

INVITATION FOR EXPRESSION OF INTEREST FOR THE PROVISION OF AUCTIONEERING AND DEPUTY SHERIFF SERVICES TO THE CITIZEN ENTREPRENEURIAL DEVELOPMENT AGENCY

Background

Citizen Entrepreneurial Development Agency (CEDA) invites interested parties to submit proposals for the provision of auctioneering and deputy sheriff services. Expressions of interest proposals are invited from the following service providers;

1. Auctioneers
2. Deputy sheriffs

Terms and conditions of the EOI

1. Expression of interest proposals should be accompanied by the following documents;
 - i. Certificate of incorporation/registration (for companies) or A certified copy of Omang for individuals
 - ii. VAT registration certified by the issuing authority for those who qualify or exemption certificate
 - iii. Valid Tax clearance certificate certified by the issuing authority or equivalent
 - iv. A 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.*)
 - v. A certified copy of Omang /Identification of shareholders.
 - vi. Auctioneers - certified copy of REAC certificate from Real Estates Advisory Council and certified copy of REIB-certificate of affiliation from Real Estates Institute of Botswana
 - vii. Deputy Sheriffs- certified copy of valid Deputy Sheriff license

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

1. This invitation for expression of interest is open to **citizens and 100% citizen owned companies only**, the companies should be registered in Botswana.
2. Expression of Interest submissions should clearly indicate the type of service being proposed for offer.

3. 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 **4th August 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

4. 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: 4th August 2016 AT 1500HRS.