

**EIO: 01/2024 EXPRESSION OF INTEREST FOR THE BEST UTILISATION OF THE
VACANT SPACE IN FRANCSITOWN OFFICE BUILDING, PLOT 44149 CBD**

1. BACKGROUND

The Motor Vehicle Accident Fund is a parastatal organization established under the Motor Vehicle Accident Fund Act, No. 15 of 2007. The MVA Fund's primary source of funding per the MVA Fund Act are fuel levy which is currently at 9.5 thebe per litre of fuel sold and Levy on foreign registered vehicles entering Botswana.

This expression of interest (**EOI**) is being issued by MVA Fund for the purpose of inviting interested companies to propose their plans for utilizing an enclosed rooftop space at a its office building in Francistown Central Business Development (CBD). The space is on the 5th Floor of the building measuring approximately 475 square metres.

2. OBJECTIVE & SCOPE

- a) The objective of this EOI is to attract proposals from local registered companies interested in leasing and utilizing the enclosed rooftop space for suitable use. The space can be customized and transformed into a versatile venue for events, recreational activities, or any other suitable utilization that aligns with the building's purpose.
- b) The enclosed space measures approximately 475 square metres. The below businesses are permitted but not limited to the following.
 - Conference facilities
 - Business Centre
 - Spa & Wellness Centre
 - Gym

Non allowable businesses include.

- Alcoholic Selling Businesses
- Office space
- Nightclubs
- Restaurants
- Retail shops



- Churches
- Salons & Barbershops

3. REQUIREMENTS

- a) Companies, Joint Ventures and other duly incorporated entities expressing an interest **must** submit the following.
 - i) Proposal on the utilization of the space including viability and income projections.
 - ii) Company profile
 - iii) Company registration
 - iv) Trading license
 - v) Tax registration/clearance certificate.
 - vi) Financial capability (audited financials or verified 6 months bank statements)

4. SELECTION PROCESS

- a) All submitted EOIs meeting the above requirements will be evaluated by a selection & evaluation committee appointed by the MVA Fund. The selection & evaluation committee will review the proposals based on various criteria, such as feasibility, creativity, sustainability and compatibility with the building's objectives. Only the best proposals as selected by the selection & evaluation committee will be considered. The decision of the MVA Fund shall be final.
- b) There will be a compulsory tour of space on 04th April 2024 at 1000hrs in Plot 44149 CBD, Francistown (behind Galo Mall). **Only proposals from companies/businesses who participated in the site visit will be accepted.**

5. Terms and Conditions

- a) Failure to comply with the above conditions will result in disqualification from further consideration.
- b) The Fund reserves the right to cancel or reject any or all EOQ submissions without the need to reasons for such a decision.
- c) Submission received after the closing date and time will not be considered.
- d) Telephone, facsimile or electronic mail submission will also not be considered
- e) This call for expression of interest does not in any way form a contract or financial obligation on the Fund to the companies that express interest.



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- f) Shortlisted companies/businesses may be invited for further discussions or presentations.

6. Closing Date

- a) Sealed submission clearly marked **‘EIO: 01/2024 EXPRESSION OF INTEREST FOR LEASING & BEST UTILISATION OF THE VACANT SPACE IN FRANCSITOWN OFFICE BUILDING, PLOT 44149 CBD’** and must be delivered by hand to the following address by the 12th April 2024 at 1000hrs.

The Accounting Officer
3rd Floor, MVA Fund House
Plot 50367 Gaborone.

- b) All inquiries should be made by close of business on 9th April 2024.



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