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# 1 TENDERING PROCEDURES- TENDER NOTICE AND INVITATION TO TENDER

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- **MOTOR VEHICLE ACCIDENT FUND.**

- **Tender Reference No:** RFP-06-2024

- **Procurement Requirements:** Development of the MVA Fund's Communication Strategy

- Sealed Tender offers are invited for the provision of: Consultancy Services to Facilitate the Development of MVA Fund Communication Strategy (2024 – 2029)

- **The Procuring Entity/Organization is:** Motor Vehicle Accident Fund (MVA)Fund.

- **Procurement Method is:** Open Domestic Bidding

- **Evaluation Method:** Quality and Cost Combined

- **Prescribed Reservation Schemes:** 100% Locally registered Citizen owned Companies

- It is mandatory that the **bidding companies** must be PPRA registered in the following codes: Code 317, Sub code: 05 Media and Public Relations Consultancy

- **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.– Consultancy Services for the Development of MVA Fund Communication Strategy (2024 – 2028)** 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 fee of **P150.00 and P75.00 vat inclusive** for youth owned companies in Botswana upon submission of proof of registration.

- **Site visit:** There is no site visit by tenderers for this tender.

- Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than 7 days before the tender closing date to **Mr. Tshupo Mosweu** or **Ms. Gugulethu Banabotlhe** Tel No. +267 3600100/3600118/3600124 or email [tmosweu@mvafund.bw](mailto:tmosweu@mvafund.bw) and

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[gbanabotlhe@mvafund.bw](mailto:gbanabotlhe@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 12<sup>th</sup> April 2024.**
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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