
TENDERING PROCEDURES- TENDER NOTICE AND INVITATION TO TENDER

MOTOR VEHICLE ACCIDENT FUND.

- **Tender Reference No: RFP-06-2023**
 - **Procurement Requirements:** Quality Assurance Review of the Internal Audit Department.
 - Sealed Tender offers are invited for the provision of: Auditing Services for Quality Assurance Review of the Internal Audit Department.
 - **The Procuring Entity/Organization is:** Motor Vehicle Accident Fund (MVA Fund).
 - **Procurement Method is:** Open Domestic Bidding
 - **Evaluation Method:** Quality and Cost Combined
 - **Prescribed Reservation Schemes:** The Citizen Economic Empowerment Policy and/or Economic Diversification Drive Policy shall be applicable to locally bidding Companies upon submission of proof of registration/Certificates.
 - It is mandatory that the bidding companies must be BICA registered and PPRA registered in the following Code 314 (Finance Related Services); Sub Code 06 (Auditing Services).
 - **The Bid Submission Method is:** Two Envelope Submission Method in which the sealed original and all the sealed copies of the **Technical Offer** are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the **Financial Offer** are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.
 - The name and address of the tenderer should be clearly marked on the envelope.
 - **“Tender Reference No. RFP-06-2023 – Auditing Services for Quality Assurance Review of the Internal Audit Department** shall be delivered to the Tender Box at 3rd floor, MVA Fund House, Plot 50367, Fairgrounds Office Park.
 - The physical address for collection of tender documents is: 3rd Floor, MVA Fund House, Plot 50367, Fairgrounds, Gaborone
 - **Tender Fees:** The tender is issued at a non-refundable standard tender fee of **P150.00 vat inclusive** and for youth owned companies at **P75.00 vat inclusive** upon submission of proof of registration.
 - For online payment use the bank account details below and send proof of payment:
Account name: MVA Fund
Bank name: ABSA
Account Number: 3070588
Branch Code:290267
Swift code: BARCBWGX
Reference: RFP-06-2023 -Name of the company.
 - Site visit: There is no site visit by tenderers for this tender.
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- Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than 14 days before the tender closing date to **Mr. Tshupo Mosweu** or **Mr. Itumeleng Morwe** Tel No. +267 3600100/3600118/3600104 or email tmosweu@mvafund.bw and <mailto:imorwe@mvafund.bw> OR procurement@mvafund.bw
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- The closing date and time for receipt of sealed tender offers is on or before **1500hrs on Friday 02nd June 2023**.
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The Tender Regulations and Procurement Procedures issued by MVA Fund apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.

Notwithstanding anything in the foregoing, the Motor Vehicle Accident Fund is not bound to accept the lowest or any tender offer. MVA Fund reserves the right to cancel the tender at any time without giving reasons.

Tshupo M. Mosweu

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Tender Secretary

Motor Vehicle Accident Fund