

INVITATION TO TENDER

TENDER NO: CEDA 018 / 2019 - 2020 INVITATION TO TENDER FOR PROVISION OF INSURANCE BROKERAGE SERVICES FOR CEDA STAFF SCHEME - GROUP FUNERAL 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 (Group Funeral) 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 **4th July 2019**.
2. Queries or clarifications relating to the tender should be addressed to Procurement on email **tenderenquiries@ceda.co.bw** in writing no later than **17th July 2019**.
3. All Bids must be received no later than **15:00hrs** on **2nd August 2019** (As per CEDA timepiece placed at Reception Area).
4. Public Procurement and Asset Disposal Board (PPADB) Registration; **Code 127 Sub Codes 06** is required.
5. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.
6. Visit CEDA website **www.ceda.co.bw** for more details.