

EXPRESSION OF INTEREST

EXPRESSION OF INTEREST FOR PROVISION OF CEDA OFFICE FACILITIES ON RENTAL BASIS FOR A PERIOD OF 3 YEARS IN LETLHAKANE VILLAGE

1.0 BACKGROUND

CEDA invites proposals from Botswana citizens and qualified 100 % citizen owned companies or property agents registered and operating in Botswana for provision of CEDA office facilities in Letlhakane village on a rental basis for a period of three (3) years.

2.0 COMPLIANCE REQUIREMENTS

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

- (a) Copy of Certificate of Incorporation and/or Registration of Business Name issued and certified by Companies and Intellectual Property Authority (CIPA) – for companies only
- (b) Copy of Register of Shareholders issued and certified by the Companies and Intellectual Property Authority (CIPA) – for companies only.
- (c) Certified copy of identity document(s) for shareholder(s). In the event a company is a shareholder (Shareholder Company), a Certificate of Incorporation accompanied by share certificates as well as identity documents of shareholders of shareholder company must be submitted.
- (d) Certified copy of identity document for individuals.
- (e) Copy of Value Added Tax (VAT) Registration Certificate or exemption thereof, issued and certified by the Botswana Unified Revenue Services – for companies only.
- (f) Copy of Valid Tax Clearance Certificate issued by Botswana Unified Revenue Services – for companies only.
- (g) Joint Venture or Partnership Agreement, where applicable.

3.0 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 based on the following;

3.1 Capability and capacity of the service provider to lease the office facility with the following requirements.

- i. Location;**
 - The location must be in Letlhakane Village
 - Located along a major road and easily accessible by public transport
- ii. Office Size;**
 - Size must be between 120 -140 square metres
- iii. Design specifications;**
 - Office must be located on ground floor
 - Provision of kitchenette
 - Independent toilet facilities – where possible
 - Easy access for the disabled clients
- iv. Parking requirements;**
 - Provision of at least 4 parking bays for CEDA fleet (indicate if its shaded)
 - Sufficient communal parking (minimum 10 bays) for the customers
- v. Conformation to planning and building standards;**
 - Specify plot zoning (to be indicated in the title deed)
 - Occupation permit
 - Approved building plans
- vi. Building maintenance;**
 - Outline the building maintenance programmes
- vii. Building security;**
 - Sufficient exterior security lighting
- viii. Offer letter stating;**
 - Rental rate per square meter and rental per month
 - Escalation rate, where applicable
 - Service levy where applicable
- ix. Attach the following;**
 - Title deed
 - Floor plans
 - Photos
- x. A brief description of;**
 - Office location
 - When can it be available for occupation
 - General building condition
 - Other tenants (if in a complex/shared property)
 - Utility cost where applicable

4.0 SUBMISSION OF PROPOSALS

4.1 Submissions should be placed in a sealed envelope clearly marked “**EXPRESSION OF INTEREST FOR PROVISION OF CEDA OFFICE FACILITIES ON RENTAL BASIS FOR A PERIOD OF 3 YEARS IN LETLHAKANE VILLAGE**”

4.2 Proposal documents should be deposited in the expression of interest box provided at CEDA Head Office, Reception area, 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

4.5 Closing date: **23rd JULY 2018 at 15:00hrs**