

**EXPRESSION OF INTEREST (EOI) FOR
INCLUSION IN CITIZEN ENTREPRENEURIAL
DEVELOPMENT AGENCY SUPPLIER
DATABASE - CEDA EOI 001/2026-2027**

Issue date: **3rd July 2026**

1. Background

- 1.1 Citizen Entrepreneurial Development Agency (CEDA) is a development financial institution fully owned by the Botswana Government with operational presence in Gaborone, Palapye, Selebi-Phikwe, Francistown, Tutume, Letlhakane, Kasane, Shakawe, Maun, Ghanzi, Hukuntsi, Tsabong, Kanye and Molepolole. The Agency is seeking citizen-owned companies to express interest in being registered in its database. Accreditation as a supplier/service provider shall be for a period of three (3) years.
 - 1.1.1 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.
 - 1.1.2 The EOI is not open to 100% Citizen(s) OR Citizen Contractor(s) employed at Owned Entities/ Parastatals or any such entities wherein the Government has a stake/shareholding and any bids from such company(s)/individual(s) shall not be accepted.

2. Brief Summary of Scope

- 2.1. The Agency invites companies/registered businesses to express interest in for inclusion in the different categories as listed below. Companies/registered business names will be allowed to express interest for a maximum of two (2) categories and must indicate location of interest to be listed in the data base;
 - 2.1.1 Catering & Events
 - 2.1.2 Conferencing Facilities
 - 2.1.3 Photography and Videography
 - 2.1.4 Firefighting, fire safety and occupational health services
 - 2.1.5 Locks and Keys
 - 2.1.6 Carports
 - 2.1.7 Water Purification Installation and Maintenance
 - 2.1.8 General building maintenance & related services (construction & plumbing)
 - 2.1.9 Landscape and gardening services
 - 2.1.10 Irrigation Services
 - 2.1.11 Carpentry services
 - 2.1.12 Business advisory and mentoring services (all Industries)
 - 2.1.13 Business Evaluation Services
 - 2.1.14 Due-Diligence Services
 - 2.1.15 General supplies
 - 2.1.16 Travel and Accommodation
 - 2.1.17 Mechanical and electrical maintenance services
 - 2.1.18 Generator services & maintenance
 - 2.1.19 Solar services and Maintenance
 - 2.1.20 Floodlight Providers
 - 2.1.21 Branding Material maintenance
 - 2.1.22 Cleaning Services (Laundry Services for branding Materials)
 - 2.1.23 Office equipment maintenance

- 2.1.24 Vehicle Maintenance and Repair Services
 - 2.1.24.1. Mechanical and Tyre Services
 - 2.1.24.2. Body Works and Exterior Repairs
 - 2.1.24.3. Glass and Visibility Systems
 - 2.1.24.4. Climate Control Systems
 - 2.1.24.5. Electrical and Electronic Systems
- 2.1.25 Vehicle Preventive and Routine Maintenance
 - 2.1.25.1. Minor and major vehicle servicing
 - 2.1.25.2. Oil, filter, and lubricant replacement
 - 2.1.25.3. Fluid checks and replenishment
 - 2.1.25.4. Manufacturer-recommended maintenance compliance
- 2.1.26 Vehicle Management and Tracking Services
 - 2.1.26.1. Fleet Tracking and Monitoring
 - 2.1.26.2. Maintenance Planning and Control
 - 2.1.26.3. Fuel and Usage Management
 - 2.1.26.4. Asset, Compliance, and Documentation Management
 - 2.1.26.5. Driver and Performance Management
- 2.1.27 Cleaning consumables only (cleaning chemicals and detergents)
- 2.1.28 Safety and health services [occupational health and safety, maintenance of fire extinguishers, Fire products & services (Fire safety)]
- 2.1.29 Corporate clothing, gifts, and promotional materials
- 2.1.30 Printing, Stationery, and branding materials.
- 2.1.31 Computer equipment/ICT supplies
- 2.1.32 Pest control
- 2.1.33 Architectural services
- 2.1.34 Structural Evaluation Services (can include survey/assessment)
- 2.1.35 Assets Valuation Services
 - 2.1.35.1 Immovable- property valuation
 - 2.1.35.2. Motor vehicle
- 2.1.36 Office Cleaning
- 2.1.37 Carpet Cleaning
- 2.1.38 Office Furniture
- 2.1.39 General manufacturers/ producers (handcrafts & art supplies, furniture, paper & paper boards)
- 2.1.40 Florist services
- 2.1.41 Protective Clothing (PPE)
- 2.1.42 Blinds installation and maintenance
- 2.1.43 Office partitioning works
- 2.1.44 Welding or other steel works
- 2.1.45 Removal/Relocation services
- 2.1.46 Medical assessments Services providers
- 2.1.47 Institutions of Learning
- 2.1.48 Human Resources Information System (HRIS) providers
- 2.1.49 Employee wellness functions (not limited to Psychologists & Counsellors)
- 2.1.50 Remuneration and benefits administration Services
- 2.1.51 Recruitment Services

- 2.1.52 Psychometric assessments Services
- 2.1.53 Employee background vetting and security checking
- 2.1.54 Human Resources Consultants
 - 2.1.54.1. Organisational Development (this includes organisational design, change management & organisational culture)
 - 2.1.54.2. Employee Engagement

3. Compliance Requirements

- 3.1. Expression of Interest submissions should be accompanied by the following minimum compliance documentation;
 - 3.1.1. Introductory letter detailing the type of service(s) the contractor provides, including relevant experience in the categories applied. Each contractor will be considered for not more than two of the above service categories.
 - 3.1.2. Company profile
 - 3.1.3. Certified copy of identity document(s) for shareholder(s). **In the event a company is a shareholder (Shareholder Company), a Certificate of Incorporation accompanied by register of shareholders as well as identity documents of shareholders of Shareholder Company must be submitted. If a company or entity is public listed, bidder should provide organigram structure and proof of public listing.**
 - 3.1.4. Valid Tax Clearance Certificate number and Tax Identification Number (TIN) or exemption thereof issued by BURS. The validity of the Tax Clearance is subject to online registration verification.
 - 3.1.5. Official bank account confirmation letter issued by the relevant bank.
 - 3.1.6. Relevant Public Procurement Regulatory Authority (PPRA) code(s) subject to online registration verification (where applicable).
 - 3.1.7. Proof of statutory regulatory compliance (where applicable).
 - 3.1.8. Integrity agreement (attached)
 - 3.1.9. Disclosure of interest (attached)
 - 3.1.10. Form of response (attached)
 - 3.1.11. Declaration for form for beneficial owners (attached)

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 provided in the form of response as an alert. Non-responsiveness by the bidder shall result in disqualification of bid.

4. Evaluation criteria

- 4.1. Submissions will be evaluated as per the minimum requirements above.
- 4.2. Minimum of three (3) verifiable references or referees, including the contact person's name and contact number. Ensure that the contact person is currently employed at the company where the work was conducted, or the services were provided. Additionally, the letter must specify the date(s) of when the work or services were completed and the duration thereof.
- 4.3. New/emerging companies/businesses (Maximum years in existence – two years) should submit a detailed letter demonstrating their technical capability and potential to service the Agency.
- 4.4. Established Preference schemes targeting Youth, Women, and Individuals with Disabilities and SPEDU-Based Manufacturing Enterprises will apply to this Expression of Interest (EOI). To benefit from the preference schemes bidders are to attach to their submissions proof of eligibility from as issued by the competent Authorities.

5. Terms and Conditions

- 5.1. This EOI seeks to solicit proposals for inclusion of companies in the CEDA supplier database. Therefore, CEDA reserves the right to engage or not to engage suppliers/service providers/contractors.
- 5.2. Responding to this invitation does not guarantee an automatic inclusion into the CEDA Supplier Database.
- 5.3. Companies/businesses who are registered in the current Supplier Database are required to register/apply accordingly.
- 5.4. Prospective companies/businesses will not be reimbursed for any expenses incurred in preparation of their submissions.
- 5.5. Companies/businesses included in the CEDA Supplier Database shall be engaged through Purchase Order(s) as and when needed. Accreditation to the CEDA database therefore does not guarantee order placement.
- 5.6. The Public Procurement Regulatory Authority (PPRA) price guide shall be used for all procurement activities applicable and companies should familiarize themselves with the price guide.
- 5.7. Only one (1) submission per shareholder should be permitted. Multiple submissions by the same individual across different entities will result in disqualification.
- 5.8. Successful companies/businesses shall be contacted directly and will be entered into the Agency's Supplier Database. If no response is given to the bidder after a period of six (6) months from the EOI closing date, the bid shall be considered unsuccessful.

- 5.9. CEDA reserves the right, at any stage of the procurement process or contract implementation period, to verify the accuracy, authenticity and completeness of any information, documentation, references, facilities, personnel or representations submitted by bidders.
- 5.10. Any bidder found to have submitted false, misleading, inaccurate or unverifiable information may be disqualified from the procurement process and may be subject to any further action permissible under applicable Public Procurement Act, Regulations, and CEDA policies.

6. Submission instructions

- 6.1. Submissions should be sent via email to supplierregistration@ceda.co.bw, with the subject line as **“EXPRESSION OF INTEREST (EOI) FOR INCLUSION IN CITIZEN ENTREPRENEURIAL DEVELOPMENT AGENCY SUPPLIER DATABASE - CEDA EOI 001/2026-2027.”** NB; No physical submissions will be accepted.
- 6.2. File submission to be kept to maximum 25MB and on PDF format.
- 6.3. Kindly contact the Procurement Office at: +267 399 1084/1160 or procurement@ceda.co.bw for further enquiries. This email is not to be used for submissions.
- 6.4. Closing date for proposal submission must be no later than 10:00hrs on **27th July 2026** (as per CEDA timepiece displayed at the Reception Area).

CEDA	RETURNABLE DOCUMENTS TENDER SCHEDULES	TENDER SCHEDULES INTEGRITY AGREEMENT
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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: _____

FORM OF RESPONSE

Below is the format of response for this EOI 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:

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 DEPONENT HAVING ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS THE
CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS CONSCIENCE.**

COMMISSIONER OF OATHS

CAPACITY:

This form is in line with Section 111 of the Public Procurement Act and for definition of immediate family members, please refer to the Corruption and Economic Crime Act

Form M
(reg. 96(1))
Declaration of Beneficial Owners

Declaration to establish beneficial owners of a citizen owned contractor or a joint venture with a non-citizen owned contractor

1. Declaration to establish eligibility for reservation and price preferences for citizen contractor and any other entity.
2. The declaration shall be signed by all contractors tendering for reserved contracts and contracts subject to preferences as a condition of each tender.
3. Definition –

The following definitions shall apply to this declaration:

- a. citizen Contractor: a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana;
- b. control: the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of managerial and financial authority and power in determining the policies and directing the operations of the business;
- c. beneficial Owner: means a natural person, who directly or indirectly through any contract, arrangement, understanding, relationship or otherwise –
 - (i) in relation to an incorporated body, ultimately owns or has a controlling ownership or exercises ultimate effective control through positions held in the incorporated body or is the ultimate beneficiary of a share or other securities in the body corporate,
 - (ii) in relation to a trust or other legal arrangement, is the settlor, trustee or ultimate beneficiary of the trust or legal arrangement or has the power, alone or jointly with another person or with the consent of another person, to –
 - dispose of, advance, lend, invest, pay or apply trust property or property of the legal arrangement,
 - vary or terminate the trust or legal arrangement,
 - add or remove a person as a beneficiary or to or from a class of beneficiaries,
 - appoint or remove a trustee or give another person control over the trust or legal arrangement, or
 - direct, withhold consent or to overrule the exercise of a power referred to in subparagraphs (i) – (iv),
 - (iii) is the ultimate beneficiary of proceeds of a life insurance policy or other related investment services when an insured event covered by the policy occurs, or
 - (iv) a transaction is conducted on his or her behalf;

- d. net amount: the financial value of the Contract at the time of the award of the Contract, exclusive of sales tax which the law requires the Employer to pay to the Contractor; and
- e. owned: Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest or shareholding as demonstrated by an examination of the substance as well as the form of ownership arrangements.

4. The company operates banking and savings accounts, and the only authorised signatories are:

i _____
 (Bank name and name of signatory) _____ (Omang No. /Passport)

ii _____
 (Bank name and name of signatory) _____ (Omang No. /Passport)

iii _____
 (Bank name and name of signatory) _____ (Omang No. /Passport)

iv _____
 (Bank name and name of signatory) _____ (Omang No. /Passport)

5. I hereby provide a current list of beneficial owners for the company/partnership/ society/joint venture/ private foundation/statutory body, or any other (please specify) _____

	List of beneficial owners	Capacity in company	Nationality	Percentage
1				
2				
3				
4				
5				
6				

6. Undertakings:

The tenderer confirms that it is a citizen contractor and undertakes to remain a citizen contractor for

the duration of the contract. I acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring entity shall be terminated immediately and we may be barred from future tendering for Government services and liable to possible prosecution.

7. Sanctions relating to reserved treatment:

Any changes in ownership or control which violate the definition of a citizen contractor shall be sufficient reason for the procuring entity to terminate the contract.

8. All the beneficial owners, partners/directors/shareholders and Administrators of

(name of company) have read this declaration and agree to its contents:

a. All the Beneficial owners, partners/directors/shareholders and Administrators hereby give consent and verification of the information provided above and understand that this may include but is not limited to the verification of assets, liabilities, accounts, bonds and undertake to notify the competent authorities of any change to the information provided in this declaration within seven (7) days of such occurrence; and

b. I understand and declare that each matter here deposed to is essential for the tender validity of

(name of company)

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 DEPONENT HAVING
ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION
AND THAT IT IS BINDING ON HIS CONSCIENCE.

COMMISSIONER OF OATHS

CAPACITY: