

MTC14-24-0

**REQUEST FOR PROPOSALS FOR THE
SUPPLY AND DELIVERY OF PREPAID
RECHARGE VOUCHERS FOR MTC**

Briefing Meeting

Date: 07th MARCH 2024

By: **Mbakondja Mutirua (Procurement Administrator)**

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EVALUATION PROCESS

- First technical compliance (preliminary evaluation to sort out solutions meeting the “deal breaker” criteria) – no scoring

Example of deal break criteria

- Electronic verification of variable data printing (serial number & PIN) via cameras and barcode readers to check quality, sequence and for general traceability.

EVALUATION PROCESS

- Secondly, technical capability scoring out of a 100% such as:
 - Technical specification strength
 - Relevance of reference
 - Project delivery
 - Experience

MTC usually calls for presentations from tenderers at this stage



EVALUATION PROCESS

- Secondly commercial evaluation – making sure prices are comparable on all shortlisted offers:
- All-inclusive prices as per the price schedule
(comprehensive financial proposal clearly and individually indicating the solution components, hardware components, software, 3rd party components, licences etc, and the applicable cost for each item)

MTC BEE POLICY APPLICATION

- BEE price advantage is a maximum of 10% or N\$100k per contract
- SME price advantage is a maximum of 2% or N\$100k per contract

HOW TO ALIGN WITH BEE REQUIREMENTS

- Submit all or any BEE related documentation:
 - NPPC certificate
 - Other BEE agencies verifications certificates
 - SME certificates



SUMMARY OF DEADLINES

ACTION	DUE DATE
TENDER DOCUMENTS AVAILABILITY:	Monday, 4 th March 2024
BRIEFING MEETING	Thursday, 07 th March 2024@ 10H00
SUBMISSION OF QUESTIONS:	Friday, 08 th March 2024
MTC RESPONSE TO QUESTIONS:	Wednesday, 13 th March 2024
TENDER CLOSING DATE:	Friday, 22 nd March 2024 BY 14:30 PM Namibian Time

WEBSITE SUBMISSION

- All soft copies must be uploaded on the MTC website, the link for submission is listed below:
- <https://www.mtc.com.na/procurement/tenders>
- Should tenderers experience any technical difficulties you are encouraged to contact the MTC Procurement Department for assistance before the deadline via (**tenders@mtc.com.na**) or **+264 81 888 2149**.
- **NB:** For each tender, the apply button is located on the right side of the screen.
- Should you have difficulties uploading, we have a step-by-step manual on the procurement website.

BRIEF IN A NUTSHELL

PRODUCTION SPECIFICATIONS

Voucher Specifications	
Material:	Paper board
Voucher size:	9.5mm x 53mm (105mm x 53mm per 10-part strip)
Paper Thickness:	250gsm
Colours:	4 colours (back and front)
Voucher Layout:	Ten (10) vouchers on a strip separated by perforation
Personalisation	
Variable Printing:	Inkjet
Serial Number:	12 digits
PIN:	15 Characters
Scratch Panel Size:	35mm x 3.8mm
Scratch Material:	Patterned Hot Stamp Foil (NOTE: Less secure methods like scratch off labels and wax not acceptable)
Packaging:	
Brick	Strip of ten (10) vouchers flow-wrapped in cellophane
Small Box	Fifty (50) flow-wrapped units packed into a batch box
Big Box	Twenty (20) batch boxes packed in a shipper box
Minimum Security Requirements	
<ul style="list-style-type: none"> ▪ Electronic verification of variable data printing (serial number & PIN) via cameras and barcode readers to check quality, sequence and for general traceability. ▪ Foil scratch material to be sent for independent testing periodically, to ensure quality. <ul style="list-style-type: none"> ▪ 24 hours on call support on request. ▪ Sensitive data must be encrypted while in transit. All sensitive data must be transferred via Secure FTP. 	

Requirements

At this stage MTC has 9 denominations for Pre-Paid Recharge Vouchers

- N\$ 295.00
- N\$ 180.00
- N\$ 150.00
- N\$100.00
- N\$ 50.00
- N\$ 30.00
- N\$ 20.00
- N\$ 10.00
- N\$5.00

These denominations may change / vary during the above-mentioned contract period.

MTC sells an average of 6 million PINs per month (various recharge vouchers denominations), and this will increase as our customer base grows.

The Tenderer shall tender on price per voucher/pin and to specify minimum quantities per order.

Requirements continue

The following instructions must be included on each recharge voucher.

- Scratch to reveal recharge code.
- To recharge simply SMS or dial 132.

1. All vouchers must be in strips of 10 units (10 pin numbers per strip)
2. Each strip must be wrapped in a see-through material.
3. The serial number must be easy to see, as well as the barcode.
4. The hidden number must be tamper proof.

Delivery of Recharge Vouchers to MTC to be arranged by the Tenderer and stipulate the terms of delivery.

Requirements continue

All Vouchers shall be packed and sealed according to the following MTC's approved standards and requirements:

- Must be printed in strips of 10 pins, flow wrapped in a see-through plastic.
- Then the pin strips must be bundled with rubber band in 10
- Then the bundles must be boxed in 5 bundles to form a brick
- Brick must be labelled with the following information:
- Brick Number & batch barcode
- Denomination on outside
- Voucher number: from and to
- Manufacturing date
- MTC Purchase Order Number

QUESTIONS?



THANK YOU

