



MOTOR VEHICLE ACCIDENT FUND

**REQUEST FOR PROPOSAL
FOR**

SUPPLY OF LAPTOPS FOR MOTOR VEHICLE ACCIDENT FUND

REFERENCE: RFP-03-2026

ISSUE DATE: 25-08-2026

CLOSING DATE AND TIME: 15-09-2026 AT 1500HRS

Motor Vehicle Accident Fund
Plot 50367, Fairgrounds Office Park
Private Bag 00438
Gaborone
Botswana

Contact: Mr. Tshupo Mosweu or Mr. Onkabetse Kedumetse

Tel: +267 3188533

Fax: +267 3188124

Email: tmosweu@mvafund.bw or okedumetse@mvafund.bw

TENDERING PROCEDURES - TENDER NOTICE AND INVITATION TO TENDER

Tender Reference No: RFP-03-2026

- Procurement Requirements: SUPPLY OF LAPTOPS FOR MOTOR VEHICLE ACCIDENT FUND
 - Sealed Tender offers are invited for the supply of: Laptops.
 - **The Procuring Entity/Organization is** Motor Vehicle Accident Fund (MVA Fund) .
 - **Procurement Method:** Open Domestic Bidding
 - **Evaluation Method:** Least Cost Selection method
 - **Prescribed Reservation Schemes:** 100% locally registered Botswana citizen-owned companies
 - It is **mandatory** that the bidding companies must be PPRA registered in the following codes: Code 203, Electrical, Electronic, Mechanical and ICT supplies Sub code: 01 Electrical and Electronic Equipment, Spares and Accessories (includes ICT, photographic equipment and others) or 03 Mechanical Equipment, Machines, Spares and Accessories.
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The Bid Submission Method: One Envelope Submission Method in which the sealed original of the proposal and all the sealed copies of both Technical and Financial are placed in one sealed envelope. The name and address of the tenderer should be clearly marked on the envelope.

- **“Tender Reference No. RFP-03-2026: Supply of Laptops for MVA Fund** 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 **P250.00** and **P125.00 VAT inclusive** for youth owned companies in Botswana upon submission of proof of registration. Alternatively, an EFT/deposit to the following banking details and presentation/email proof of payment upon collection of tender documents:

ACCOUNT NAME: MVA FUND
BANK: ABSA BANK

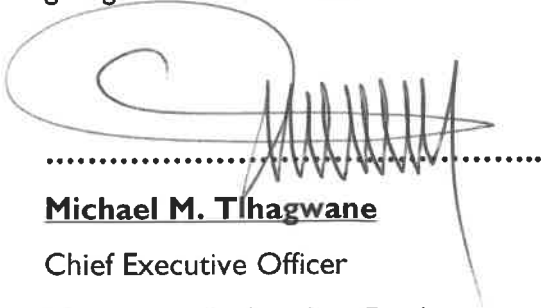
ACCOUNT NUMBER: 3070588
BRANCH: GOVT ENCLAVE
CODE: 29 02 67
SWIFT CODE: BARCBWGX

- **Reference: Tender-RFP-03-2026-Name of Company**

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- The Bid Submission Method is: One Envelope Submission Method in which the sealed original and all the copies of both the Technical and Financial Offers are placed in one (1) sealed envelope.
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- 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 **Mr. Onkabetse Kedumetse** Tel No. +267 3600100/3600118/3600169 or email tmosweu@mvafund.bw / okedumetse@mvafund.bw / procurement@mvafund.bw
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- The closing date and time for receipt of sealed tender offers is on or before **1500hrs on the 15-09-2026.**
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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, 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 and shall not be held financially liable for such cancellation.



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Michael M. Tlhagwane

Chief Executive Officer

Motor Vehicle Accident Fund