



POWERTEL COMMUNICATIONS (PRIVATE) LIMITED

REQUEST FOR QUOTATION TENDER REQUIREMENTS: RFQ/47/2020

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

1. **A4 Envelops -----800**
2. **Lever arch files-----200**
3. **Envelops C3-----1 000**

- 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 or sent through email addressed to: -**
The Procurement Manager
PowerTel Communications (Private) Limited
Harare, Zimbabwe.

Email: dmahlatini@powertel.co.zw

On or before 1000hrs on Tuesday 29 September 2020.

- The most economically advantageous or lowest evaluated quotation 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 four weeks. 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 within 30 days after delivery and acceptance testing. Bidders are required to confirm in writing acceptance of this condition.
- Payments will be made into a local Zimbabwean Real Time Gross Settlement (RTGS) FCA Account.
- **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.**
- **Bids must be quoted in RTGS dollars.**
- **Bids quoted in United State dollars (USD) will be rejected.**
- **Bidders must provide proof of current registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in the appropriate category. Bidders must provide an extract from the Government Gazette as proof of registration or letter from PRAZ.**
- 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.