

INVITATION TO TENDER

TENDER NO: CEDA 002 / 2024 – 2025 INVITATION TO TENDER FOR PROVISION OF CLEANING SERVICES AT CEDA HEAD OFFICE AND ITS BRANCHES FOR A PERIOD OF THREE (3) YEARS

1. Sealed Tender offers are invited for the provision of cleaning services at its offices in order to provide a clean, healthy and hygienic working environment for CEDA properties for a period of three (3) years. The tender has been divided into four (4) lots;

Lot 1

i. Head Office - Gaborone

ii. Kanye

iii. Molepolole

Lot 2

i. Hukuntsi

ii. Tsabong

iii. Ghanzi

Lot 3

i. Shakawe

ii. Maun

iii. Kasane

Lot 4

i. Francistown

ii. Letlhakane

iii. Selebi Phikwe

iv. Palapye

v. Tutume

2. Procurement Method is: Open Domestic Bidding

3. Tenderers must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority (PPRA) in the following categories: **Code: 132 (Cleaning Services) Sub code: 01 (Building Cleaning Services (including windows, carpets and others)) AND Code: 103 (Collection and Disposal of Hazardous Material) Sub code: 03 (Clinical Waste Collection, Disposal and Related Services.)**

4. In the event that the bidder is a joint venture/partnership/consortium/subcontracting / technical partner/alliance/association/cooperation or similar relationship there must be full adherence to all the compliance requirements by each constituent member of the joint venture/partnership/consortium and should be **100% Citizen Owned**. Agreement between all parties involved should be submitted and signed off articulating works to be carried out by both parties and cost.

5. This tender is reserved for 100% citizens or citizen contractors as stated under Section 76 (2) of the Public Procurement Act.

6. 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:

6.1. Citizen Economic Empowerment Policy (CEEP),

6.2. Economic Diversification Drive (EDD) or

6.3. Local Procurement Scheme (LPS)

7. The Physical address for submission of bid documents is:

Procurement Manger

Citizen Entrepreneurial Development Agency

Four Thirty Square, Plot 54350, Philip Matante Road

CEDA House, CBD.

Reception Area, Ground Floor

Gaborone, Botswana

8. 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 **23rd of August 2024**.

9. Tender documents may be collected during working hours between **09:00AM and 16:00PM**.

10. 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

11. 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 002 / 2024-2025 for identification of funds.**

12. Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than **18th of September 2024** to Mrs Thato Ramaribana and/or Mr Tefo Motsumi to seek guide on the tender document. Tel No. 3991138 or 3991121 or 3991084, Email address: **tenderenquiries@ceda.co.bw**

13. All Bids must be received no later than **15:00hrs on 8th of October 2024** [As per CEDA timepiece placed at Reception Area].

14. **Compulsory Site Visit Schedule** - Bidders are invited for compulsory site visits to be held as per the following schedule. Any person arriving later than the stipulated time will not be allowed in the meeting and will be disqualified from participating in that particular Lot.
- | Item no. | Task | Date | Time (As per CEDA timepiece placed at Reception Area) |
|----------|--|---------------------------------|---|
| 1 | Site visit of Head Office
Address – Plot 54350, Four Thirty Square, CBD | 30 th August 2024 | 10:00am |
| 2 | Site visit of Molepolole Branch
Address – Tribal Lot 313 Maunatlala Ward | 30 th August 2024 | 15:00pm |
| 3 | Site visit of Kanye Branch
Address – Maswabi Complex, Sebonego Ward | 2 nd September 2024 | 10:00am |
| 4 | Site visit of Tsabong Branch
Address – Plot 7069, Tsabong, Rural Administrative Centre (R.A.C) | 3 rd September 2024 | 10:00am |
| 5 | Site visit of Hukuntsi Branch
Address – Plot 158, Unit 6, Macheng Mall | 4 th September 2024 | 10:00am |
| 6 | Site visit of Ghanzi Branch
Address – Plot 8624, Tau Mall, Unit 9 | 5 th September 2024 | 10:00am |
| 7 | Site visit of Shakawe Branch
Address – Plot 180, Unit 10, Acacia Mall | 6 th September 2024 | 10:00am |
| 8 | Site visit of Maun Branch
Address – Plot 730, Tshenko Road, Old Mall Behind Centre Lodge | 9 th September 2024 | 10:00am |
| 9 | Site visit of Kasane Branch
Address – Plot 5058, Nunga Road, Rural Administration Centre | 10 th September 2024 | 10:00am |
| 10 | Site visit of Tutume Branch
Address – Plot 1551, Magapatona Ward, Tutume (within the Sefalana Shoppers Complex) | 11 th September 2024 | 10:00am |
| 11 | Site visit of Letlhakane Branch
Address – Plot 10297, Mokgobelele Ward | 12 th September 2024 | 10:00am |
| 12 | Site visit of Francistown Branch
Address – Plot 323676, Donga Unit 6,7 & 8, Marang Road | 13 th September 2024 | 10:00am |
| 13 | Site visit of Selebi Phikwe Branch
Address – Plot 6575, Tshekedi Road | 16 th September 2024 | 10:00am |
| 14 | Site visit of Palapye Branch
Address – Plot 8717, Unit 17, Riverview Mall A1 Road | 17 th September 2024 | 10:00am |
15. 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 002 / 2024 – 2025 INVITATION TO TENDER FOR PROVISION OF CLEANING SERVICES AT CEDA HEAD OFFICE AND ITS BRANCHES FOR A PERIOD OF THREE (3) YEARS”**

16. The name and address of the bidder should be clearly marked on the envelope.

17. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.

18. 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.

19. Visit CEDA website **www.ceda.co.bw** for more details.