

INVITATION TO TENDER

TENDER NO: CEDA 001 / 2024 – 2025 INVITATION TO TENDER FOR PROVISION OF OFFICE WORKS (PARTITIONING, ELECTRICAL AND MECHANICAL) AT NEW CEDA TUTUME BRANCH

1. Sealed Tender offers are invited for the provision of a Works Contract for Procurement of Office Works at New CEDA Tutume Branch.
2. The Works Contract will include the following.
 - 2.1. Partitioning works
 - 2.2. Mechanical works
 - 2.3. Electrical works
3. Procurement Method is: Open Domestic Bidding
4. In order to be considered for the award of the contract, tenderers must be registered with the Public Procurement Regulatory Authority (PPRA) in the following categories: **Code: 01 (Building construction works and maintenance)** **Sub code(s): 01 (Building Construction) Grade: OC**
 - 4.1. In addition, the associates, JV partners or his sub-contractors shall possess the following codes: **Code 02 (Electrical Engineering works and maintenance) Sub Code 01 (Electrical installations) Grade: OC AND Code 08 (Mechanical Engineering works and maintenance) Sub Code 01 (Air-conditioning/refrigeration systems) Grade: OC.**
5. If the bidder is in 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.
6. This tender is reserved for **100% Citizen owned** Contractors in line with Section 76 of the Public Procurement Act.
7. The Agency shall assess bidders in accordance with the Economic Inclusion Act of 2021, which gives preference to **"targeted Citizens"** as defined in the Act. Preference Margins will be applied to qualifying bidders in line with the following schemes:
 - 7.1. Citizen Economic Empowerment Policy (CEEP),
 - 7.2. Economic Diversification Drive (EDD) or
 - 7.3. Local Procurement Scheme (LPS)
8. The Physical address for submission of bid documents is:

Procurement Manager
Citizen Entrepreneurial Development Agency
Four Thirty Square, Plot 54350, Philip Matante Road
CEDA House, CBD.
Reception Area, Ground Floor
Gaborone, Botswana
9. 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 **3rd May 2024.**
10. Tender documents may be collected during working hours between **09:00AM and 16:00PM.**
11. The non-refundable fee for the tender document can be deposited in the CEDA Bank Account and the details are as follows:

Citizen Entrepreneurial Development Agency (CEDA)
Standard Chartered Bank Botswana
Standard House
Account Number: 0100158058800
Branch Code: 662167
Swift Code: SCHBBWGXXXX
12. 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 / 2024-2025 for identification of funds.**
13. Queries or clarifications relating to this tender may be addressed in writing not later than **13th May 2024** to Mrs. Thato Ramaribana and/or Mr. Tefo Motsumi to seek guidance on the tender document. Tel No. 39911084 or 3991121, Email address: **tenderenquiries@ceda.co.bw**
14. **Compulsory Site Visit Schedule** - Bidders are invited for a compulsory site visit to be held at Plot 1151, Magapatona ward, Tutume on **10th May 2024 at 11:30AM.** Any person arriving later than the stipulated time will not be allowed in the meeting and will be disqualified from participating in the tender.
15. All Bids must be received no later than **15:00hrs on 20th May 2024** [As per CEDA timepiece placed at Reception Area].
16. 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 PROVISION OF OFFICE WORKS (PARTITIONING, PLUMBING, ELECTRICAL AND MECHANICAL) AT NEW CEDA TUTUME BRANCH."**
17. The name and address of the bidder should be clearly marked on the envelope.
18. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.
19. 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.
20. Visit CEDA website **www.ceda.co.bw** for more details.