

TENDERING PROCEDURES - TENDER NOTICE and INVITATION TO TENDER

- **MOTOR VEHICLE ACCIDENT FUND.**

- **Tender Reference No:** RFP-20-2024

- **Procurement Requirements:** Provision of Insurance Brokerage Services for MVA Fund for a period of three (3) years.

- Sealed Tender offers are invited for the **Provision of Short, Long-Term Insurance and Staff Scheme Brokerage Services for MVA Fund.**

- **The Procuring Entity/Organization is:** Motor Vehicle Accident Fund (MVA Fund).

- **Procurement Method is:** Open Domestic Bidding

- **Evaluation Method:** Quality and Cost Combined

- **Prescribed Reservation Schemes:** The Tender is reserved for 100% Botswana Citizen Owned Companies.

- It is mandatory that the bidding companies must be registered with PPRA in the following Code; **Code 127 Insurance and Pension Sub code 06 Brokerage and Risk related Services**; this will be verified from PPRA Integrated Procurement Management System (IPMS) Portal.

- **Licensing:** Must submit a valid insurance brokerage license issued by NBFIRA

- **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.

- The name and address of the tenderer should be clearly marked on the envelope.

- **“Tender Reference No. RFP-20-2024 – Provision of Short, Long-Term Insurance and Staff**

Scheme Brokerage Services for MVA Fund". shall be delivered to the Tender Box on the 3rd floor, MVA Fund House, Plot 50367, Fairgrounds Office Park.

- Site visit: There is no site visit scheduled for this tender by the tenderers.
 - Tender Fees: The tender is issued at a non-refundable fee of **BWP 500.00** and **BWP 250.00** vat inclusive for youth owned companies in Botswana upon submission of proof of registration.
 - 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 **Mr. Tshepiso Mmoloke** Tel No. +267 3600100/3600118/3600142 or email tmosweu@mvafund.bw and tmmoloke@mvafund.bw OR procurement@mvafund.bw
 - The closing date and time for receipt of sealed tender offers is on or before **5th November 2024 at 1500hrs.**
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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 such cancellation shall be for a just cause.

Michael M. Tlhagwane
Chief Executive Officer
Motor Vehicle Accident Fund