

EXPRESSION OF INTEREST FOR SUPPLY DELIVERY AND INSTALLATION OF BLINDS AT CEDA HEAD OFFICE

1.0 BACKGROUND

Citizen Entrepreneurial Development Agency (CEDA) invites proposals from 100% citizen owned, suitably qualified and experienced companies registered and operating in Botswana for supply, delivery and installation of blinds at CEDA Head Office in Gaborone.

2.0 BRIEF SUMMARY OF SCOPE

The company must be able to supply, deliver and install blinds at CEDA Head Office as per the required specifications and quantities. The company must provide their company profile with a catalogue indicating the different types of blinds on offer, including their different specifications and benefits. The blinds should meet the following requirements:

REQUIREMENTS

- Blinds should be water resistant
- Blinds should have a manual operating system
- Blinds must be able to be removed and cleaned, should the need arise
- Blinds must not contain any harmful odour
- Blinds must have a provision to retract/roll up to allow full view

3.0 COMPLIANCE REQUIREMENTS

Expression of Interest submissions should be accompanied by the following documentation:

- a) Certificate of Incorporation and/or Registration of Business Name certified and issued by the Registrar of Companies (CIPA)
- b) Register of shareholders issued and certified by Companies and Intellectual Property Authority (CIPA)
- c) 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.
- d) Valid Tax Clearance Certificate issued by the Botswana Unified Revenue Service or tax pin with certificate number.

4.0 SELECTION CRITERIA

EOI submissions will be checked for completeness and compliance with the requirements of this invitation for Expression of Interest. The selection will be made based on the following:

- 4.1 Past experience of supplies or service provision; Summary
- 4.2 CVs of at least two (2) key personnel detailing their work experience and qualifications.
- 4.3 Proven record of completed works with at least two (2) reference letters of similar work in a building of similar size.
- 4.4 Meeting all requirements above.

5.0 SUBMISSION OF PROPOSALS

5.1 Proposals must be submitted in three (3) sets (including compliance documents) one (1) original and two (2) copies, and clearly marked: **"EXPRESSION OF INTEREST FOR SUPPLY, DELIVERY AND INSTALLATION OF BLINDS AT CEDA HEAD OFFICE"**

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:

**The Secretary - Management Tender Committee
Citizen Entrepreneurial Development Agency
Four Thirty Square, Plot 54350, Philip Matante
Road
CEDA House, CBD.
Gaborone, Botswana**

- 5.2 Late, facsimile and electronic submissions will not be accepted.
- 5.3 All enquiries should be directed to tenderenquiries@ceda.co.bw on or before close of business **5th August 2019**.
- 5.4 Closing date for proposal submission must be no later than **15:00hrs on 12th August 2019** (as per CEDA timepiece displayed at Reception Area).