

POWERTEL COMMUNICATIONS (PRIVATE) LIMITED



REQUEST FOR QOUTATION

Tender No : RFQ/PWT/HR/01/07/2022

Closing Date: 12 July 2022

Time : 1000hrs

PROVISION OF PSYCHOMETRIC TESTS GRADUATE TRAINEE CANDIDATES

1. INTRODUCTION

- This document is a Request for Quotation (RFQ) for the provision of psychometric tests for the Graduate Trainee post for Powertel.
- This RFQ was prepared by the Procurement Manager Powertel 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.

2. INSTRUCTIONS TO TENDERERS

- All quotations must be correctly addressed to the Procurement Manager and deposited in the tender box situated at the reception at number 16 Birmingham Road, Southerton, Harare on or before 1030 hours on the closing date.
- All queries should be made in writing to :-The Procurement Manager, Powertel Communications, P O Box 7600, Harare, 16 Birmingham Road, Southerton, Harare email :mbhunu@powertel.co.zw
- The lowest evaluated quotation that meets specifications shall be awarded the tender.

3. ADMINISTRATIVE REQUIREMENTS

The Administrative Requirements are shown below, Bidders must complete and attach the Table to their Bid.

No.	Item	Action to be taken	Page Reference In Bid Document
1	Bid Validity – (30 days)	Must be stated	
2	CV with CERTIFIED copies of academic and professional certificates of the registered Occupational / Industrial Psychologist with at least 5 years' experience (Proof of current and valid registration with Allied Health Practitioners Council must be submitted).	Must be submitted	
3	Proven ability and/or track record – Tenderers must provide at least three (3) written, signed and dated reference letters on company letterheads from	Must be submitted	

	companies where similar services have been conducted in the past three years. Reference letters to include scope of services provided.		
4	Timelines for the completion of the project (Maximum 7 calendar days)	Must be stated	
5	Completed and Signed Tender Form	Must be submitted	
6	Bidders should attach copies of certificate of incorporation and CR 14 Form	Must be submitted	
7	Proof of registration with ZIMRA	Must be submitted	
8	Proof of registration with Procurement Regulatory Authority of Zimbabwe	Must be submitted	

4. SPECIFICATIONS

THE SPECIFIC SERVICES TO BE PROVIDED

Obligations of the service provider

4.1. PSYCHOMETRIC TESTS

- Administer relevant psychometric tests for prospective candidates shortlisted for interviews. Psychometric test to be conducted on the final shortlisted candidates.
- Provide a report (ranked) and with recommendations on person job-fit on the performance of the candidates for the post.

Obligations of Powertel

- Powertel will provide venue for the psychometric tests.
- Powertel shall conduct the interviews and the subsequent placement of the successful candidates.

5 FINANCIAL REQUIREMENTS

The bidders shall provide pricing as Follows:

Scope of Work	Cost per Candidate(incl. VAT)	Total Price (incl. VAT)
1. Administration of psychometric tests on the final shortlist of candidates		
2. Provide ranked report on person job fit		
Grand Total		

APPENDIX A: FORM OF TENDER

POWERTEL RFQ/PWT/HR/01/07/2022: PROVISION OF PSYCHOMETRIC TESTS FOR GRADUATE TRAINEE POSITIONS

One signed copy of this form must be supplied. Failure to submit will lead to Disqualification.

Having examined the scope for the work mentioned in this RFQ tender document I/We hereby undertake to deliver all articles required in this tender at rates quoted against each item. The articles will be delivered within the time and at places specified in the tender document.

The whole of the works tendered for will be delivered at a total tender price of: -

Tender Price in Figures Inclusive of Vat	Tender Price in Words inclusive of Vat

Submitted By:

Name of Organisation	
Name of Organisation representative	Signature Date
Designation of representative	

Contact Person(s):

	Main Contact Person	Second Contact Person
Name		

Address		
Telephone		
Fax		