



PowerTel Communications (Pvt) Ltd
Head Office: No. 16 Birmingham Road, Southerton, P.O. Box 7600, Harare
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MINUTES OF THE COMPULSORY SITE VISIT PRE-BID MEETING HELD AT POWERTEL'S 16 BIRMINGHAM ROAD SOUTHERTON ON 26 MARCH 2024, FOR THE HIRING OF FUSION SPLICING MACHINES AND OTDR TEST MACHINES AT 1000 HOURS (TENDER NUMBER: NCT/PWT/02/2024)

PRESENT FOR POWERTEL :

- | | |
|----------------|-----------------------------|
| 1. M. Bhunu | Procurement Management Unit |
| 2. D. Mhaitini | Procurement Management Unit |
| 3. P. Dube | Procurement Management Unit |
| 4. S Bakari | Technical |
| 5. R. Mbizi | Technical |

The chairperson called the meeting to order at 1000 hours

1. Introductions by the chairperson for the members present for Powertel
2. The chairperson addressed on the following admin key areas :
 - The agenda behind the compulsory site visit meeting i.e to clarify on the tender requirements
 - After the site visit there would be issuing of certificates for each company present and these were to be attached together with the bidding document, a bid document without this will be disqualified
 - The tender is on supply of splicing and OTDR machines on an "as and when required basis"
 - The due date submission date 10 April 2024, 1000 hrs
 - Tender to be uploaded on the e-GP system and tender opening is to be done on the system
 - Bidders to submit their bids online on the e-GP System

TECHNICAL -- R Mbizi

- Engineer R Mbizi clarified on the following areas of the tender document :

Lots : The tender has four Lots

Lot 1: Fusion Splicing Machines for Harare

Lot 2: Fusion Splicing Machines for Bulawayo

Lot 3: OTDR Machines for Harare

Lot 4: OTDR Machines for Bulawayo



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- Powertel Communications reserves the right to request additional services, such as labor and transportation, at its discretion. These requests may be made on a case-by-case basis and will be communicated to the winning bidder this will be further iterated on the contract
- Engineer R Mbizi went through the expectations of the machines in the tender document
- Bidders to have a minimum of three machines readily available for use at any given time
- Training and technical support should be provided to Powertel technicians, if required, to ensure their proficiency in operating the equipment effectively
- Tables in the tender document are mandatory for completion and submission together with the proposal, failure to which will lead to disqualification.

Questions :

- 1) What is the format of the rates ?
Price/Day/Machine
- 2) On hiring the machines, how are other costs going to be incorporated?
 - There is a provision of extending the BOQ table in the bidding document:

Transportation – rate per day includes charges with delivery to Powertel, extra mileage will be charged for areas out of the 40 km radius from Harare

Technical support – rate of hiring labor to be operating the machines

Training – to be charged as a once off cost

There being no other business to discuss bidders were issued attendance certificates and the meeting ended at 1035 hours after issuance of certificates of attendance

SIGNED AS A CORRECT RECORD OF THE PROCEEDING

CHAIRPERSON

28/3/2024

DATE

SECRETARIAT

28-3-24

DATE