



**EXPRESSION OF INTEREST CEDA (EOI) 001/2025 - 2026 FOR THE
PROVISION AND IMPLEMENTATION OF THE LETSEMA HORTICULTURE
MARKET FRESH PRODUCE TRADING PLATFORM**

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1. BACKGROUND

- 1.1. Citizen Entrepreneurial Development Agency (CEDA) invites proposals from 100% Citizen Owned suitably qualified and experienced companies registered and operating in Botswana for Provision and Implementation of Letsema Horticulture Market Fresh Produce Trading Platform.
- 1.2. The EOI is not open to State Owned Entities/Parastatals or any such entities wherein the Government has a stake/shareholding in any bids from such entities shall not be accepted.
- 1.3. The EOI is not open to individual(s) employed at Owned Entities/Parastatals or any such entities wherein the Government has a stake/shareholding and any bids from such individual(s) shall not be accepted.

2. COMPLIANCE REQUIREMENTS

- 2.1 Expression of Interest submissions should be accompanied by the following compliance documentation;
 - 2.1.1 Certified copy of identity document(s) or Passport(s) for shareholder(s). In the event a company is a shareholder (Shareholder Company), a Certificate of Incorporation accompanied by a register of shareholders as well as identity documents of shareholders of Shareholder Company must be submitted. If a company or entity is publicly listed, the bidder should provide organigram structure and proof of public listing.
 - 2.1.2 Copy of Valid Tax Clearance issued by Botswana Unified Revenue Service or tax number and tax pin for online verification.
 - 2.1.3 Public Procurement Regulatory Authority (PPRA) Registration; Code 120 (ICT Technical Support Services) Sub Code 01 (Systems Development Services and Maintenance).
 - 2.1.4 Qualification of key Personnel – The Project Manager, must have a minimum of a Degree qualification in Information Technology and team members must have a minimum of Diploma qualification in Information Technology.
 - 2.1.5 Letter of Consent should be signed by ALL individuals proposed in the Project team.
 - 2.1.6 Integrity Agreement (Appendix A Attached)
 - 2.1.7 Disclosure of Interest (Appendix B Attached).
 - 2.1.8 Form of Response (Appendix C Attached)
- 2.2 In the event that the bidder is a joint venture / partnership / consortium / subcontracting / technical partner / alliance / association / cooperation or similar relationship must be 100% Citizen Owned, there must be full adherence to all the compliance requirements by each constituent member of the joint venture/partnership/consortium. Agreement between all parties involved should be submitted and signed off articulating works percentage wise to be carried out by both parties.

N.B Bidders who fail to submit the above-mentioned documents (as listed in Circular 1 & 5 of 2016) will be requested during the evaluation to submit them within 2-5 days of notification. Bidders will be notified through an email as an alert. The alert will be followed by telephone call. Non-responsiveness by the bidder shall result in disqualification of bid.

3. BREIFING

- 3.1. Letsema Horticulture Market (LHM) is seeking an end-to-end, seamlessly integrated enterprise solution to manage market operations including enterprise management, and business intelligence.
- 3.2. The functional requirements are set out for the following modules:
 - 3.2.1. Accounts payable
 - 3.2.2. Accounts receivables
 - 3.2.3. Cash management
 - 3.2.4. Procurement
 - 3.2.5. Inventory and stock control
 - 3.2.6. Production
 - 3.2.7. Integration with SAP
 - 3.2.8. Trading
 - 3.2.9. Quality Assurance and Control
 - 3.2.10. Sales
- 3.3. The specification for each module includes a system overview, the business objectives of the module, and the interfaces/integration required followed by detailed functional requirements. These detailed functional requirements are to be the minimum required of the various modules and should not be interpreted as exhaustive.
- 3.4. The division of functionality between the different modules is for indicative purposes only and is not intended to be prescriptive. It is therefore possible for a module to cover more than one module stated in the functionality listing.

NB: The market is currently operational in Gaborone with the view to expand to other areas in the coming future. The current implementation will be for Gaborone only.

4. SELECTION CRITERIA

- 4.1. The submissions will be evaluated for completeness and compliance with the requirements of this Expression of Interest. The selection/prequalification will be made based on the following:
 - 4.1.1. A technical evaluation will be conducted based on the following criteria:

Item	Evaluation Criteria	Weight
1.	Experience - Bidders must demonstrate their experience by submitting traceable reference letters or referees (Company, contact person, number and email address) of similar service in relation to the implementation of Horticulture Market Trading Platform with below functionalities/modules: i. Accounts payable ii. Accounts receivables iii. Cash management iv. Procurement v. Inventory and stock control vi. Production vii. Integration viii. Trading ix. Quality Assurance and Control x. Sales Note: [Only current and/or ongoing valid contracts (or concluded in the last 6 years) are considered for points award] N.B The Agency has the right to verify any reference/referee submitted for consideration. The bidder must submit reference letter or referee list. Minimum of three (3) reference will be required	0 - 20
2.	Proposed Implementation Team Experience Proposed Project team for the project Experience of the Project team and team for the implementation of Fresh Produce Trading Platform. (Max marks – 30) i. The project manager should have a minimum of five (5) years' experience in the implementation of Fresh Produce Trading Platform. (Max marks – 20) ii. Two (2) technical staff should have a minimum of three (3) years' experience in the implementation of Fresh Produce Trading Platform. (Max marks - 10 with each member scoring 5) Please provide CVs and academic certificates and other qualifications of the proposed Team for appreciation. N.B Where more than one candidate per role is submitted, the Agency shall only consider one (1) personal per team role for the above team members. All proposed team members should sign and submit letter of content (attached) and submit together with their CV and qualification. Failure of which members will not be considered.	0 - 30

3.	Project Plan and Timeline Submission of a detailed proposed work plan with phases, milestones, and deliverables.	0 - 10
4.	Submission of a detailed methodology which should include but not limited to; i. Proposal and how the service will be carried out. ii. Quality Assurance iii. Bidder industry knowledge iv. Proposed Project Plan	0 - 40
	Total	100

NOTE: FAILURE TO ACHIEVE A MINIMUM SCORE OF 70 IN STAGE 2 SHALL DISQUALIFY THE PROPOSAL FROM BEING CONSIDERED FOR PRE-QUALIFICATION.

- 4.2. This EOI seeks to solicit proposals for the provision and implementation of Fresh Produce Trading Platform Letsema Horticulture Market (LHM). Therefore, the Agency reserves the right to engage or not to engage service providers for the services.
- 4.3. The Agency will engage service provider(s) based on the technical evaluation score, who will be pre-qualified for the Invitation to Tender (ITT).

5. SUBMISSION OF PROPOSALS

- 5.1. Proposals must be submitted in three (3) copies (including compliance documents) through one (1) envelop procedure; one (1) original and two (2) copies, and the proposal must be clearly marked **“EXPRESSION OF INTEREST CEDA (EOI) 001/2025 - 2026 FOR THE PROVISION AND IMPLEMENTATION OF THE LETSEMA HORTICULTURE MARKET FRESH PRODUCE TRADING PLATFORM”**
- 5.2. No Financial proposal should be submitted. The technical bid shall not include any financial information. A technical bid containing financial information shall be declared non-responsive and shall be disqualified.
- 5.3. Proposal documents should be deposited in the expression of interest box provided at CEDA Head Office, Reception Area Ground floor, addressed and hand delivered to:
- Procurement Manager
Citizen Entrepreneurial Development Agency
Four Thirty Square, Plot 54350, Philip Matante Road
CEDA House, CBD.
Gaborone, Botswana**
- 5.4. Late, facsimile and electronic submissions will not be accepted.
- 5.5. All enquiries should be directed to **tenderenquiries@ceda.co.bw** on or before close of business **8th of May 2025**.
- 5.6. Closing date for proposal submission must be no later than **10:00hrs on 16th of May 2025** (as per CEDA timepiece displayed at the Reception Area).

LETTER OF CONSENT

I _____ citizen of _____
ID/Passport No. _____ valid up to _____,
whose CV has been listed under Key Personnel above, do hereby offer my full consent to work on the **PROVISION AND IM-
PLEMENTATION OF THE LETSEMA HORTICULTURE MARKET FRESH PRODUCE TRADING PLATFORM** with the Company/
Contractor named that intends to submit a tender for the abovementioned project.

I also confirm that I have neither offered nor will offer my consent to any other firm to work for any other project until the expiry of the validity of the proposal or the award of the contract whichever is later. However, if the above-mentioned firm is successful in winning this contract, I shall be available for the full duration of the contract.

Signature of Consenter

Date

Each member of the proposed key staff **must** fill and sign a Letter of Consent.

APPENDIX A

Declaration on ethical conduct, fraud and corruption [applicable to the bidders]

1. Pursuant to section 56 (2) and (3) of the Act, a bidder shall complete and submit this form with a bid.
2. We the undersigned confirm the following in the preparation of our bid:
 - a. Neither we, nor any of our employees, associates, agent, shareholders, consultants, partners, beneficial owners or associates have any relationship that could be regarded as a conflict of interest as set out in the bidding documents;
 - b. Should we become aware of the potential for such a conflict. We will report it immediately to the entity;
 - c. That neither we, nor any of our employees, associates, agents, shareholders, partners, beneficial owners, consultants or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal; and
 - d. That no payment in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners, beneficial owners or associates to any of the staff, associates, consultants, employees or immediate family member of such who are involved with the procurement process on behalf of the Procuring Entity, Client or Employer
3. We understand our obligation to allow the Government including the procuring entity and Authority to inspect all records relating to the preparation of our bids and any contract that may results from such, irrespective of whether we are awarded a tender or not.
4. In case of a successful bid, should we be found to be in breach of the integrity agreement, the procuring entity has the right to cancel the procurement including termination of any resulting contract at no costs or legal obligation on her part.

Authorised signature: _____

Name and title of signatory: _____

Name of bidder: _____

Date: _____

Address: _____

Phone number: _____

Fax number: _____

Email address: _____

APPENDIX B

FORM OF RESPONSE

Below is the format of response for this ITT that must be adhered to by all the bidders. **Failure to follow this format will render the bid disqualified.**

Company Name	
Location of Headquarters and address:	
If bidder is partnering with another Company to provide solution, details of partner should be indicated here (Attach documents)	
What type of support will there be after implementation? Local, Regional, Telephonic	
Reference Sites and References: (Projects completed that are of similar nature to the requirements of this ITT) A brief description of the nature of the project is required.	
PRIMARY POINT OF CONTACT FOR THIS TENDER RESPONSE: Include name, address, email, phone, fax & cellular information in contact details	

Company Stamp:

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APPENDIX C

DISCLOSURE OF INTEREST

DISCLOSURE OF FAMILY RELATION WITHIN THE PROCURING ENTITY OR EMPLOYMENT IN PUBLIC BODY BY BIDDER(S)

This form should be completed by all shareholders of the bidding company

Bidder's Information:

Name: _____

Company Name: _____

Position/Role: _____

Contact Information: _____

Family Relationship Disclosure:

1. Are you related by blood or marriage to any individual currently employed within the procuring entity? ☐ Yes ☐ No

2. If yes, please provide details of the relationship (e.g., spouse, sibling, parent, child, etc.):

Relation: _____

Name of Family Member : _____

Position / Role within Organization: _____

3. Are you currently employed by a public body? ☐ Yes ☐ No

4. If yes, please provide details of your employment:

Public Body Name: _____

Position/Role within Public Body: _____

Certification:

I hereby certify that all the information provided in this form is true and accurate to the best of my knowledge. I understand that any false statements may result in disqualification or other penalties.

Signature: _____ Date: _____

NB: The Procuring Entity reserves the right to confirm the authenticity of the information provided above.

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT _____ ON THIS _____ DAY OF _____ 20____, AT ____AM / PM, THE DEONENT HAVING ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS CONSCIENCE.

COMMISSIONER OF OATHS

CAPACITY: