
2 TENDERING PROCEDURES- TENDER NOTICE AND INVITATION TO TENDER

- **MOTOR VEHICLE ACCIDENT FUND.**

- **Tender Reference No: RFP-08-2023**
- Procurement Requirements: **Procurement of Services**
- Sealed Tender offers are invited for the services of: Development and Implementation of Quality Management System (QMS) for MVA Fund
- The Procuring Entity/Organization is: **Motor Vehicle Accident Fund (MVAF)**
- Procurement Method is: **Open Domestic Bidding.**
- Evaluation Method: **Quality and Cost Combined Method**
- It is mandatory that the bidder **must** be PPRA registered in the following codes: **Code 317- Other Consultancy Services-** Sub code: 01 (Management Consultancy Services) or 02 (Education Research Consultancy)
- Lead Consultant must be certified in **BOS ISO 9001:2015**
- **Prescribed Reservation Schemes: reserved for 100% citizen owned entities.**
- **The Bid Submission Method is:** The 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.
- 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 fee of **P150.00** and **P75.00 VAT inclusive** for youth owned companies in Botswana upon submission of proof of registration.
- 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. Kgogaganang Kgakololo** Tel No. +267 3600100/3600118 or email tmosweu@mvafund.bw and kkgakololo@mvafund.bw and procurement@mvafund.bw
- **Site visit: There is no scheduled site visit for this tender.**
- One (1) original tender document marked **ORIGINAL** and 3 duplicate copies of the original Document marked copy in one sealed envelope clearly marked.
- **“Tender Reference No. RFP-08-2023 –Development and Implementation of Quality Management System for MVA Fund”** shall be delivered to the Tender Box at 3rd floor, MVA

Fund House, Plot 50367, Fairgrounds Office Park.

- The name and address of the bidder should be clearly marked on the envelope.
- The closing date and time for receipt of sealed tender offers is on or before **1500hrs on 31st August 2023.**
- **Late tender offers will not be accepted.**

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.



Michael M. Tlhagwane
Chief Executive Officer
Motor Vehicle Accident Fund