

EXPRESSION OF INTEREST FOR PROVISION OF AN ONLINE FINANCIAL SOLUTION FOR CEDA CLIENTS

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 an online financial solution for CEDA clients.

2.0 TERMS OF REFERENCE

The online financial solution should have the capability to interact with the current financial accounting systems used by clients on daily basis [such as quick books, pastel, etc.]

2.1 The online financial solution should capture information such as but not limited to;

- i. Sales
- ii. Petty cash
- iii. Purchases
- iv. Inventory/stock
- v. General expenses
- vi. Operating expenses
- vii. Banking
- viii. Payroll
- ix. Estimates/quotations

2.2 The online dashboard where entrepreneur transacts and captures data should have the capability of providing financial reports being but not limited to;

- i. Statement of Cash Flow
- ii. Income Statement
- iii. Statement of Financial Position

2.3 The online solution should provide financial performance indicators (e.g. stock turnover rate, financial ratios such as gross profit margin ratio, operating profit margin, net profit margin and return on assets ratio).

2.4 The solution should be flexible to accommodate all sectors.

3.0 COMPLIANCE REQUIREMENTS

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

- 3.1 Certificate of Incorporation and/or Registration of Business Name certified and issued by the Companies and Intellectual Property Authority (CIPA).
- 3.2 Register of shareholders issued and certified by Companies and Intellectual Property Authority (CIPA).
- 3.3 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.

3.4 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 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.
- 4.4 Proven record of providing financial solution with at least two (2) reference letters of similar work.
- 4.5 Meeting all requirements above.

5.0 SUBMISSION OF PROPOSALS

5.1 Proposals must be submitted in three (3) copies (including compliance documents) one (1) original and two (2) copies of the original clearly marked: **"EXPRESSION OF INTEREST FOR PROVISION OF AN ONLINE FINANCIAL SOLUTION FOR CEDA CLIENTS"**

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 **9th March 2020**.

5.4 Closing date for proposal submission must be no later than **15:00hrs on 16th March 2020** (as per CEDA timepiece displayed at Reception Area).