

INVITATION TO TENDER

EXPRESSION OF INTEREST FOR THE PROVISION OF BUSINESS DEVELOPMENT SERVICES TO CEDA CLIENTS

Background

Citizen Entrepreneurial Development Agency (CEDA) invites proposals from suitably qualified and experienced Botswana citizens and 100% citizen owned companies for the provision of Business Development Services (BDS) (Training and Mentoring) to the Agency and its clients. The successful service providers will be required to assist with technical support during the pre-investment and post investment stages on a need basis.

1. Expressions of Interest invitation is for the following sectors:

Business Advisory:

- Agribusiness; Horticulture, cattle production, piggery, poultry, borehole drilling and testing, agro-processing, irrigation specialists, animal health
- Property and Manufacturing; Quantity Surveying, Structural engineering, Industrial Engineering, machine assessors, Property valuation, Agro-processing, Quality Management
- Finance & Business Management; Taxation, Human Resources, Procurement, Record keeping, Sales and Marketing, Quality Management, Risk Management, Due Diligence, Accounting and ERP systems
- Hospitality and Tourism
- Branding and Promotions (reserved for youth owned service providers)

Business Coaching and Counseling:

- Personal Mastery, Self-Management, Financial management, and Investment Generic and Sector specific Entrepreneurial Development training in Agriculture, Tourism and Hospitality, Retail, Services, property, Manufacturing under the following areas:
 - Recordkeeping
 - Financial Management and Taxation
 - Customer Service
 - Procurement and Supply Chain Management
 - Business Strategy
 - Business Management
 - Business Marketing
 - Quality Management
 - Operations Management
 - Export development
 - Facilities Management
 - Accounting and ERP systems
 - E-Commerce
 - Technology adoption and adaptation

TERMS AND CONDITIONS OF THE EOI

- Expression of Interest submissions should be accompanied by the following documentation:
 - Letter of Application
 - Company Profile
 - Technical proposal on how the proposed interventions will be delivered
 - List of at least three (3) relevant case studies undertaken in the past three years and at least three (3) written references from reputable organizations and companies .
For mentors and coaches

- Certificate of Incorporation and / or Registration of Business issued and certified by Companies and Intellectual Property Authority (CIPA) or an equivalent for companies registered outside Botswana. For companies only
- Valid Value Added Tax (VAT) Registration Certificate or exemption thereof, issued by the Botswana Unified Revenue Service or an equivalent for companies registered outside Botswana. **For companies only**
- Valid Tax Clearance Certificate issued by the Botswana Unified Revenue Service or an equivalent for companies registered outside Botswana. **For companies only**
- Register of shareholders issued and certified by Companies and Intellectual Property Authority (CIPA) or an equivalent for companies registered outside Botswana .
For companies only
- CVs of all key resources persons
- Certified copy of identity document(s)/ Passports for shareholder(s).
- Certified Proof of BICA membership (All financial services), certified by the issuing authority
For mentors and coaches
- Certified Proof of registration with Real Estate Advisory Council (REAC) membership (All valuers), certified by issuing authority . **For mentors and coaches**
- Certified Proof of registration with Engineers Registration Board (ERB) (All engineers), certified by issuing authority . **For mentors and coaches**
- Certified Proof of Registration with Botswana Institute of Quantity Surveyors (IBQS) (All Quantity Surveyors), certified by issuing authority . **For mentors and coaches**
- Certified proof of registration with respective professional and industry regulatory bodies .
For mentors and coaches
- Indemnity Cover (Mandatory for all Engineers & Quantity Surveyors of at least BWP5 million) An added advantage for all other services . **For mentors and coaches**
- Any other information or accreditation from relevant professional bodies that are applicable to your field of business development. . **For mentors and coaches**
- Certified Proof of Registration as an Accredited Education Training Provider by Botswana Qualifications Authority (BQA) . **For trainers**
- List of relevant interventions and case studies completed in the last three years with traceable written references . **For trainers**
- Relevant PPADB code

N.B Failure to submit compliance documents after request will lead to disqualification

2. Summary of PPADB Codes required

Field of Expertise	PPADB Code	Sub Code
Marketing and PR Services	138	01 & 03
Training Services	144	01
Quantity Surveying Services	302	01
Civil Engineering Services	303	04
Project Management Services	311	01 & 02
Finance Related Services	314	01, 03 & 04
Real Estate Services	316	03
Other Consultancy Services	317	01

3. 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 made based on the following;

- Professional & Academic qualifications
- Relevant Work Experience
- Course outlines and methodology for delivering the proposed trainings, workshops, and business coaching . **For trainers**
- Relevant Business Advisory / Consultancy Experience
- Relevant case studies on successful assignments delivered
- Professional Membership
- Professional Indemnity
- Accreditation from relevant bodies
- Relevant PPADB Code

N.B: All mentors and coaches should have minimum total relevant experience of ten (10) years.

N.B All trainers should have minimum experience of three (3) years in the respective fields

4. Submission of Proposals

4.1 Submissions should be placed in a sealed envelope clearly marked "EXPRESSION OF INTEREST FOR THE PROVISION OF BUSINESS DEVELOPMENT SERVICES TO CEDA CLIENTS"

Proposal documents should be deposited in the expression of interest box provided at CEDA Head Office, Reception Area Ground floor, 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**

- Late, facsimile and electronic submissions will not be accepted.
- All enquiries should be directed to tenderenquiries@ceda.co.bw
- Closing date: 22nd January 2019