



MOTOR VEHICLE ACCIDENT FUND

**REQUEST FOR PROPOSAL
FOR**

Engagement and Culture Survey for MVA Fund

REFERENCE: RFP-02-2026

ISSUE DATE: 04th AUGUST 2026

CLOSING DATE AND TIME: 27th AUGUST 2026

at 1500HRS

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

Contact: Mr. Tshupo Mosweu or Ms. Charity Moala
Tel: +267 3188533
Fax: +267 3188124
Email: tmosweu@mvafund.bw or cmoala@mvafund.bw

2 TENDERING PROCEDURES- TENDER NOTICE AND INVITATION TO TENDER

- **MOTOR VEHICLE ACCIDENT FUND.**

- **Tender Reference No: RFP-02-2026**
- Procurement Requirements: Provision of **Services for Engagement and Culture Survey for MVA Fund**
- Sealed Tender offers are invited from Locally registered 100% citizen owned entities for the services of: **Engagement and Culture Survey for MVA Fund**
- The Procuring Entity/Organization is: **Motor Vehicle Accident Fund**
- Procurement Method is: **Open Domestic Bidding**
- Evaluation Method: **Quality and Cost Combined Method**
- It is mandatory that the bidder **must** be PPRA registered in the following codes: **Code 317- Other Consultancy Services-** Sub code: 01 (Management Consultancy Services) or 02 (Education Research Consultancy)
- Prescribed Reservation Schemes: **Reserved for 100% Citizen Owned Companies**
- 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. 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-02-2026-Name of Company

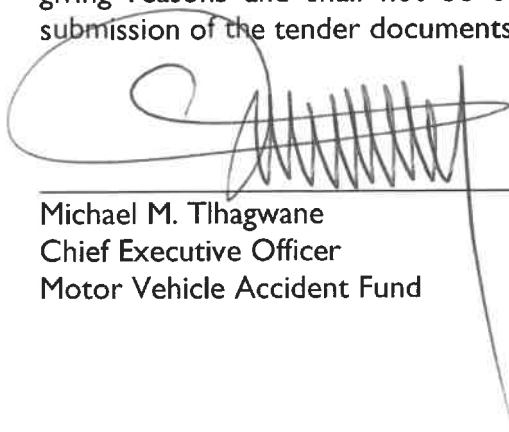
- Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than 14 days before the tender closing date to **Mr. Tshupo Mosweu** or **Ms Charity Moala** Tel No. +267 3600100/3600157 or email tmosweu@mvafund.bw and cmoala@mvafund.bw and procurement@mvafund.bw
- 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.

- One (1) original tender document marked **ORIGINAL** and 3 duplicate copies of the original Document marked copy in one sealed envelope clearly marked:
 - **“Tender Reference No. RFP-02-2026 Engagement and Culture Survey for MVA Fund”** shall be delivered to the Tender Box at 3rd floor, MVA Fund House, Plot 50367, Fairgrounds Office Park.
 - The name and address of the bidder should be clearly marked on the envelope.
 - The closing date and time for receipt of sealed tender offers is on or before **1500hrs on Thursday 27th August 2026.**
 - **Late tender offers will not be accepted.**
-

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 and shall not be obliged to compensate tenderers for costs of preparation and submission of the tender documents.



Michael M. Tlhagwane
Chief Executive Officer
Motor Vehicle Accident Fund