

TENDER ADVERTISEMENT

TENDER NO: CEDA 001 / 2023 – 2024 INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF OFFICE FURNITURE

1. Sealed Tender offers are invited for the supply and delivery of Office Furniture.
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 211 (General Supplies) Sub Code 05 (Furniture – including school, domestic office furniture) OR Code 213 (General Manufactures/Producers) Sub Code 06 (Furniture).**
4. In the event that the bidder is a joint venture/partnership/consortium there must be full adherence to all the compliance requirements
5. This tender is reserved for 100% Citizen 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:

**Secretary, Procurement Oversight Unit
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 **P 125.00 (One hundred and Twenty-Five Pula)** inclusive of VAT for youth owned companies as per Presidential Directive CAB (B)/2015 from the **13th July 2023.**
9. Tender documents may be collected during working hours between **09:00AM** and **16:00PM.**
10. 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 001 / 2023-2024 for identification of funds.**
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 001 / 2023-2024 for identification of funds.**
12. Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than **27th July 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. All Bids must be received no later than **15:00hrs on 11th August 2023** (As per CEDA timepiece placed at Reception Area).
14. The Bid Submission Method is: One (1) Envelope Submission Method
15. One (1) original tender document marked ORIGINAL and two (2) duplicate copies of the original document marked copy in one sealed envelope clearly marked: "Tender Reference **No CEDA 001 / 2023-2024 INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF OFFICE FURNITURE**"
16. The name and address of the bidder should be clearly marked on the envelope.
17. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.
18. 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.