

**AN EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF
OFFICE SPACE FOR THE COMPETITION AND CONSUMER
AUTHORITY FOR A PERIOD OF THREE (3) YEARS**

TITLE: CCA 102/2026-2027

JUNE 2026

NAME AND ADDRESS DETAILS OF PROCURING DEPARTMENT AND ITS AGENT PREPARING THE DOCUMENTS	
PROCURING DEPARTMENT	PROCURING AGENTS
Competition & Consumer Authority Private Bag 00101 Gaborone	All Enquiries: Ms. Felicity Bogacu Tel: 3712032 /3934278 Email: procurement@cca.co.bw

Title: An Expression of Interest (EOI) for the Provision of Office Space to Competition and Consumer Authority for a period of three (3) years

Ref.: **CCA 102/2026-2027**

TITLE: AN EXPRESSION OF INTEREST FOR THE PROVISION OF OFFICE SPACE FOR THE COMPETITION AND CONSUMER AUTHORITY FOR A PERIOD OF THREE (3) YEARS

1.0 COMPETITION AND CONSUMER AUTHORITY (CCA) invites proposals from **100% citizen owned** suitably qualified and experienced companies, partnerships/joint ventures/consortiums, or individuals (Botswana Nationality) to provide office space for CCA for a period of three (3) years in Gaborone

1.1 The Procuring Organisation is the COMPETITION AND CONSUMER AUTHORITY (CCA).

COMPLIANCE REQUIREMENTS

- 1.2
- a) Expression of Interest submissions should be accompanied by the following compliance documentation;
 - b) Certificate of Incorporation and / or Registration of Business Extract issued by Companies and Intellectual Property Authority (CIPA). For Companies only;
 - c) Company Extract issued by Companies and Intellectual Property Authority (CIPA). For Companies only;
 - d) Certified copy of identity document(s) for shareholders of companies and individuals. In the event a company is a shareholder (Shareholder Company) a certificate of incorporation accompanied by register of shareholder as well as identity documents of shareholders the company;
 - e) Valid Tax Clearance Certificate issued by the Botswana Unified Revenue Service or tax pin with certificate number. For Companies only;
 - f) Form of response (Appendix A).

Failure to submit any of the above shall lead to disqualification

OFFICE SPACE REQUIREMENTS

The office space should meet the following requirements;

- a) Office space in Gaborone measuring between 1300-1700 square meters.

The proposal must include the rental rate per square meter as well as the total price ordered for the three (3) year period

- b) The office space must have a minimum provision of fifty (50) parking bays.
- c) The office space must be fully serviced (i.e water, electricity, sewage).
- d) The office space must conform to current council planning and building standards the (occupation permit and the approved building plans to be submitted).
- e) The office space should be an open modern floor plan with emergency exit doors.
- f) The office space must be easy accessibility BY public transportation
- g) The office space must be clean and in a good habitable condition and the structure must be in good condition. (To be determined during site visit).
- h) The proposed office space should have toilets (Male and Female)
- i) The EOI proposal is to include the maintenance programme of the building
- j) Include any available security, other levies to pay as well as a rough estimation of utility bills
- k) Indicate the price escalations and the frequency of escalation.
- l) Indicate the date when the building will be ready for occupation
- m) Please provide attachments e.g. title deed, floor plans, photos etc.

NB: The EOI proposal should be clearly labelled all required for ease of reference

1.3

1.4	<p>The closing time for receipt of EOI offers is 10:00hrs on Thursday 09th July 2026. EOI offers should be hand delivered to COMPETITION & CONSUMER AUTHORITY (CCA) situated at Plot 28, Matsitama Road, Main Mall, Gaborone</p> <p>Late, faxed, post mailed, e-mailed, and telephonic proposals will not be accepted.</p>
1.5	<p style="text-align: center;"><u>SUBMISSION REQUIREMENTS</u></p> <p>Proposals must be submitted in three (3) copies (including compliance documents); one (1) original and two (2) copies, and the proposal must be clearly marked “An Expression of Interest (EOI) for the Provision of Office Space to Competition and Consumer Authority for a period of three (3) years - CCA 102/2026-2027”</p>
1.6	<p style="text-align: center;"><u>SELECTION CRITERIA</u></p> <p>a) The submissions will be evaluated for completeness and compliance with the requirements of this Expression of Interest.</p> <p>b) The selection/pre-qualification will be made based on the following:</p> <ul style="list-style-type: none"> i. Compliance to the office space requirements outlined under point 1.3 ii. Compulsory site visit to view the proposed office <p>This EOI is meant to solicit proposals for available office space. Therefore, CCA reserves the right to lease or not to lease the office space in the said areas.</p>
1.7	<p>All clarifications and queries which must be in writing, must be addressed to:</p> <p>Procurement Unit</p> <p>Email: procurement@cca.co.bw and copy fbogacu@cca.co.bw</p> <p>Contacts: +267 3712032 /3934278</p> <p>Please note: All correspondences should have CCA 102/2026-2027 as the subject</p>
1.8	<p>Notwithstanding anything in the foregoing, COMPETITION & CONSUMER AUTHORITY is not bound to accept any offer or to bear any expense incurred by bidders in the preparation thereof.</p>

The COMPETITION & CONSUMER AUTHORITY Procurement and Asset Disposal Standardised Conditions of Tender apply to this procurement, for which all the applicable Data is contained in the documents.



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Kesego Modongo
Acting Chief Executive Officer

ANNEXURE 1

RESPONSE FORM

Below is the format of response for this EOI that must be adhered to by all the bidders. **Failure to follow this format will render the proposal unsuccessful.**

Company Name	
Location of Headquarters and address:	
If bidder is partnering with another Company to provide solution, details of partner should be indicated here (Attach documents)	
What type of support will there be after implementation? Local, Regional, Telephonic	
Reference Sites and References: (Projects completed that are of similar nature to the requirements of this EOI) A brief description of the nature of the project is required.	
PRIMARY POINT OF CONTACT FOR THIS EOI RESPONSE: Include name, address, email, phone, fax & cellular information in contact details	

Company Stamp: