



POWERTEL COMMUNICATIONS (PRIVATE) LIMITED

REQUEST FOR QUOTATION TENDER REQUIREMENTS: RFQ/PWT/61/2021

This document is a Request for Quotation (RFQ) for supply and delivery branded shirts and hats

	Item Description	quantity
1	Branded Shirts	50
2	Branded Floppy Hats	50

Must provide samples

- 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 by e-mail, clearly marked with the RFQ number and description on the subject,

Email: dmahlatini@powertel.co.zw

On or before 1000 hours on Wednesday 3 September 2021: Late tender will not be accepted.

- **The currency of quotation is Zimbabwean Dollars (ZW\$).**
- 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
- Bidders must state the delivery period.

- 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.
- 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.

Creative Agency Brief

Client / Client contact information:

COMPANY: Powertel

CONTACT: Prosper Mutswiri: Marketing Manager

CONTACT DETAILS: pmutswiri@powertel.co.zw

PROJECT: *SUBMISSION OF BIDS FOR THE BRANDING SIGNAGE STAND DESIGN FOR THE 2021 ZIMBABWE INTERNATIONAL TRADE FAIR: 23- 27 August 2021*

Kindly uphold strict confidentiality.

Prepared-by:

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Invitation: Stand Design Creative Bids are invited from interested but competent stand design agencies, to provide creative stand design services for the design and set up of an interactive digital exhibition to be setup in a 6x3 modular space on behalf of Powertel Communications for the 2021 Zimbabwe International Trade Fair. The show takes place from 23-27 August 2021 in Bulawayo. The stand design must demonstrate the adaptation of digital systems by the Powertel in line with the main ZITF theme for 2021 which is "Showcasing the New Normal for Business and Industry: Realities and Opportunities". This tender will be awarded to the agency or supplier who meets all the desired creative requirements.

1) Background / Overview:

Powertel Communications (Pvt) Ltd, is the innovative wing and subsidiary of the ZESA Holdings Group with a branch network extending from Harare, Bulawayo, Mutare, Gweru, Kwekwe. and to business and individuals. The business has offered

aggregation services on behalf of ZETDC for the prepaid electricity services. In 2021 the innovation and technology focus has been on identifying and rolling out rural datafication projects as well as on the new IoT innovations and their benefit to the ZESA group, business and individuals alike in and around Zimbabwe. The IoT Asset Monitoring business includes Powertrack Fleet Management solutions and Transformer Monitoring solutions. The Proof of Concept has just been concluded on two key transformer sites on behalf of transmission and distribution. The benefits of transformer monitoring are immense and will cascade to the end user and consumers of electricity.

Below is a summary of Powertel product and services:-

- Retail Products: PowerConnect Broadband (Shift to LTE), PowerConnect Voice, PowerConnect Univoice, Powerplus Prepaid Electricity top up
- Corporate Products: Powertel Enterprise VoIP, Virtual Private Networking, Internet and Carrier Services, PowerTrack Fleet Management Solutions,
- **New Products & Innovations:** Transformer Monitoring & Generator Monitoring

2) What is the Branding Expectation? Mandatory Elements

The Agency must provide the full cost implications for the stand design branding and signage production, application and set up of a 6x3 modular stand including all the furnishings according to the floor plan furnished by ZITF. The stand design must conform with the global ZITF theme & the Powertel theme.

- Design and set up of 6x3 modular stand design that must clearly be an interactive digital display with two slim panel walls housing digital screens embedded on the respective slim panel wall frames. These must be modern smart 40/42" LED screens that have wifi, touch screen, USB, HDMI, remote control
- Two customer service counters- each with Perspex glass dividers in line with COVID 19 prevention between customer and staff member. The counter must be branded with Powertel logo and led lighting
- 4 bar stools - white leather
- 1 branded glass centre table with a vase & the flowers
- 1 partitioned executive meeting lounge area with a small lockable cubicle
- 1 double seat couch- white leather
- 1 single seater
- 1 bar fridge
- The Powertel logo Stand lettering must be in 3D and or with blue/ red LED lighting
- Raised platform flooring with red and blue LED Lighting
- LED Flood lights for the stand to improve the ambience of the stand.
- 3 x Sanitiser foot pedestals

The stand must have only two entry points and allow sufficient room for social distancing.

- Design and set up must incorporate the provision of all the furniture for the 4 days exhibition including the following:-

- White Padded bar stools with arm rests or classic executive chairs with armrests for service personnel for all strategic business customer service points
- Modern Customer seating for the respective serving desks
- Lockable Branded Device Display cabinet (s) (preferably hard glass or Perspex material)
- Smart Led Screens to be mounted embedded within a designed wall background - 2 x 40" with WIFI Capability, USB, HDMI/ VGA cables
- Desk Flier/ brochure stands

Key Result Areas:-

- Alignment to the ZITF Theme and also Powertel Brand
- Interactive digital display
- LED Lighting combination of red and blue lighting combination
- Raised platform flooring that must be well lit.

3) Target audience: who are the attraction?

- Government & ZESA Group stakeholders
- Investors
- Business & SMEs
- Individual consumers- Families, Cross cultural ethnic groups (Indians/ Asians/ Whites), professionals, youth, school children, diaspora market

The design must communicate the digital transformation of the Powertel and communicate how the business processes benefits communities in their everyday life- business and personal through the products and services the company offers.

4)Tactical Schedule/ Requirements

Item	Requirement
Provide Creative Stand Design Concepts according to the Brief	<ul style="list-style-type: none"> • Provide the Creative Agency's Best stand design proposal- two options as per the brief above
All Inclusive Quotations for setting up of the exhibition	<ul style="list-style-type: none"> • Include costs of ALL furniture hire as specified & transportation, setup and maintenance costs of the exhibition stand
Trade references:	<ul style="list-style-type: none"> • Provide 3 trade references from reputable organisations that you have done similar stand creative design business for: • Provide the full color pictures of the stand designs for each of the respective companies provided as referees as above;

Kindly note that you are required to state your timeframes to the final setup of each of the stand with commitment to complete and handover the completed and completely furnished stand a day before the exhibition.

