

TENDER ADVERTISEMENT

TENDER NO: CEDA 010/ 2026-2027 INVITATION TO TENDER FOR PROVISION OF SECURITY GUARDING SERVICES FOR CEDA PROPERTIES FOR A PERIOD OF THIRTY-SIX (36) MONTHS

- Sealed Tender offers are invited for the Provision of Security Guarding Services For CEDA Properties for a Period Of Thirty-Six (36) Months.
- Procurement Method:** Open Domestic Bidding Method
- Tenderers must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority (PPRA) in the following categories: **Code: 100 (Security Services) Sub code: 01 (Security Guard Service)**
- 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.
- The tender is not open to company(s)/ individual(s) employed at State 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.
- This tender is reserved for **Citizen(s) or 100% Citizen Contractor(s)** in line with Section 76 of the Public Procurement Act.
- The Agency shall assess bidders in accordance with the Economic Inclusion Act of 2021, which gives preference to **"targeted Citizens"** as defined in the Act. Preference Margins will be applied to qualifying bidders in line with the following schemes:
7.1. Citizen Economic Empowerment Policy (CEEP),
7.2. Economic Diversification Drive (EDD) or
7.3. Local Procurement Scheme (LPS)
- 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**
- Tender documents are available for purchase and collection from **CEDA Head Office Only** from the **24 August 2026** at a non-refundable fee of **P500.00 (Five Hundred Pula) inclusive of VAT and P250.00 (Two Hundred and Fifty Pula) inclusive of VAT** for youth owned companies as per Presidential Directive CAB (B)/2015.
- Tender documents may be collected during working hours between **09:00AM** and **16:00PM** from the CEDA Head Office only or through online purchase.
- 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**
- 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 010 / 2026-2027 for identification of funds.**
- Queries relating to this tender should be addressed to tenderenquiries@ceda.co.bw and should reach the office not later than 10 days before the closing date.
- A compulsory site visit with representatives of the Procuring Entity will take place as per below schedule.

Item no.	Task	Date	Time (As per CEDA timepiece placed at Reception Area)
1	Head Office Plot 54350, Four Thirty Square, CBD Gaborone	28 August 2026	1000hrs
2	Gaborone Branch Address - Plot GA5129 Main Mall, Gaborone	28 August 2026	1400hrs
3	Molepolole Branch Address - Tribal Lot 313 Maunatlala Ward	31 August 2026	0900hrs
4	Kanye Branch Address - Plot 1274 Mahube Ward, Kanye	31 August 2026	1400hrs
5	Tsabong Branch Plot No. 7069, Tsabong - Rural Administrative Centre (R.A.C) Located in the Southern side of the Administration Block Tsabong, Botswana	1 September 2026	1400hrs
6	Hukuntsi Branch Plot 158 Unit 6, Macheng Mall, Hukuntsi	3 September 2026	1000hrs
7	Ghanzi Branch Lot No. 8624, Tau Mall, Ghanzi	4 September 2026	1400hrs
8	Shakawe Branch Acacia Mall, Unit 10, Plot 180 Shakawe.	7 September 2026	1000hrs
9	Maun Branch Mall Extension, Plot 730, Tshoko Road Maun	8 September 2026	1000hrs
10	Kasane Branch Rural Administration Center plot 5080, Kasane	9 September 2026	1400hrs
11	Francistown Branch Plot 323676, Donga, Unit 6, 7, 8 Marang Road, Francistown	11 September 2026	1000hrs
12	Tutume Branch Magapatona Ward, Plot 1551, Sefalana Complex Unit 2 Tutume,	11 September 2026	1400hrs
13	Letlhakane Branch Plot 10297 Mokgobelele Ward Letlhakane, Botswana	14 September 2026	1000hrs
14	Selebi Phikwe Branch Tshedi Road, Plot 6575, Selebi Phikwe, Botswana	15 September 2026	1000hrs
15	Palapye Branch Riverview Mall, Plot 8717, Palapye	15 September 2026	1400hrs

- Any person arriving later than the stipulated time will not be allowed in the meeting and will be disqualified from participating in the tender for that particular site.
- All Bids must be submitted no later than **08 October 2026 at 10:00hrs** on [As per CEDA timepiece placed at Reception Area].
- The Bid Submission Method is One (1) Envelope Submission Method in which a tenderer's financial and technical offers are submitted together in one (1) sealed envelope. 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 010 / 2026-2027 INVITATION TO TENDER FOR PROVISION OF SECURITY GUARDING SERVICES FOR CEDA PROPERTIES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**"
- The name and address of the bidder should be clearly marked on the envelope.
- Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.
- The Public Procurement Regulatory Authority's Standardised conditions of Tender will 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.