
TENDERING PROCEDURES- TENDER NOTICE AND INVITATION TO TENDER

MOTOR VEHICLE ACCIDENT FUND.

- **Tender Reference No:** RFP-06/2023
 - **Procurement Requirements:** HVAC Replacement Installations For MVA Fund Head Office at Plot No 50367 Gaborone
 - Sealed Tender offers are invited for the: **HVAC Replacement Installations For MVA Fund Head Office at Plot No 50367 Gaborone**
 - The Procuring Entity/Organization is Motor Vehicle Accident Fund (MVA) Fund.
 - Procurement Method is: **Open Domestic Bidding**
 - Evaluation Method: **Quality and Cost Combined Method**
 - Prescribed Reservation Schemes: **Citizen Economic Empowerment (CEE) and/or Economic Diversification Drive (EDD) Policy**
 - It is mandatory for Bidders to have registration with PPRA, **Code: 08 Mechanical Engineering Works, Sub Code: 01 –Air conditioning/Refrigeration systems, Grade E and with PPRA, Code 02, subcode 01 Electrical Installations, Grade D**
 - **The Bid Submission Method is:** The Tenderer shall submit **one (1)** original tender documentation and **three (3)** copies of the original tender documentation as part of their tender submission. **The financial proposal** shall be submitted separately in a USB/Flash Drive. Tenderers shall also submit their proposals in a USB/ Flash Drive. Submission of proposal in USB/Flash Drive shall be **mandatory**. The priced bill shall be printed, initialed and stamped with the company stamp and scanned for submission in a Flash Drive. In addition, the excel copy shall also be submitted in the flash drive for arithmetic error checking.
 - **“Tender Reference No. RFP-06-2023 –HVAC Replacement Installations For MVA Fund Head Office at Plot 50367, Gaborone**
 - 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 **P1,100.00** and **P550.00 VAT inclusive** for youth owned companies in Botswana upon submission of proof of registration or ID.
 - For online payments use bank account details below and send proof of payment to contacts below:
 - Account name: MVA Fund
 - Bank name: ABSA
 - Account Number: 3070588
 - Branch Code: 290267
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Swift Code: BARCBWGX

Reference: RFP-06-2023 HVAC- Name of Company

- Site visit: There will be a ***mandatory*** site visit by tenderers for this tender in Gaborone, Plot No 50367 Fairgrounds on **27-28 May 2023 (1000hrs to 1500hrs)**. **Bidders who do not attend the site visit will be disqualified from further tendering.**
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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. Victor William** Tel No. +267 3600100/3600118/3600258 or email tmosweu@mvafund.bw and vwilliam@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 **1000hrs on Thursday 15th 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

Tender Secretary

Motor Vehicle Accident Fund