

TENDERING PROCEDURES – TENDER NOTICE AND INVITATION TO TENDER

<ul style="list-style-type: none"> • MOTOR VEHICLE ACCIDENT FUND.
<ul style="list-style-type: none"> • Tender Reference No: RFP-01-2024
<ul style="list-style-type: none"> • Procurement Requirements: Provision of Comprehensive Office Cleaning Services for MVA Fund Francistown Office for a three (3) years period
<ul style="list-style-type: none"> • Sealed Tender offers are invited for the provision of: Comprehensive Office Cleaning Services for MVA Fund Francistown Office, Plot 44149, CBD, Behind Galo Mall.
<ul style="list-style-type: none"> • The Procuring Entity/Organization is Motor Vehicle Accident Fund.
<ul style="list-style-type: none"> • Procurement Method is: Open Domestic Bidding
<ul style="list-style-type: none"> • Evaluation Method: Quality and Cost Combined
<ul style="list-style-type: none"> • Prescribed Reservation Schemes: 100% Citizen Owned Companies
<ul style="list-style-type: none"> • Tenderers must be PPRA registered in the following codes: Code: 132 - Cleaning Services Sub code(s): 01- Building cleaning services (including windows, carpets and others)
<ul style="list-style-type: none"> • 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 bidder should be clearly marked on the envelope.
<ul style="list-style-type: none"> • “Tender Reference No. RFP-01-2024 Provision of Comprehensive Office Cleaning Services for MVA Fund Francistown Office shall be delivered to the Tender Box at 3rd floor, MVA Fund House, Plot 50367, Fairgrounds Office Park.
<ul style="list-style-type: none"> • 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 **P150.00 vat inclusive and P75.00 vat inclusive for youth owned** companies in Botswana upon submission of proof of registration payable by cash. Alternatively, an EFT/deposit to the following banking details and presentation of proof of payment upon collection of tender documents:

ACCOUNT NAME: MVA FUND

BANK: ABSA BANK

ACCOUNT NUMBER: 3070588

BRANCH: GOVT ENCLAVE

CODE: 29 02 67

SWIFT CODE: BARCBWGX

Reference: Tender-RFP-01-2024-Name of Company

- Site visit: **Compulsory site visit on the 29th February 2024, at 10:00 am-11:00 am, Plot 44149, CBD, Behind Galo Mall, MVA Fund House 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. Keitumetse Kite-Mose Nkala** Tel No. +267 3600100/ 3600118/ 2410670 or email tmosweu@mvafund.bw and knkala@mvafund.bw OR procurement@mvafund.bw

- The closing date and time for receipt of sealed tender offers is on or before **1500hrs on 13th March 2024.**

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.

Michael Mooketsi Tlhagwane

Chief Executive Officer

Motor Vehicle Accident Fund