

## INVITATION TO TENDER

### TENDER NO: CEDA 016 / 2025 - 2026 INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR BUSINESS PROCESS REDESIGN AND REENGINEERING (BPR) PROJECT

1. Sealed Tender offers are invited for consultancy services for the redesigning and reengineering of CEDA's core business process.
2. Procurement Method is: Open Domestic Bidding Method
3. Tenderers must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority (PPRA) in the following categories: **Code: 317 (Other Consultancy Services) Sub code: 01 (Management Consultancy Services).**
4. In the event that the bidder is a joint venture / partnership / consortium / subcontracting / technical partner / alliance / association / cooperation or similar relationship must be **100% Citizen Owned**, there must be full adherence to all the compliance requirements by each constituent member of the joint venture/partnership/consortium. Agreement between all parties involved should be submitted and signed off articulating works percentage wise to be carried out by both parties.
5. The tender is not open to company(s)/individual(s) employed at Owned Entities/Parastatals or any such entities wherein the Government has a stake/shareholding and any bids from such company(s)/individual(s) shall not be accepted.
6. This tender is reserved for **Citizen(s) or 100% Citizen Contractor(s)** in line with Section 76 of the Public Procurement Act.
7. The Agency shall assess bidders in accordance with the Economic Inclusion Act of 2021, which gives preference to **"targeted Citizens"** as defined in the Act. Preference Margins will be applied to qualifying bidders in line with the following schemes:
  - 7.1. Citizen Economic Empowerment Policy (CEEP),
  - 7.2. Economic Diversification Drive (EDD) or
  - 7.3. Local Procurement Scheme (LPS)
8. The Physical address for submission of bid documents is:
 

**Procurement Manager  
Citizen Entrepreneurial Development Agency  
Four Thirty Square, Plot 54350, Philip Matante Road  
CEDA House, CBD.  
Reception Area, Ground Floor  
Gaborone, Botswana**
9. Tender documents are available for purchase and collection at **CEDA Head Office Only** at a non-refundable fee of **P250.00 (Two Hundred and Fifty Pula Only)** inclusive of VAT and **P 125.00 (One hundred and Twenty-Five Pula)** inclusive of VAT for youth owned companies as per Presidential Directive CAB (B)/2015 from the **11<sup>th</sup> September 2025**.
10. Tender documents may be collected during working hours between **09:00AM and 16:00PM**.
11. The non-refundable fee for the tender document can be deposited in the CEDA Bank Account and the details are as follows:
 

**Citizen Entrepreneurial Development Agency (CEDA)  
Standard Chartered Bank Botswana  
Standard House  
Account Number: 0100158058800  
Branch Code: 662167  
Swift Code: SCHBBWGXXXX**
12. Tender document shall be issued upon provision of Proof of Payment (POP) and confirmation of receipt of funds. All funds transfer bank charges shall be borne by the bidder. Bidders must email the proof of payment to: **procurement@ceda.co.bw** for verification of funds. **Reference for payment should be the Company Name and CEDA 016 / 2025-2026 for identification of funds.**
13. Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than **3<sup>rd</sup> October 2025** before close of business to Mrs Thato Ramaribana or Mr Legodile Seitshiro. Tel No. 3991084 or 3991160, Email address: **tenderenquiries@ceda.co.bw**
14. All Bids must be received no later than **10:00hrs on 23<sup>rd</sup> October 2025** (As per CEDA timepiece placed at Reception Area).
15. The Bid Submission Method is: Two (2) Envelope Submission Method
16. One (1) original tender document marked ORIGINAL and two (2) duplicate copies of the original document marked copy in one sealed envelope clearly marked: "Tender Reference No **"CEDA 016 / 2025 - 2026 | INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR BUSINESS PROCESS REDESIGN AND REENGINEERING (BPR) PROJECT"**".
17. The name and address of the bidder should be clearly marked on the envelope.
18. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.
19. The Public Procurement Regulatory Authority's Standardised conditions of Tender apply to this procurement, for which all the applicable Tender Data is contained in the Tender Document. Notwithstanding anything in the foregoing. CEDA is not bound to accept the lowest or any tender offer.