

INVITATION TO TENDER

**TENDER NO: CEDA 029 / 2018 – 2019 INVITATION TO TENDER
FOR PROVISION OF INSURANCE BROKERAGE SERVICES FOR
GROUP LIFE ASSURANCE FOR STAFF FOR A PERIOD OF 2 YEARS
(2019-2021)**

Citizen Entrepreneurial Development Agency (CEDA) invites bids from suitably qualified and experienced companies registered and operating in Botswana to provide brokerage services for group life assurance for staff for a period of 2 years.

The Physical address for submission of bid 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 **27th February 2019**.
2. Queries or clarifications relating to the tender maybe addressed in writing no later than close of business **09th March 2019** to Procurement on email **tenderenquiries@ceda.co.bw**.
3. All Bids must be received no later than **15:00hrs** on **26th March 2019**.
4. Public Procurement and Asset Disposal Board (PPADB) Registration; **Code 127 Sub Codes 06** 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.