

INVITATION TO TENDER

TENDER NO: CEDA 007 / 2024 - 2025 | INVITATION TO TENDER FOR THE IMPLEMENTATION OF SAP SUCCESSFACTORS – PERFORMANCE AND GOALS MANAGEMENT

1. Sealed Tender offers are invited for the for the implementation of SAP SuccessFactors - Performance and Goals Management
2. Procurement Method is: Open International Bidding
3. Tenderers through their consortium/subcontracting/technical partner/alliance/association/cooperation or similar relationship who are domiciled in Botswana OR outside must, in order to be considered for the award of the contract, provide **proof of their SAP Certified Partner status – Talent Management**.
4. The tender is not open to State Owned Entities/Parastatals or any such entities wherein the Government has a stake/shareholding and any bids from such entities shall not be accepted.
5. Preference Margins will be applied to qualifying bidders in line with the following schemes:
 - 5.1. In accordance with Citizen Economic Empowerment Policy (CEEP) and where the bidder is a Non-Citizen Owned Entity, there is **mandatory 30%** subcontracting in both the value of the tender as well as the man-days to be consumed to a nominated citizen contractor sub-contractor **N.B Failure to comply with the mandate shall lead to disqualification**.
 - 5.2. Economic Diversification Drive (EDD)
6. 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**
7. 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 **P125.00 (One Hundred and Twenty-Five Pula Only)** inclusive of VAT for youth owned companies as per Presidential Directive CAB [B]/2015 from the **22nd November 2024**.
8. Tender documents may be collected during working hours between **09:00AM** and **16:00PM**.
9. 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**
10. 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 007 / 2024-2025 for identification of funds**.
11. Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than **6th December 2024** before close of business to Mrs Thato Ramaribana to seek guide on the tender document. Tel No. 3991084 or 3991138, Email address: **tenderenquiries@ceda.co.bw**
12. A compulsory pre-tender briefing with representatives of the Procuring Entity will take place at CEDA Head Office – Plot No 54350, Four Thirty Square, CBD, Gaborone on **5th December 2024 starting at 10:00AM**. **Any person arriving later than the stipulated time will not be allowed in the meeting and will be disqualified from participating in the tender**.
13. The Procuring Entity shall cater for international companies through Microsoft Teams as per ID and password below but the international companies should ensure that their local partner is present at the compulsory pre-tender briefing at will be held CEDA Head Office – Plot No 54350, Four Thirty Square, CBD, Gaborone.

**Meeting ID: 381 596 983 906
Passcode: xbKvJf**
14. All Bids must be received no later than **10:00hrs** on **20th December 2024** (As per CEDA timepiece placed at Reception Area).
15. The Bid Submission Method is: Two (2) Envelope Submission Method
16. 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 007 / 2024 - 2025 INVITATION TO TENDER FOR THE IMPLEMENTATION OF SAP SUCCESSFACTORS – PERFORMANCE AND GOALS MANAGEMENT"**".
17. The name and address of the bidder should be clearly marked on the envelope.
18. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.
19. 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.