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# TENDERING PROCEDURES- TENDER NOTICE AND INVITATION TO TENDER

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## MOTOR VEHICLE ACCIDENT FUND.

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- **Tender Reference No: RFP-05-2023**
  - Procurement Requirements: **Review of the Organizational Structure, Job Evaluation and Remuneration Policy for MVA Fund.**
  - Sealed Tender offers are invited for the provision of: **Review of the Organizational Structure, Job Evaluation and Remuneration Policy for MVA Fund.**
  - 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 315; Human Resource: Sub Code 01; Organization Design and Change Management and 02; Job evaluation, Compensation and Reward Management.**
  - **The Company must further be Hay Accredited.**
  - **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-05-2023 – Review of the Organizational Structure, Job Evaluation and Remuneration Policy for MVA Fund** shall be **delivered** to the Tender Box at 3<sup>rd</sup> 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 **P250.00 and P125.00 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-05-2023 - Name of Company.
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- Site visit: There is a no site visit 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 **Ms. Poppy C. Sechele** Tel No. +267 3600100/3600118/3600157 or email [tmosweu@mvafund.bw](mailto:tmosweu@mvafund.bw) and [psechele@mvafund.bw](mailto:psechele@mvafund.bw) OR [procurement@mvafund.bw](mailto: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 9<sup>th</sup> 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**