

EXPRESSION OF INTEREST

EXPRESSION OF INTEREST FOR DESIGN OF CEDA BRANCHES MODEL OFFICE

Background

CEDA invites submissions from suitably qualified and experienced, 100% youth Architects and/or Youth Architectural firms registered and operating in Botswana to submit expression of interest for the design of CEDA branch model office and production of a plan.

Submissions to include the following:

TERMS AND CONDITIONS OF THE EOI

1. Expression of Interest submissions should be accompanied by the following documentation;

- Copy of certified Certificate of Incorporation and / or Registration of Business.
- Copy of Register of shareholders (form 2) issued by CIPA.
- Copy of Registration certificate by Architects Registration Council (ARC).
- Certified copy of identity document(s) for shareholder(s). 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 submitted. In the event the applicant is an individual, a copy of Omang and or Trading Name.
- Copy of Valid Tax Clearance Certificate.
- Copy of Public Procurement and Asset Disposal Board (PPADB) Registration; Code **301 Sub Code 01**.

2. 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:

- Capability and capacity of the service provider; summary of works similar to or equivalent to the requirements of this EOI.
- Project resource personnel; work experience and qualifications.
- Proven record of previous related assignment, submit at least two (2) references.
- The selected entity should be able to demonstrate ability to process the plan for council approval.
- A brief approach and methodology.

3. Submission of Proposals

- Submissions should be placed in a sealed envelope clearly marked "**EXPRESSION OF INTEREST TO DESIGN CEDA BRANCH MODEL OFFICE**".
- Proposal documents should be deposited in the expression of interest box provided at CEDA Head Office, Administration Department, addressed and hand delivered to :

The Secretary - Management Tender Committee
Citizen Entrepreneurial Development Agency
Four Thirty Square, Plot 54350, Philip Matante Road
CEDA House, CBD.
Gaborone, Botswana

- Late, facsimile and electronic submissions will not be accepted.
- All enquiries should be directed to tenderenquiries@ceda.co.bw
- Closing date: **25th June 2018**

EXPRESSION OF INTEREST

EXPRESSION OF INTEREST FOR PROVISION OF TRACING SERVICES

Background

CEDA invites proposals from 100% citizen owned suitably qualified and experienced tracing services companies or registered businesses, registered and operating in Botswana to submit proposals for the provision of tracing services to CEDA.

TERMS AND CONDITIONS OF THE EOI

1. Expression of Interest submissions should be accompanied by the following documentation;

- Copy of certified Certificate of Incorporation and/or Registration of Business.
- Copy of Register of Shareholders (form 2) issued and certified by the CIPA.
- Certified copy of identity document(s) for shareholder(s). 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 submitted.
- Copy of Valid Tax Clearance Certificate issued by Botswana Unified Revenue Services.
- Copy of Value Added Tax (VAT) Registration Certificate or exemption thereof, issued and certified by the Botswana Unified Revenue Services.

2. 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:

- Capability and capacity of the service provider (Past Experience)
- Number of resource people and their qualifications
- Proven track record of bidders should be submitted, at least two (2) references.

3. Submission of Proposals

- Submissions should be placed in a sealed envelope clearly marked "**EXPRESSION OF INTEREST FOR PROVISION OF TRACING SERVICES**".
- Proposal documents should be deposited in the expression of interest box provided at CEDA Head Office, Administration Department, addressed and hand delivered to:

The Secretary - Management Tender Committee
Citizen Entrepreneurial Development Agency
Four Thirty Square, Plot 54350, Philip Matante Road
CEDA House, CBD.
Administration Department, Third floor
Gaborone, Botswana

- Late, facsimile and electronic submissions will not be accepted.
- All enquiries should be directed to tenderenquiries@ceda.co.bw

Closing date: **25th June 2018 at 1500hrs**

EXPRESSION OF INTEREST

EXPRESSION OF INTEREST FOR SUPPLIER DATABASE

1.0 BACKGROUND

CEDA invites suitably qualified 100% citizen owned suppliers and/or service providers/companies operating in Botswana to submit expression of interest for inclusion in the CEDA supplier database.

2.0 BRIEF SUMMARY OF SCOPE

Citizen Entrepreneurial Development Agency (CEDA) is updating its Supplier Database that will be used for the next two (2) years and therefore invites companies providing the following products/ services:

- Catering & Conferencing
- Staff Training
- Annual Report (Design & Printing)
- Building Maintenance
- Software, Licenses and related products & services
- Safety, health and environment consultancy
- Corporate clothing & promotional material
- Banners & outdoor displays
- Stationary, consumables & office equipment
- Cleaning chemicals & detergents
- Fire products & services
- Pest control
- Photography
- Removal, shipping and distribution
- Towing services or Panel beaters
- Artworks and crafts
- General Supplies

3.0 COMPLIANCE REQUIREMENTS

Expression of Interest submissions should be accompanied by the following documentation:

- Cover letter detailing type of service/products the company is applying for; Maximum of five categories
- Copy of certified Certificate of Incorporation and / or Registration of Business
- Copy of Register of shareholders (Form 2) issued by CIPA
- Certified copy of identity document(s) for shareholder(s). 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 submitted
- Copy of Valid Tax Clearance Certificate
- Copy of Value Added Tax (VAT) Registration Certificate or exemption thereof, issued and certified by the Botswana Unified Revenue Services
- Company profile with company physical address & bank details
- Certified copy of EDD certificate, where applicable
- Certified copy of trading license
- Brief CV's of key staff

4.0 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:

- Past experience of supplies or service provision; Summary of jobs carried out in the past two years (Contract value and contact persons)
- CVs of Key resource personnel detailing work experience and qualifications
- Proven record of previous related assignment; submit at least two (2) references from clients of similar magnitude

5.0 SUBMISSION OF PROPOSALS

- Submissions should be placed in a sealed envelope clearly marked "**EXPRESSION OF INTEREST FOR SUPPLIER DATABASE**".
- Proposal documents should be deposited in the expression of interest box provided at CEDA Head Office, Administration Department, addressed and hand delivered to:

The Secretary - Management Tender Committee
Citizen Entrepreneurial Development Agency
Four Thirty Square, Plot 54350, Philip Matante Road
CEDA House, CBD.
Administration Department, Third floor
Gaborone, Botswana

- Late, facsimile and electronic submissions will not be accepted
- All enquiries should be directed to tenderenquiries@ceda.co.bw
- Submissions should be ring/ spiral bound only. Failure to adhere to the specification of ring/ spiral bind will lead to disqualification
- Closing date: **26th June 2018 at 1500hrs**