

EXPRESSION OF INTEREST FOR SUPPLIER DATABASE

1.0 BACKGROUND

Citizen Entrepreneurial Development Agency (CEDA) invites suitably qualified **100% citizen owned** suppliers and/or service providers/companies operating in Botswana to submit proposals for inclusion into the CEDA supplier database.

2.0 BRIEF SUMMARY OF SCOPE

Citizen Entrepreneurial Development Agency (CEDA) is updating its Supplier Database that will be used for one (1) year and therefore invites companies providing the following products/services for registration:

1. Catering - (preference will be given to sole traders and council licensed traders)
2. Building Maintenance
3. Safety, health and environment consultancy
4. Corporate clothing and promotional material
5. Banners and outdoor displays
6. Stationary, consumables and office equipment
7. Cleaning chemicals and detergents
8. Fire products and services
9. Pest control
10. Removal, shipping and distribution
11. Towing services and Panel beaters
12. Artworks and crafts
13. General Supplies

3.0 COMPLIANCE REQUIREMENTS

Expression of Interest submissions should be accompanied by the following documentation:

- a) Cover letter detailing type of service/products the company is applying for; Maximum of five categories.
- b) Company profile with company physical address and banking details. **For companies only.**
- c) Certificate of Incorporation and/or Registration of Business Name certified and issued by the Companies and Intellectual Property Authority (CIPA). **For companies only.**
- d) Register of Shareholders issued and certified by the Companies and Intellectual Property Authority (CIPA). **For companies only.**
- e) Certified copy of identity document(s) for shareholder(s). In the event a company is a shareholder (Shareholder Company), a Certificate of Incorporation accompanied by register of shareholders as well as identity documents of shareholders of Shareholder Company must be submitted. **For companies only.**
- f) Certified copy of identity document for individuals.

- g) Valid Tax Clearance Certificate issued by the Botswana Unified Revenue Service or tax pin with certificate number. **For companies only.**
- h) Certified copy of EDD certificate, where applicable. **For companies only.**
- i) Certified copy of trading license.
- j) Brief CV's of key staff.

4.0 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:

- 4.1 Past experience of supplies or service provision; Summary of jobs carried out in the past two years (Contract value and contact persons).
- 4.2 CVs of key resource personnel detailing work experience and qualifications.
- 4.3 Proven record of previous related assignment; submit at least two (2) references from clients for each category applying for.

5.0 SUBMISSION OF PROPOSALS

- 5.1 Submissions should be placed in a sealed envelope clearly marked **"EXPRESSION OF INTEREST FOR INCLUSION INTO SUPPLIER DATABASE"**
- 5.2 Proposal documents should be hand delivered and deposited into the (Expression of interest box) provided at CEDA Head Office, Ground floor, addressed to:

**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**

- 5.3 Late, facsimile and electronic submissions will not be accepted.
- 5.4 All enquiries should be directed to **tenderenquiries@ceda.co.bw**
- 5.5 Submissions should be ring/spiral bound only. Failure to adhere to the specification of ring/spiral bind will lead to disqualification.
- 5.5 Closing date: **25th March 2019 at 1500hrs.**