



## POWERTEL COMMUNICATIONS (PRIVATE) LIMITED

### REQUEST FOR QUOTATION TENDER REQUIREMENTS: RFQ/PWT/53/2020 PR 50015865 : ADMIN

This document is a Request for Quotation (RFQ) for the provision of removal 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, Greendale or sent through email addressed to:-**

**The Procurement Manager**

**PowerTel Communications (Private) Limited**

**Harare, Zimbabwe.**

Email: mbhunu@powertel.co.zw

**On or before 1000hrs on 3 November 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.
- 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 after delivery of service. Bidders are required to state in writing their payment terms.
- **The price quoted by Bidders must be all-inclusive showing the cost and Value Added Tax (VAT) separately.**
- **Bidders must provide proof of current registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in the appropriate category.**
- 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.
- **Currency**
- Bids should be priced in United States Dollars. Payment will be made in the Zimbabwe Local Currency (ZWL\$) at the prevailing auction rate.

## SCOPE OF REQUIREMENTS

- Provision of packaging services including the packaging boxes
- Removal of boardroom and reception furniture
- Removal of office desks and chairs
- Removal of filing cabinets and files

All the goods are to be moved from number 2 Coronation, Greendale to ZESA complex number 1 Harare Drive Adbernie.

There is a compulsory site visit on Friday 30 October 2020 at 1000 hrs at number 2 Coronation Avenue Greendale for bidders to acquaint themselves with the quantum of works involved.