EVOKE DIGITAL / BUSINESS TOOLKIT

Botswana SME Compliance and Tender Checklist

Keep the right documents ready before you register, apply or bid.

Register and record

- [ ] Choose the business structure and verify the filing route and charges in CIPA OBRS.
- [ ] Save the certificate, entity extract and required owner or director records.

Check tax and licences

- [ ] Verify the BURS registration and tax obligations that apply to your activities.
- [ ] Check sector and council licences, expiry dates and renewal requirements.

Prepare to bid

- [ ] Review your PPRA IPMS supplier profile and the tender's category and conditions.
- [ ] Build a document list from the notice and confirm the submission method and deadline.

Prepare for funding

- [ ] Check the current CEDA product checklist against your activity and proposed costs.
- [ ] Save the budget, required supporting records, quotations and submission reference.

Maintain one evidence folder

- [ ] Keep the latest signed records and official receipts in a private folder.
- [ ] Assign a person to track filing dates, renewals and tender clarifications.

Use the latest official instructions for the specific activity, funding product or tender.

Official starting points

CIPA OBRS BURS PPRA IPMS CEDA