

EXPRESSION OF INTEREST

EXPRESSION OF INTEREST FOR THE INCLUSION IN CEDA’S SUPPLIER DATABASE

NB: REFERENCE IS MADE TO THE ABOVE MENTIONED EOI WHICH APPEARED IN VARIOUS PRINT MEDIA HOUSES IN JUNE 2015.

THE PUBLIC IS INFORMED THAT THE ABOVE MENTIONED EOI IS A RE-ADVERTISEMENT AND BIDDERS ARE INVITED TO RE-SUBMIT THEIR DOCUMENTS.

FOR ANY CLARIFICATION CONTACT THE MANAGEMENT TENDER COMMITTEE SECRETARY ON THE FOLLOWING: tenderenquires@ceda.co.bw OR 3170895.

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. Training & Coaching Services
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, licencens and related products & services.
11. Internet & connectivity services
12. IT security & disaster recovery services.
13. CCTV & access control
14. IT training services
15. HSSE trainers (Defensive driving, Incident investigation, Occupational Health & Safety.
16. Corporate Clothing & Promotional material.
17. Banners & Outdoor Displays
18. Stationary ,Consumables & Office Equipment.
19. Cleaning chemicals & Detergents
20. Fire Products & Services

21. Photography & Filming
22. Printing Houses, Designing & Printing.
23. Towing services / Panel Beaters

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 **16th December 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: THE 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.

NB: All enquiries regarding the above should be emailed tenderenquires@ceda.co.bw.

CLOSING DATE: 16th DECEMBER 2015 @1500HRS