

# INVITATION TO TENDER

TENDER NO: CEDA 016 / 2019 – 2020 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 **4<sup>th</sup> 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 **17<sup>th</sup> July 2019**.
3. All Bids must be received no later than **15:00hrs on 2<sup>nd</sup> 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.