# TENDERING PROCEDURES – TENDER NOTICE AND INVITATION TO TENDER

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| * **MOTOR VEHICLE ACCIDENT FUND.** |
| * **Tender Reference No:** RFP-08-2024 |
| * **Procurement Requirements:** Provision of Brand Management Services for MVA Fund for eight (8) months period in 2024. |
| * Sealed Tender offers are invited for the provision of: Brand Management Services |
| * **The Procuring Entity/Organization is** Motor Vehicle Accident Fund. |
| * **Procurement Method is**: Open Domestic Bidding |
| * **Evaluation Method:** Quality and Cost Combined |
| * **Prescribed Reservation Schemes:** 100% Citizen Owned Companies |
| * Tenderers must be PPRA registered in the following codes:   Code 138 - Marketing and Public Relation Services Sub code(s): 03- Public relations services |
| * **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. |
| * “**Tender Reference No. RFP-08-2024 *Provision of Brand Management Services*** shall be delivered to the Tender Box at 3rd 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 standard fee of **P150.00 vat inclusive and P75.00 vat inclusive for youth owned** companies in Botswana upon submission of proof of registrationpayable 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-08-2024-Name of Company |
| * 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. Angela Webb** Tel No. +267 3600100/ 3600118/ 3600178 or email [tmosweu@mvafund.bw](mailto:tmosweu@mvafund.bw) and [awebb@mvafund.bw](mailto:awebb@mvafund.bw) * OR [procurement@mvafund.bw](mailto:procurement@mvafund.bw) |
| * The closing date and time for receipt of sealed tender offers is on or before **1500hrs on 24 April 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.

**Tshupo .M. Mosweu**

**Tender Secretary**

**Motor Vehicle Accident Fund**