

INVITATION TO TENDER

TENDER NO: CEDA 004 / 2019 – 2020 INVITATION TO TENDER FOR LEASING OF COLOURED AND BLACK AND WHITE PHOTOCOPIING MACHINES FOR CEDA OFFICES FOR A THREE (3) YEAR PERIOD

Citizen Entrepreneurial Development Agency (CEDA) invites bids from suitably qualified and experienced companies registered and operating in Botswana to lease coloured and black and white photocopiers to CEDA Offices for a period of three (3) years.

The Physical address for submission of bid documents is:

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

1. Tender documents are available for collection at a non-refundable fee of **P250.00. (Two Hundred and Fifty Pula Only)** inclusive of VAT from **29th July 2019**.
2. Queries or clarifications relating to the tender should be addressed to Procurement on email **tenderenquiries@ceda.co.bw** in writing no later than **12th August 2019**.
3. All Bids must be received no later than **15:00hrs on 28th August 2019** (As per CEDA timepiece placed at Reception Area).
4. Telegraphic, telephone, facsimile, e-mail and late bids will not be accepted.
5. Visit CEDA website **www.ceda.co.bw** for more details.