



MVA FUND
Living the promise.

REQUEST FOR PROPOSALS

Tender Reference No: MVAF PF RFP-01-2026

Procurement Requirements: Provision of Pension Fund Administration Services (PFAS) for a period of Five (5) Years renewable. Sealed Tender offers are invited for the provision of Pension Fund Administration Services for Motor Vehicle Accident Fund Pension Fund at MVA Fund Head Office, Plot 50367 Gaborone.

The Procuring Entity/Organization is Motor Vehicle Accident Fund Pension Fund.

Procurement Method: Open Domestic Bidding

It is **mandatory** that the bidding companies must be **PPRA** registered in the following codes: Code 127 Insurance & amp; Pension, either sub codes 01- Pension Funding Services OR sub code 08 - Other Insurance and Pension Services.

It is mandatory that Tenderers must be registered with **NBFIRA** in the relevant category.

Tender Reference No. MVAF PF RFP- 01-2026 shall be delivered to the Tender Box at 3rd Floor, MVA Fund House, Plot 50367, Fairgrounds Office Park, Gaborone.

The physical address for collection of tender documents is: Principal Officer, 3rd Floor, MVA Fund House, Plot 50367, Fairgrounds, Gaborone.

Tender Fees: The tender is issued at a non-refundable fee of One Thousand Pula Only (**P1,000.00**) payable to the following MVAF PF Bank account.

Stanbic Bank

Acc no: 9060000650310

Fairgrounds Branch

Tenderers must present a Proof Of Payment to get a hard copy document or email POP to pschele@mvaFund.bw to receive a soft copy.

Deadline for Written Clarifications: 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 **Ms. Poppy C. Sechele** and **Mr. Boikobo Itshepeng** email pschele@mvaFund.bw and bitshepeng@gmail.com.

Clarification date: The MVAF PF will issue written responses or addenda by 1st October 2026.

Submission Deadline: The closing date and time for receipt of sealed tender offers is on or before **7th October 2026 at 10:00hrs.**

Tender Opening: The tender opening will take place immediately after the closing date at the MVA Fund offices with all bidders in attendance.

Validity Period: The submissions shall be valid for a period of 90 days (3 months) from the tender closing date.

Notwithstanding anything in the foregoing, **Motor Vehicle Accident Fund PF** is not bound to accept the lowest or any tender offer. **MVAF PF** reserves the right to cancel this tender without giving any reasons and shall not be obliged to compensate tenderers for costs of preparation and submission of the tender documents.

Poppy Charity Sechele

Principal Officer

Motor Vehicle Accident Fund Pension Fund (MVAF PF)



MOTOR VEHICLE ACCIDENT FUND

Gaborone MVA Fund House, Plot 50367, Fairgrounds Office Park, Tel: 3188533 Fax: 3188124

Francistown MVA Fund House, Plot 44149, CBD, Off St Patrick Street, Tel: 2410670 Fax: 2410700

Maun Plot 1196, Shop D2, Engen Centre, Tel: 6861788 Fax: 6862021

Kang Plot 659, Gamonyemana Ward, Tel/fax: 6517124/1

Palapye House No. PA8MQ1/G, BHC Offices, Tel: 4921022 Fax: 4921024

Selebi-Phikwe CBH Building, Plot 2574, Town Centre, Tel: 2600275/63 Fax: 2600239

ROAD SAFETY - COMPENSATION - REHABILITATION - SUPPORT

Contact Centre: +267 79134600

WhatsApp : +267 3188533

Email mvaFund@mvaFund.bw

Website www.mvaFund.bw



@mvaFund.bw



MVA Fund Botswana



MVA Fund Botswana