

## Title: Provision of Guard Security Services

# 1 TENDERING PROCEDURES – TENDER NOTICE AND INVITATION TO TENDER

<ul style="list-style-type: none"><li>• <b>MOTOR VEHICLE ACCIDENT FUND.</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Tender Reference No:</b> RFP-20-2024</li></ul>
<ul style="list-style-type: none"><li>• <b>Procurement Requirements:</b> Provision of Guard Security Services for MVA Fund Gaborone Head Office &amp; Princess Marina Service Centre for a three (3) year contract period.</li></ul>
<ul style="list-style-type: none"><li>• Sealed Tender offers are invited for the provision of: Office Guard Security Services for MVA Fund Head Office, Plot 50367 and Princess Marina Service Centre in Gaborone</li></ul>
<ul style="list-style-type: none"><li>• <b>The Procuring Entity/Organization is</b> Motor Vehicle Accident Fund.</li></ul>
<ul style="list-style-type: none"><li>• <b>Procurement Method is:</b> Open Domestic Bidding</li></ul>
<ul style="list-style-type: none"><li>• <b>Evaluation Method:</b> Quality and Cost Combined</li></ul>
<ul style="list-style-type: none"><li>• <b>Prescribed Reservation Schemes:</b> Reserved for 100% Botswana Citizen Owned Companies Only.</li></ul>
<ul style="list-style-type: none"><li>• Tenderers must be PPRA registered in the following codes: Code: 100 – Security Services Sub code (s): 01 Guard Services</li></ul>
<ul style="list-style-type: none"><li>• <b>The Bid Submission Method is:</b> Two Envelope Submission Method in which the sealed original and all the sealed copies of the <b>Technical Offer</b> are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the <b>Financial Offer</b> are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.</li><li>• The name and address of the bidder should be clearly marked on the envelope.</li></ul>
<ul style="list-style-type: none"><li>• “<b>Tender Reference No. RFP-20-2024 Provision of Guard Security Services for MVA Fund Head Office &amp; Princess Marina Service Centre</b> shall be delivered to the Tender Box at 3<sup>rd</sup> floor, MVA Fund House, Plot 50367, Fairgrounds Office Park, Gaborone.</li></ul>
<ul style="list-style-type: none"><li>• The physical address for collection of tender documents is 3rd Floor, MVA Fund House, Plot 50367, <b>Fairgrounds, Gaborone</b></li></ul>

- **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 registration payable 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-20-2024-Name of Company

- Site visit: **Compulsory site visit on the 4<sup>th</sup> October 2024, at 2:00pm to 3:00pm, MVA Fund Head Office.**

- Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than Seven (7 ) days before the tender closing date to **Mr. Tshupo Mosweu** or **Ms. Kagiso Kokole** Tel No. +267 3600100/ 3600118/ 3600114 or email [tmosweu@mvafund.bw](mailto:tmosweu@mvafund.bw) and [kkokole@mvafund.bw](mailto:kkokole@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 the 11<sup>th</sup> October 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. MVA Fund reserves the right to cancel the tender at any time without giving reasons.

**Michael M. Tlhagwane**

**Chief Executive Officer**

**Motor Vehicle Accident Fund**