

INVITATION TO TENDER

TENDER NO: CEDA 010 / 2024 – 2025 INVITATION TO TENDER FOR LEASING OF MULTIFUNCTIONAL PHOTOCOPYING MACHINES FOR CEDA OFFICES FOR A THREE (3) YEAR PERIOD

1. Sealed Tender offers are invited for leasing of multifunctional photocopying machines for CEDA offices for a three (3) year period.
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: 131 (Rental Services) Sub-Code: 03 Machinery & Equipment other than for Transport and Real Estate.**
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% Citizen Owned companies in line with Section 76 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 Manager
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 010 / 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 **6th of September 2024** before close of business to Mrs Thato Ramaribana and/or Mr Tefo Motsumi to seek guide on the tender document. Tel No. 3991138 or 3991121, Email address: **tenderenquiries@ceda.co.bw**
13. All Bids must be received no later than **15:00hrs on 23rd of September 2024** (As per CEDA timepiece placed at Reception Area).
14. The Bid Submission Method is: Two (2) Envelope Submission Method
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 010 / 2024 – 2025 INVITATION TO TENDER FOR LEASING OF MULTIFUNCTIONAL PHOTOCOPYING MACHINES FOR CEDA OFFICES FOR A THREE (3) YEAR PERIOD”.**”
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.