



POWERTEL COMMUNICATIONS (PRIVATE) LIMITED

REQUEST FOR QUOTATION TENDER REQUIREMENTS: RFQ/PWT/54/2020 PR: ADMIN

This document is a Request for Quotation (RFQ) for the provision of courier services.

- 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.

- **On or before 1000hrs on Friday 6 November 2020.**
- The most economically advantageous or lowest evaluated quotation to specification shall be awarded the tender.
- **The price quoted by Bidders must be all costs including Value added Tax.**
- **Bidders are free to attend the tender opening on the closing date and time.**
- The tenderer shall provide such packing of the Goods and services as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
- The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract.
- Delivery of the Goods and services shall be made by the tenderer in accordance with the terms specified by Powertel in its Schedule of Requirements and the Special Conditions of Contract.
- **The Goods and services supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.**

Stage 1: Evaluation Criteria

The **MANDATORY** Administrative Requirements are shown below, Bidders must complete and attach the Table to their Bid. Failure to comply with any one item leads to automatic disqualification. Powertel reserves the right to verify physical compliance where required as part of the evaluation process.

MANDATORY REQUIREMENTS OF THIS TENDER TO BE MET BY EVERY BIDDER

No.	Item	Action to be taken	Page/Section/Appendix ref in bid document
1	Certificate of Incorporation	Must be submitted	
2	2019 Proof of Registration with Procurement Regulatory Authority of Zimbabwe (PRAZ)	Must be submitted	
3	Bidders must state that they are able to do same day deliveries	Must be stated	
4	Bidders must state that they are able to do overnight deliveries	Must be stated	
5	Bidder must confirm that they have a minimum of 5 years' experience of domestic courier services	Must be confirmed in writing	
6	Bidders must list size of their fleet indicating details of vehicle types. Bidder must also show proof of vehicle ownership.	Provide list Submit copies of vehicle registration certificate.	
7	Provide Trade references of at least 3 organizations (similar size to Powertel) that you are currently serving	Must be submitted	

8	A bid validity period of thirty (30) days is required, bidders must state validity period.	Must be stated	
9	Bidders must attach a copy of current and valid Tax Clearance Certificate in the prescribed Form ITF 263 for local bidders.	Must be submitted	
10	Powertel payment terms are within 30 days from invoice acceptance.	Bidders must state their payment terms.	
11	A sworn affidavit to declare that neither the company and its officers have in the past five (5) years immediately preceding initiation of procurement proceedings: Been convicted in any country of an offence related to their professional conduct or the making of false statements or misrepresentation of their qualifications, or Been censured or subjected to any penalty in any country following disciplinary proceedings arising out of any conduct involving the making of false statements or misrepresentations. Have a conflict of interest in relation to this procurement requirement.	Must be submitted	
12	A sworn affidavit declaring that bidders are not debarred from bidding and that the document submitted is true and correct	Must be submitted	
13	A sworn affidavit to declare that the company is not insolvent, they are not in liquidation or under Judicial management and their affairs are not being administered by a court or judicial officer and that their business has not been suspended or stopped	Must be submitted	

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.

Stage 2 evaluation criteria.

Bidders must demonstrate compliance to the requirements specified in the technical compliance table below. Only bidders that will meet all the mandatory requirements in stage 1 Evaluation Criteria above & achieve (score) at least 35 marks out of the maximum 50 marks in stage 2 Evaluation criteria above will proceed for financial evaluation.

No.	Item	Action to be taken	Page/Section/Appendix ref in bid document
1	<p>Bidders must demonstrate ability to deliver exceptional services on the following high-level items: -</p> <p>Proof of delivery (POD) & control (10 Marks)</p> <p>Online proof of delivery report (10 Marks)</p> <p>Shipment/goods on transit tracking. (20 Marks)</p>	<p>Explain procedure for proof of delivery and control.</p> <p>Provide a website for online proof of delivery.</p> <p>Demonstrate how you track the goods while on transit</p>	

	<p>Customer service contact details (5 Marks)</p> <p>Attach your firm's organogram with emphasis on service delivery to Powertel & attach CVs of key operational staff. (5 Marks)</p>	<p>Provide contact details</p> <p>Must be provided</p>	
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PRICE SCHEDULES

The RFQ is divided into two lots namely delivery of letters and delivery of parcels. Bidders can quote for both or any lot of their choice. The lots will be awarded independent of each other.

Price Schedule: Lot 1 (Letters: less than 1 kg)

Bidders must provide their price per gram (In United States Dollars) to deliver letters to the following routes. The Price quoted must be inclusive of all taxes and cost associated with final delivery. Bidders must complete the unit prices per gram in all the unshaded areas as indicated in the table below. Failure to quote any route will lead to automatic disqualification.

Currency

Bids should be priced in United States Dollars. Payment will be made in the Zimbabwe Local Currency (ZWL\$) at the prevailing auction rate.

	<u>Harare</u>	<u>Mutare</u>	<u>Chinhoyi</u>	<u>Bulawayo</u>	<u>Victoria Falls</u>	<u>Plumtree</u>	<u>Kariba</u>	<u>Gweru</u>
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<u>Kariba</u>								
<u>Gweru</u>								

Price Schedule: Lot 2 (Small Parcels 1 to 10 kg)

Bidders must provide their price per kilogram to deliver parcels to the following listed routes. The Price quoted must be inclusive of all taxes and cost associated with final delivery. Bidders must complete the unit prices per kilogram in all the unshaded areas as indicated in the table below. Failure to quote any route will lead to automatic disqualification.

Currency

Bids should be priced in United States Dollars. Payment will be made in the Zimbabwe Local Currency (ZWL\$) at the prevailing auction rate.

	<u>Harare</u>	<u>Mutare</u>	<u>Chinhoyi</u>	<u>Bulawayo</u>	<u>Victoria Falls</u>	<u>Plumtree</u>	<u>Kariba</u>	<u>Gweru</u>
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