

EXPRESSION OF INTEREST FOR PROVISION OF TRAVEL MANAGEMENT SERVICES TO CEDA FOR A PERIOD OF TWO (2) YEARS

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 provision of travel management services for CEDA for a period of two (2) years.

2.0 TERMS OF REFERENCE

The scope of work includes but is not limited to:

- Travel by CEDA staff on duty
- Persons travelling on behalf of or at the request or invitation of CEDA to meetings and other events in and outside Botswana i.e. Domestic and International
- Planning and booking of itineraries
- Provision of travel tickets, hotel bookings and meeting venues – on request
- Group reservations in Botswana and internationally
- Advising on any disruptions related to travel, whether by air, train, public transport, etc caused by strikes, demonstrations, weather conditions, etc.
- Other travel services (obtaining VISA, FOREX, Excess baggage, etc).

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 Companies and Intellectual Property Authority (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.

(e) Public Procurement and Asset Disposal Board (PPADB) Registration; **Code 102 Sub Codes 01** issued by PPADB.

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 Capability and capacity of the service provider (past experience) with a detailed company profile.

4.2 CVs of at least two (2) key personnel detailing their work experience and qualifications

4.3 Proposed additional value adding services

4.4 Proven record of providing managed travel services to an organization of similar size to CEDA, with at least two (2) references.

4.5 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:

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 Secretariat-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 **18th October 2019**.

5.4 Closing date for proposal submission must be no later than **15:00hrs on 30th October 2019** (as per CEDA timepiece displayed at Reception Area).