowed in the meeting and will be disqualified from participating in the tender.
15. All Bids must be submitted no later than **15:00hrs on 4th May 2023** [As per CEDA timepiece placed at Reception Area].
16. One (1) original tender document marked ORIGINAL and four (4) duplicate copies of the original document marked copy in one sealed envelope clearly marked: "Tender Reference No **CEDA 014 – 2022/2023 PROVISION OF SECURITY GUARDING SERVICES FOR CEDA PROPERTIES FOR A PERIOD OF THREE (3) YEARS**"
17. The name and address of the bidder should be clearly marked on the envelope.
18. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.
19. The Public Procurement Regulatory Authority's Standardised conditions of Tender apply to this procurement, for which all the applicable Tender Data is contained in the Tender Document. Notwithstanding anything in the foregoing, CEDA is not bound to accept the lowest or any tender offer.