

EXPRESSION OF INTEREST FOR THE PROVISION OF AUCTIONEERING AND DEPUTY SHERIFF SERVICES TO THE CITIZEN ENTREPRENEURIAL DEVELOPMENT AGENCY

Citizen Entrepreneurial Development Agency (CEDA) invites **100% citizen owned** suitably qualified and experienced companies and individuals registered and operating in Botswana to submit proposals for the provision of deputy sheriff, auctioneering.

Expressions of interest proposals are invited from the following service providers;

1. **Deputy Sheriffs.**
2. **Auctioneers.**

1. TERMS AND CONDITIONS OF THE EOI

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

- i Cover letter detailing type of service being proposed
- ii Certificate of Incorporation and/or Registration of Business Name certified and issued by the Companies and Intellectual Property Authority (CIPA).
For companies only.
- iii Register of Shareholders issued and certified by the Companies and Intellectual Property Authority (CIPA).
For companies only.
- iv 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.**
- v Certified copy of identity document for individuals.
- vi Valid Tax Clearance Certificate issued by the Botswana Unified Revenue Service or tax pin with certificate number. **For companies only.**
- vii Public Procurement and Asset Disposal Board (PPADB) Registration; Code 136 Sub Codes 01 and 02.
For Auctioneers Only.
- viii Membership certificate issued and certified by Real Estate Advisory Council (REAC). **For Auctioneers Only.**
- ix Deputy Sheriffs - certified valid identity card from High court.

2. 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;

- 2.1. Capability and capacity of the service provider.
- 2.2. Number of resource people and their qualifications.
- 2.3. Experience of similar assignments previously carried out (At least two (2) relevant references).
- 2.4. The composition of the panel shall be made up of as follows:
 - 2.4.1. One (1) Deputy Sheriff from Palapye;
 - 2.4.2. One (1) Auctioneer from Palapye;
 - 2.4.3. One (1) Deputy Sheriff from Maun;
 - 2.4.4. One (1) Auctioneer from Maun;
 - 2.4.5. One (1) Deputy Sheriff from Francistown;
 - 2.4.6. One (1) Auctioneer from Francistown;
 - 2.4.7. Six (6) Deputy Sheriffs from Gaborone;
 - 2.4.8. One (1) Auctioneer from Gaborone.

N.B Please select areas that you are interested in and can cover.

3. SUBMISSION OF PROPOSALS

3.1 Submissions should be placed in a sealed envelope clearly marked

"EXPRESSION OF INTEREST FOR THE PROVISION OF AUCTIONEERING AND DEPUTY SHERIFF SERVICES TO THE CITIZEN ENTREPRENEURIAL DEVELOPMENT AGENCY"

3.2 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**

- 3.3 Late, facsimile and electronic submissions will not be accepted.
- 3.4 All enquiries should be directed to **tenderenquiries@ceda.co.bw.**
- 3.5 Closing date: **26th March 2019 at 1500hrs.**