

MTC25-24-OREQUEST FOR COURIER SERVICES TO VARIOUS LOCAL DESTINATIONS FOR MTC

Briefing Meeting

Date: 13TH June 2024

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EVALUATION PROCESS

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

EVALUATION PROCESS

- Firstly, technical capability scoring out of a 100% such as:
 - Technical specification strength
 - Relevance of reference

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

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:	FRIDAY, 07 th June 2024
BRIEFING MEETING	THURSDAY, 13 th June 2024 @ 11H00
SUBMISSION OF QUESTIONS:	THURSDAY, 13 th June 2024 @ 11H00
MTC RESPONSE TO QUESTIONS:	MONDAY, 17 th JUNE 2024
TENDER CLOSING DATE:	FRIDAY, 21 st JUNE 2024 BY 14:30

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**).
- **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

REQUIREMENTS

- This Request for Proposal (RFP) is aimed at identifying a courier services provider to various local destinations for MTC

REQUIREMENTS

- MTC must be able to do Online capturing/printing of waybills and labels (automatic to stick to the boxes)
- Receive PODs online 24 hours after delivery and this should be web based. Without additional cost to MTC and no additional license cost.
- MTC have various accounts for local courier service, MTC should be invoiced per account.

Example - Mobile Homes, Repair Centre, CTW Technical and Olympia all on accounts.

- POD's available within 24 hours after delivery.
- MTC should be able to use their own reference number. For example, Job number, order number, serial number 16 digest including characters.

REQUIREMENTS

- Ensure MTC has secure dispatch and delivery. MTC may suggest or implement new security measures together with the courier company at no additional costs.
- Invoice should be submitted on softcopy every 2 weeks and verification of POD's online must be available.
- Please limit one page billing per invoice
- Waybill tracking online should be available for MTC on daily basis – MTC must be able to log in and do tracking web based.
- Additional scales at 3 different points if needed at no additional cost to MTC.
- Monthly Reports should be available with the KPI's of courier should also be included.
- Reports of delivery per week per month: Criteria of Delivery on time/Delivery's failed and outstanding POD's
- Monthly Excel report based on report with the example information available as per table.

QUESTIONS?



THANK YOU

