
TENDERING PROCEDURES- TENDER NOTICE AND INVITATION TO TENDER

MOTOR VEHICLE ACCIDENT FUND.

- **Tender Reference No: RFP-04-2023**
 - Procurement Requirements: **Design, Supply, Installation and Commission of Office Furniture for MVA Fund's Francistown Office.**
 - Sealed Tender offers are invited for the provision of: **Design, Supply, Installation and Commission of Office Furniture for MVA Fund's Francistown Office.**
 - 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: **Reserved for 100% locally registered citizen owned companies**
 - It is mandatory that the **bidding companies** must be PPRA registered in the following codes: **Code 211 General Supplies:** Sub Code-05 Furniture or **Code 213 General Manufactures/Producers:** Sub code 06- Furniture **AND** Code 139 Miscellaneous Services: Sub code- 24 Interior Design and décor.
 - **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-04-2023 – Design, Supply, Installation and Commission of Office Furniture for MVA Fund's Francistown Office** 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 fee of **P500.00 and P250.00 Vat inclusive** for youth owned companies upon submission of proof of registration.
 - 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
 - Swift Code: BARCBWGX
 - Reference: RFP-04-2023 - Name of Company.
-

-
- Site visit: There is a **Mandatory** site visit by tenderers on the **25th of May 2023 at 10:00am in Francistown.**
-
- 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
-

The closing date and time for receipt of sealed tender offers is on or before **1500hrs on Thursday 8th June 2023.**

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