

INVITATION TO TENDER

TENDER NO: CEDA 008 / 2023 – 2024 INVITATION TO TENDER FOR THE DEVELOPMENT OF FINANCIAL APPRAISAL TOOLS - MANUFACTURING AND SERVICES SECTORS TO CEDA

1. Sealed Tender offers are invited for the development of financial appraisal tools- manufacturing and services sectors to CEDA.
2. Procurement Method is: Open International Bidding
3. Tenderers must, in order to be considered for the award of the contract, proof of Valid Tax Clearance Certificate number and Tax Identification Number (TIN) or exemption thereof issued by BURS or equivalent for foreign companies. Such validity of the Tax Clearance is subject to online registration verification.
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. Preference Margins will be applied to qualifying bidders in line with the following schemes:
 - 5.1. Citizen Economic Empowerment Policy (CEEP),
 - 5.2. Economic Diversification Drive (EDD) or
 - 5.3. Local Procurement Scheme (LPS)
6. 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**
7. 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 **25th of January 2024**.
8. Tender documents may be collected during working hours between **09:00AM and 16:00PM**.
9. 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 008 / 2023-2024 for identification of funds.**

**Citizen Entrepreneurial Development Agency (CEDA)
Standard Chartered Bank Botswana
Standard House
Account Number: 0100158058800
Branch Code: 662167
Swift Code: SCHBBWGXXXX**
10. Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than **15th of February 2024** 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**
11. All Bids must be received no later than **15:00hrs on 08th of March 2024** (As per CEDA timepiece placed at Reception Area).
12. The Bid Submission Method is: Two (2) Envelope Submission Method.
13. 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 008 / 2023 – 2024 INVITATION TO TENDER FOR THE DEVELOPMENT OF FINANCIAL APPRAISAL TOOLS - MANUFACTURING AND SERVICES SECTORS TO CEDA"**".
14. The name and address of the bidder should be clearly marked on the envelope.
15. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.
16. 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.