

INVITATION TO TENDER

TENDER NO: CEDA 017 / 2018 - 2019 INVITATION TO TENDER FOR LEASING OF COLOURED AND BLACK AND WHITE PHOTOCOPYING MACHINES FOR CEDA OFFICES FOR A THREE YEAR PERIOD

CEDA invites bids from 100% citizen owned suitably qualified and experienced companies registered and operating in Botswana to lease coloured and black and white photocopiers to CEDA Offices for a period of three (3) years.

The Physical address for submission of proposal documents is:

**The Secretary - Management Tender Committee
Citizen Entrepreneurial Development Agency
Four Thirty Square, Plot 54350, Philip Matante Road
CEDA House, CBD.
Reception Area, Ground Floor
Gaborone, Botswana**

1. Tender documents are available for collection at a non-refundable fee of **P250.00. (Two Hundred and Fifty Pula Only)** inclusive of VAT from **29th October 2018**
2. Queries or clarifications relating to the tender maybe addressed in writing no later than close of business **12th November 2018** to Procurement on email **tenderenquiries@ceda.co.bw**.
3. All Bid Proposals must be received no later than **15:00hrs** on **26th November 2018**.
4. No PPADB codes required.
5. Telegraphic, telephone, facsimile, e-mail and late bids shall not be accepted.
6. Visit our website **www.ceda.co.bw** for more details.