



MOTOR VEHICLE ACCIDENT FUND

**REQUEST FOR PROPOSAL
FOR**

**Review of the Occupational Health and Safety Policy
and Management Systems for MVA Fund**

TENDER REFERENCE: RFP-06-2026

ISSUE DATE: 18 SEPTEMBER 2026

CLOSING DATE AND TIME: 13 OCTOBER 2026 AT 1500HRS

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

Contact: Mr. Tshupo Mosweu or Mr. Thatayaone Mokakangwe
Tel: +267 3188533
Fax: +267 3188124
Email: tmosweu@mvaFund.bw or tmokakangwe@mvaFund.bw

2 TENDERING PROCEDURES- TENDER NOTICE AND INVITATION TO TENDER

- **Tender Reference No: RFP-06-2026**
- **Procurement Requirements: Provision of Services for Review of the Occupational Health and Safety Policy and Management Systems for MVA Fund.**
- **Sealed Tender offers are invited from Locally registered entities for the services of: Review of the Occupational Health and Safety Policy and Management Systems for the Motor Vehicle Accident 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 145 - Safety Health and Environment Services, Sub code: 01 Occupational Health and Safety or Code 317 Other Consultancy Services, Sub code 07 Health Consultancy Services**
- **Prescribed Reservation Schemes: Reserved for 100% locally registered 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/email 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-06-2026-Name of Company

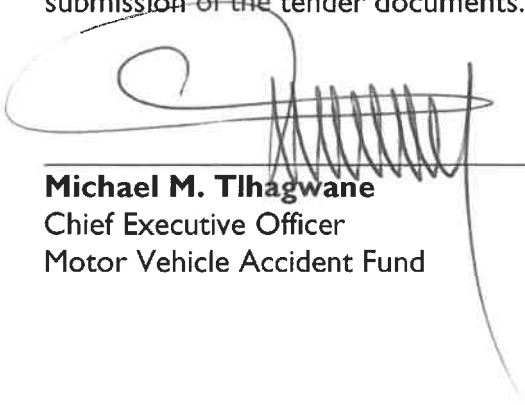
- **Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than 7 days before the tender closing date to Mr. Tshupo Mosweu or Mr. Thatayaone Mokakangwe Tel No. +267 3600100/3600118 or email tmosweu@mvafund.bw and tmokakangwe@mvafund.bw and procurement@mvafund.bw**
- *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*

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-06-2026–Review of the Occupational Health and Safety Policy and Management Systems 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 **15:00hrs on 13th October 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