



POWERTEL COMMUNICATIONS (PRIVATE) LIMITED

COMPETITIVE BIDDING TENDER REQUIREMENTS: RFQ/46/2020

This document is a Request for Quotation (RFQ) for the supply and delivery of the following items

Production of annual reports hard copies-----100
Production of annual reports soft copies in branded 4 gig flash disc---- -100

Specifications

1. Number of pages –52 pages plus 2 cover pages
 2. Matt finish laminated covers
 3. Cover-180gsm
 4. Full color
- This RFQ was prepared by the Procurement Manager of **PowerTel Communications (Private) Limited** and is being offered to suppliers on the clear understanding that its contents are strictly confidential and may not be disclosed to any third party without prior written permission of **PowerTel**.
 - There is no intention that the proposed resultant contracts will in any way be limited to any specific supplier of services and the specifications are based on generally achievable performance requirements.
 - Powertel's employees, Committee Members, Board members and their relatives (spouses and children) are not eligible to participate in the tender.
 - Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.
 - **All quotations must be submitted in sealed envelopes, clearly marked with the RFQ number, description and closing date and must be deposited into**

the tender box situated at number 2 Coronation Avenue, Greendale
addressed to: - Or Send on email address dmahlatini@powertel.co.zw

The Procurement Manager

PowerTel Communications (Private) Limited

Harare, Zimbabwe.

Email: fnyamakambo@powertel.co.zw

On or before 1000hrs on Tuesday 29 September 2020.

- The most economically advantageous or lowest evaluated quotation to specification shall be awarded the tender.
- Preference will be given to the bidder with the shortest possible delivery time
- A bid validity period of **thirty (30) days** is required, bidders must state validity period.
- Delivery period must not be more than **three (3) days**. Bidders must state the delivery period.
- **Bidders must attach a copy of current and valid Tax Clearance Certificate in the prescribed Form ITF 263 for local bidders and equivalency for foreign bidders.**
- Powertel payment terms for this specific transaction will be 30 days after delivery and acceptance testing. Bidders are required to confirm in writing acceptance of this condition.
- **Bidders must provide proof of current registration with the State Procurement Board in the appropriate category. Bidders must provide an extract from the Government Gazette as proof of registration. Submission of a receipt is not acceptable and will lead to disqualification.**
- **Bidders must submit a certified copy of Form CR14 showing directors' particulars.**
- **The price quoted by Bidders must be all-inclusive showing the cost and Value Added Tax (VAT) separately.**
- **Bidders are free to attend the tender opening on the closing date and time.**
- Powertel reserves the right to accept or reject any or all Bids at its discretion, without assigning any reason whatsoever. Powertel is not bound to accept the lowest offer or bid and reserves the right to cancel or annul the tender at any time before awarding of the tender or signature of the contract.