

EXPRESSION OF INTEREST

INVITATION FOR EXPRESSION OF INTEREST FOR THE PROVISION OF MEDICAL AID SERVICES FOR CITIZEN ENTREPRENEURIAL DEVELOPMENT AGENCY STAFF

Background

Citizen Entrepreneurial Development Agency (CEDA) invites proposals from reputable registered service providers for the provision of Medical Aid Services to CEDA Staff.

The service provider will be responsible for the provision of a full comprehensive medical aid cover for over 271 employees and dependents. The technical proposals should cover the following areas;

- i. Provision to have options to include legal dependents
- ii. All benefits, including limits of cover, hospital plan, claims administration
Process should be outlined in no uncertain terms.
- iii. Provision to provide the organization with a comprehensive HIV/AIDS
Management programme for its affected employees.

Terms and conditions of the EOI

1. Expression of interest proposals should be accompanied by the following documents;

- Certified copy of certificate of incorporation/registration (for companies).
- Certified copy of tax clearance certificate, certified by the issuing authority.
- Certified copy (ies) of share certificates for company shareholders.
- 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 a form which shows a list of shareholders as well as identity documents of shareholders of shareholder company must be filed/submitted.**
- Valid registration with NBFIRA and proof of compliance.
- PPADB registration Code 127 sub code 02 for medical aid scheme, certified by the issuing authority.

2. Proposal documents should be deposited in the expression of interest box provided at CEDA Head Office, Administration Department, not later than **22nd OCTOBER 2015 at 1500hrs CEDA time.**

3. Late, facsimile and electronic submissions will not be accepted.

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;

1. Capability and capacity of the service provider.
2. Number of resource people and their qualifications and roles.
3. Proven track record in the provision of medical aid services (bidders should submit at least 2 references.)
4. Benefits Schedule (Pricing and Clear Limits of Cover)
5. ERP System the company uses.
6. Financial Statements

Submission of Proposals

Submissions should be placed in a sealed envelope clearly marked "Expression of Interest for the provision of Medical Aid Services for CEDA Staff" and addressed and hand delivered to:

The Secretary – Management Tender Committee
CEDA Head Office
Prime Plaza, Plot 54358 CBD, Gaborone
Corner of Khama Crescent Extension and PG Matante Road
Private Bag 00504, Gaborone

All enquiries should be directed to tenderenquiries@ceda.co.bw

CLOSING DATE: 22nd OCTOBER 2015 AT 1500HRS AS PER CEDA TIME PIECE.