

INVITATION TO TENDER

TENDER NO: CEDA 027 / 2018 – 2019 INVITATION TO TENDER FOR PROVISION OF INSURANCE BROKERAGE SERVICES FOR CEDA STAFF SCHEMES – MOTOR & HOMEOWNERS FOR A PERIOD OF TWO YEARS (2019 - 2021)

Citizen Entrepreneurial Development Agency (CEDA) invites bids from **100% citizen owned**, suitably qualified and experienced companies registered and operating in Botswana to provide Insurance Brokerage Services for CEDA staff schemes (motor & homeowners) for a period of two years (2019-2021).

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 **10th March 2019** to Procurement on email **tenderenquiries@ceda.co.bw**.
3. All Bids must be received no later than **15:00hrs on 29th 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.