

EXPRESSION OF INTEREST

INVITATION FOR EXPRESSION OF INTEREST FOR THE PROVISION OF SERVICES TO THE CITIZEN ENTREPRENEURIAL DEVELOPMENT AGENCY FOR HOSTING THE WORLD FEDERATION OF DEVELOPMENT FINANCE

NB: THE EXPRESSION OF INTEREST IS OPEN TO 100% CITIZEN OWNED COMPANIES ONLY OR INDIVIDUALS. THE COMPANIES SHOULD BE REGISTERED IN BOTSWANA

Background

Citizen Entrepreneurial Development Agency (CEDA) was awarded the rights to host the World Federation of Development Finance Institutions Joint CEO Forum. The Joint CEO Forum will be held from **02 – 04 November 2016 in Gaborone**. The Joint CEO Forum will take place at the **Gaborone International Convention Centre (GICC)** and it is expected that about 300-400 delegates from around the World will be in attendance.

The World Federation of Development Finance Institutions (WFDFI) is made up of the following Member Associations; Association of African Development Finance Institutions (AADFI), the Association of Development Finance Institutions in member-countries of the Islamic Development Bank (ADFIM), the Association of Development Finance Institutions in Latin America (ALIDE) and the Association of Development Financing Institutions in Asia and Pacific (ADFIAP).

The WFDFI Joint CEO Forum will draw participants from across the four DFI Associations. The participants will be mainly CEOs and high ranking officials from member institutions and Government officials of the member countries.

CEDA invites wholly owned Citizen owned companies/ individuals interested parties to submit proposals for the provision of services to successfully host the event. Expressions of interest proposals are invited from the following service providers;

1. Transportation

- i. 65 seater coach
- ii. Shuttle services
- iii. Rental vehicles to be used by executives and the secretariat

2. Security

- i. Security services

3. Information Technology

- i. Transmission services including mobile devices and radios
- ii. Microphones
- iii. Audio and visuals
- iv. Internet services
- v. On Transit Wi-Fi
- vi. Website design
- vii. Video Production
- viii. Photography Services

4. Conference Management and logistics services comprising of but not limited to conference equipment hire, simultaneous translation equipment, microphones and lapel mic

5. Translation services – French, Portuguese, Spanish, Mandarin and Arabic

6. Secretarial services, including printer and copier hire, stationery and flight confirmations.

7. Communications and Media, including advertising agency services.

8. Medical Facilities

- i. On-site clinic*, to assist delegates in case of illness and emergencies; staffed at minimum with a nurse that can consult and prescribe medication. Please provide Doctor back-up.
- ii. Stand-by Ambulance*, to transfer patients to appropriate health facility; staffed at minimum with Intermediate Life Support (ILS). Please provide Advanced Life Support (ALS) back-up.
- iii. Evacuation services*, to assist with the air evacuation in the event of emergency.
- iv. Value add services* to enhance the level of care during the conference

9. Entertainment services, including performers

10. Tour Guides

11. Merchandise / Shwag

Terms and conditions of the EOI

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

- i. Cover letter indicating service being provided by the company/individual
- ii. Certified copy of certificate of incorporation/registration (for companies)
- iii. Certified copy of VAT registration, certified by the issuing authority
- iv. Certified copy of Valid Tax clearance certificate, certified by the issuing authority.
- v. Any relevant PPADB registration certificate where applicable, certified by the issuing authority
- vi. A certified copy of the share certificate showing all shareholders and the number of shares held ***(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.***
- vii. A certified copy of Omang or Identification document of shareholders.

NOTE: A CERTIFIED COPY IS THE ONE THAT BEARS THE ORIGINAL STAMP.

1. Expression of Interest submissions should clearly indicate the type of service being proposed for offer.

2. Proposals in sealed envelopes should be deposited in the tender box situated in the CEDA Head Office, Ground Floor at CBD at the corner of PG Matante Road and Khama Crescent Extension Prime Plaza Plot 54358 by the **30TH MARCH 2016 at **1500HRS** CEDA time and addressed to:**

The Secretary
Management Tender Committee
CEDA Head Office
CBD at the corner of PG Matante Road and Khama Crescent Extension
Prime Plaza Plot 54358 Gaborone

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 on the basis of the following;

- 1. Capability and capacity of the service provider.
- 2. Number of resource people and their qualifications.
- 3. Experience of similar assignments previously carried out ***(At least 2 relevant references)***

For any enquiries in relation to the advert above please contact; tenderenquiries@ceda.co.bw

CLOSING DATE: 30TH MARCH 2016 AT 1500HRS