

## EXPRESSION OF INTEREST

### EOI-01-2023

#### EXPRESSION OF INTEREST (EOI) FOR THE BRANDING OF THE MVA FUND FRANCISTOWN OFFICE

MVA Fund invites suitably qualified professional entities for the branding of the MVA Fund Francistown Office.

#### PROJECT GOALS AND OBJECTIVES

The Fund seeks to achieve the following specific goals and objectives through this branding process:

- Enhance the image of MVA Fund
- Improve the visibility of the MVA Fund office
- Timelessly differentiate it from the surrounding infrastructures
- Provide a technology-based platform for the advertising of the MVA Fund products and services

#### PROJECT DESIGN AND IMPLEMENTATION

- Describe the Vendor's overall strategy to design and install the branding of the building
- Provide an overview of the Vendor's vision of the services they will provide, including:
  - Sample Designs
  - Proposed materials to be used and their maintenance requirements
  - To stipulate the warranty period for the services rendered
- Describe the steps and a typical timeline for the design development and installation process.
- Indicate possible risks that could potentially affect the timely delivery of the required service and how they will be mitigated

#### ADDITIONAL INFORMATION

Provide any additional information that has not been addressed elsewhere that you feel would aid the Fund in determining your ability to provide the services.

#### SITE VISIT

Bidders are invited for a mandatory site visit in Francistown on the 30<sup>th</sup> of March 2023 at 10:00hrs. Note that this is construction site, therefore bidders will require reflective vests, safety boots and a hard helmet to enter the site. Only entities that have attended the site visit will be illegible to quote for the required services..

Consideration for this work will be based predominantly on the service provider's traceable past experience and knowledge in carrying out same or similar work.

All Service Providers are required to include the following details in their EOI Submissions.

- Company shareholder information and certified copies of identification documents

- Relevant PPADB Registration Certificates and Code Code 138 Marketing and Public Relation Services, either Sub codes: 01-03, Tax Clearance Certificate, Notice of VAT Registration or Letter or Exemption.
- Company registration or incorporation documents
- Evidence of the Service Provider's technical capacity to provide the required services, at least 2 written references for similar work.
- Proof of a valid Professional Indemnity insurance cover

#### PRICING

After the site visit vendors will be required to provide a detailed pricing of the work to be undertaken, accompanied by a comprehensive project plan covering the project design and implementation as stated above before the closing date.

#### EVALUATION

Evaluation of bids will predominantly be based on the technical capacity of the bidder to provide the service. A winning design concept will be considered, and price will not be a determining factor.

#### TERMS AND CONDITIONS

- Failure to comply with the above conditions will result in disqualification from further consideration
- The Fund reserves the right to cancel or reject any and or all EOI Submissions without the need to reasons for such a decision.
- Submissions received after the closing date and time will not be considered.
- Telephonic, telex, facsimile or electronic mail submissions will also not be considered.
- Please note that this call for expression of interest does not in any way form a contract or a financial obligation on the Fund to the companies that express interest.

#### CLOSING DATE

Sealed submissions clearly marked "EOI-01-2023: BRANDING OF THE MVA FUND FRANCISTOWN REGIONAL OFFICE" must be addressed and delivered by hand to the following address by the 13<sup>th</sup> of April 2023 by 15:00hrs.

#### Tender Box

3rd Floor, MVA Fund House  
Plot No. 50367, Fairgrounds  
Gaborone

Further details relating to this Notice should be directed to Corporate Communications Department on Telephone (+267) 3188533, Fax (+267) 3188124, email [gbanabothle@mvafund.bw](mailto:gbanabothle@mvafund.bw) or [smosweu@mvafund.bw](mailto:smosweu@mvafund.bw) on or before 13<sup>th</sup> April 2023.

#### MOTOR VEHICLE ACCIDENT FUND

**Gaborone** MVA Fund House, Plot 50367, Fairgrounds Office Park, Tel: 3188533 Fax: 3188124

**Francistown** Ngilichi House, Plot 306/7, Meriting Complex, Tel: 2410670 Fax: 2410700

**Maun** Plot 1196, Shop D2, Engen Centre, Tel: 6861788 Fax: 6862021

**Kang** Plot 659, Gamonyemana Ward, Telfax: 6517124/1

**Palapye** House No. PA8MQ1/G, BHC Offices, Tel: 4921022 Fax: 4921024

**Selebi-Pikwe** CBH Building, Plot 2574, Town Centre, Tel: 2600275/63 Fax: 2600239

**Toll free** 0800 600 739

**Email** [mvafund@mvafund.bw](mailto:mvafund@mvafund.bw)

**Website** [www.mvafund.bw](http://www.mvafund.bw)

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 MVA Fund Botswana

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