

EXPRESSION OF INTEREST FOR INCLUSION IN CEDA'S SUPPLIER DATABASE

Citizen Entrepreneurial Development Agency (CEDA) is a development financial institution fully owned by the Botswana Government. It was established in August 2001 in response to the recommendations from National Conference on Citizen Economic Empowerment held in 1999 and the 4th Evaluation of FAP which called for support for business development to promote development of citizen entrepreneurship. In pursuit of this goal, CEDA places emphasis not only on funding, but also on the development of citizen entrepreneurs through provision of training and mentoring services.

The Citizen Entrepreneurial Development Agency (CEDA) is updating its Supplier Database that will be used for the next **(2) two** years and therefore invites companies providing the following products/services:

1. Advertising Agency services
2. Catering & Conferencing
3. Event Management, Stage Set-Up
4. HR Consultancy
5. Staff Training
6. Annual Report (Design & Printing)
7. Maintenance (Air Con, Plumbing, Electrical, carpentry)
8. IT Hardware & Related products & services
9. IT Networks & related products & services
10. Software, licenses and related products & services.
11. Internet & connectivity services
12. IT security & disaster recovery services.
13. CCTV & Access Control
14. HSSE trainers (Defensive driving, Incident investigation, Occupational Health & Safety.
15. Corporate Clothing & Promotional material.
16. Banners & Outdoor Displays
17. Stationary, Consumables & Office Equipment.
18. Cleaning chemicals & Detergents
19. Fire Products & Services
20. Photography
21. Filming
22. Printing Houses, Designing & Printing.
23. Towing services / Panel Beaters
24. Television Production
25. Artworks and Crafts

EOI submissions will be checked for completeness and compliance with the requirements of this invitation for expression of interest. The selection will be made on the basis of the following:

- Cover Letter detailing type of service/products the company is applying for.
- A certified copy of tax clearance certificate, certified by the issuing authority.
- A certified copy of PPADB registration certificate of relevant codes certified by the issuing authority.
- Certified copy of certificate of incorporation
- Company profile with company address & bank details.
- Brief CV's of key staff.
- Certified copy (ies) of share certificates for company shareholders or equivalent
- A certified copy (ies) of identity documents for shareholders. In the event a company is a shareholder (shareholder company), a certificate of incorporation accompanied by share certificates as well as identity documents of shareholders of shareholder company must be filed/submitted.
- A certified copy of trading licence.

NOTE: A certified copy is the one that bears the original stamp. These original certified copies should be enclosed in the submission.

Response to advert should be delivered by hand to arrive not later than the closing date for receipt of Tenders which is **15:00 hrs.** on the **22nd July 2015**. As proof of delivery, the Bidder will be required to register his/her submission in a register before slotting it in the tender box. The time used will be as per CEDA clock placed at the tender boxes.

Response to advert should be marked with the following: **"EOI: INCLUSION IN CEDA'S SUPPLIER DATABASE"** on the outside of the envelope and should be addressed to:

Secretary – Management Tender Committee, CEDA Head Office, at CEDA House Plot 54358 Prime Plaza CBD – Telephone number (267) 3170895 or email: tenderenquiries@ceda.co.bw Private Bag 00504 Gaborone.

CLOSING DATE: 22ND JULY 2015 @1500HRS