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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-03-2024**

- Procurement Requirements: **Procurement of Medical Advisory Services**

- Sealed Tender offers are invited for the services of: **Provision of Medical Advisory Services to the MVA Fund on matters relating to the treatment and rehabilitation of road crash victims**

- 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 bidding company **must** be PPRA registered in either of the following codes: **Code 317 Other Consultancy Services- Sub code 07- Health Consultancy Services or Code 322 - Health Care Consulting Services** Sub code: 01- Clinical

- **Prescribed Reservation Schemes: reserved for 100% citizen owned entities.**

- **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.

- The physical address for collection of tender documents is: **3<sup>rd</sup> 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 **Ms. Lesedi - Molatedi** Tel No. +267 3600119/3600118 or email [tmosweu@mvafund.bw](mailto:tmosweu@mvafund.bw) and [lmolatedi@mvafund.bw](mailto:lmolatedi@mvafund.bw) and [procurement@mvafund.bw](mailto: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.

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- **“Tender Reference No. RFP-03-2024 –Provision of Medical Advisory Services to the MVA Fund on matters relating to the treatment and rehabilitation of road crash victims”** shall be delivered to the Tender Box at 3<sup>rd</sup> floor, MVA Fund House, Plot 50367, Fairgrounds Office Park.
  - The name and address of the bidder should be clearly marked on the envelope.
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- The closing date and time for receipt of sealed tender offers is on or before **1500hrs on 18<sup>th</sup> April 2024.**
  - **Late tender offers will not be accepted.**
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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