

# 1 TENDERING PROCEDURES – TENDER NOTICE AND INVITATION TO TENDER

---

<ul style="list-style-type: none"><li>• <b>MOTOR VEHICLE ACCIDENT FUND.</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Tender Reference No:</b> RFP-02-2024</li></ul>
<ul style="list-style-type: none"><li>• <b>Procurement Requirements:</b> Provision of Guard Security Services for MVA Fund Francistown Office for a three (3) year contract period.</li></ul>
<ul style="list-style-type: none"><li>• Sealed Tender offers are invited for the provision of: Comprehensive Office Security Services for MVA Fund Francistown Office, Plot 44149, CBD, Behind Galo Mall.</li></ul>
<ul style="list-style-type: none"><li>• <b>The Procuring Entity/Organization is</b> Motor Vehicle Accident Fund.</li></ul>
<ul style="list-style-type: none"><li>• <b>Procurement Method is:</b> Open Domestic Bidding</li></ul>
<ul style="list-style-type: none"><li>• <b>Evaluation Method:</b> Quality and Cost Combined</li></ul>
<ul style="list-style-type: none"><li>• <b>Prescribed Reservation Schemes:</b> 100% Citizen Owned Companies</li></ul>
<ul style="list-style-type: none"><li>• Tenderers must be PPRA registered in the following codes: Code: 100 – Security Services Sub code (s): 01 Guard Services</li></ul>
<ul style="list-style-type: none"><li>• <b>The Bid Submission Method is:</b> Two Envelope Submission Method in which the sealed original and all the sealed copies of the <b>Technical Offer</b> are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the <b>Financial Offer</b> are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.</li><li>• The name and address of the bidder should be clearly marked on the envelope.</li></ul>
<ul style="list-style-type: none"><li>• “<b>Tender Reference No. RFP-02-2024 Provision of Guard Security Services for MVA Fund Francistown Office</b> shall be delivered to the Tender Box at 3<sup>rd</sup> floor, MVA Fund House, Plot 50367, Fairgrounds Office Park, <b>Gaborone</b>.</li></ul>
<ul style="list-style-type: none"><li>• The physical address for collection of tender documents is 3rd Floor, MVA Fund House, Plot 50367, <b>Fairgrounds, Gaborone</b></li><li>• <b>Tender Fees:</b> The tender is issued at a non-refundable standard fee of <b>P150.00 vat inclusive and P75.00 vat inclusive for youth owned</b> companies in Botswana upon submission of proof of registration payable by cash. Alternatively, an EFT/deposit</li></ul>

<p>to the following banking details and presentation of proof of payment upon collection of tender documents:</p> <p>ACCOUNT NAME: MVA FUND  BANK: ABSA BANK  ACCOUNT NUMBER: 3070588  BRANCH: GOVT ENCLAVE  CODE: 29 02 67  SWIFT CODE: BARCBWGX  Reference: Tender-RFP-02-2024-Name of Company</p>
<ul style="list-style-type: none"> <li>• Site visit: <b>Compulsory site visit on the 29 February 2024, at 2 pm -3 pm, Plot 44149, CBD, Behind Galo Mall, MVA Fund House Francistown.</b></li> </ul>
<ul style="list-style-type: none"> <li>• 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 <b>Mr. Tshupo Mosweu</b> or <b>Mr. Keitumetse Kite Mose Nkala</b> Tel No. +267 3600100/ 3600118/ 2410670 or email <a href="mailto:tmosweu@mvafund.bw">tmosweu@mvafund.bw</a> and <a href="mailto:knkala@mvafund.bw">knkala@mvafund.bw</a> OR <a href="mailto:procurement@mvafund.bw">procurement@mvafund.bw</a></li> </ul>
<ul style="list-style-type: none"> <li>• The closing date and time for receipt of sealed tender offers is on or before <b>1500hrs on 14<sup>th</sup> March 2024.</b></li> </ul>

**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**