

TENDERER'S NAME:

CLOSING DATE: **Friday, 31st July 2020 by 14:30**

PLACE: THE MANAGER
MTC PROCUREMENT
CORNER OF MOSE TJITENDERO & HAMUTENYA WANEHEPO NDADI
STREET, OLYMPIA
MOBILE TELECOMMUNICATIONS LIMITED (MTC) HEAD QUARTERS
WINDHOEK



MTC37/20/RFI

**REQUEST FOR INFORMATION FOR AN E-PROCUREMENT SOLUTION, SPECIFICALLY FOR A
TELECOMMUNICATION COMPANY**

MOBILE TELECOMMUNICATIONS LIMITED (MTC)
EFFAISHE NGHIIDIPAA
MANAGER PROCUREMENT
WINDHOEK
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The information provided here are a guideline only and the vendor must submit their comprehensive system functionality and features, and must also include the cost. Submissions with no indicative costing will be evaluated.

1. Introduction and background

MTC is a public company registered in terms of the Companies Act of Namibia, No. 28 of 2004, as amended (Companies Act of Namibia) and wholly owned by Namibia Post and Telecom Holdings Limited (NPTH), a government entity. MTC plans to apply for a listing on the Namibian Stock Exchange (NSX) within the next year.

As a wholly owned subsidiary of the Namibian government, and a dominant participant in Namibia's telecommunications market, MTC is positioned to be a digital enabler of change. MTC's mobile network covers 97% of Namibia's population and over 86% of Namibians have access to MTC's mobile broadband. MTC is committed to achieving 100% coverage of the Namibian population and improving the lives of customers through innovative digital solutions that will enable us to be the best digital provider that meets customer expectations. MTC commitments are being fulfilled through its innovative digital solutions, the 081Every1 project, which is expanding MTC's services to Namibians in remote rural areas, and its continued efforts to ensure their infrastructure supports the needs of customers. MTC is a preferred employer and the most recognised communications brand in Namibia – nine out of 10 customers would recommend MTC to others.

2. Vision Statement

To be the best digital enabler that meets customer needs.

3. Mission Statement

To improve the lives of our customers through innovative digital solutions and highly skilled human capital.

4. What we value

- Integrity (trust, transparency)
- Customer centricity
- Stakeholder inclusivity
- Innovation

5. Operational Philosophy

MTC recognises commitment to our common vision, to growth and profitability and to enjoying the work we do. We achieve this through continuous change and development in a dynamic industry. We grasp opportunities to develop MTC in a structured manner.

We are committed to a culture of mutual respect, honesty, fairness, integrity, transparency, accountability and trust, and dare each other to perform in an excellent manner. We reward people according to the value they bring to MTC. We serve our customers to the best of our ability and strive to improve this service wherever possible.

6. Procurement Objectives

To ensure that the MTC Procurement function is carried out honestly, fairly and in a transparent manner, whilst being cost effective and efficient in the use of allocated resources. The Procurement function must act professional and uphold the highest standard of integrity based on sound business practices, objectivity and competition. This can only be if supported by a strong foundation that enables proper and efficient administration of all documentation, controlled user access and trails of changes.

7. E-Procurement Solution

E-procurement software is the enterprise system that automates and integrates the spectrum of an organization's procurement cycle and these Procurement tools that enables negotiation, buying, and collaboration through strategic sourcing, contract management, and analysis.

E-procurement eliminates paperwork, rework and errors. MTC already has an ERP system and integration of the EProcurement system to this ERP system should be possible to ensure seamless interfacing to the Finance and Inventory module of the current ERP system.

8. Solution Requirements:

- Control over procurement processes (auditable processes according to rules and regulations, contract compliancy).
- Buyer's open purchase requisitions (goods/services/projects) and material master (stock items), are automatically published on the Internet so that any supplier can view it and submit quotations/tenders.
- Provides a single platform for all procurement activity, giving stakeholders and managers a centralized platform for managing and auditing.
- Evaluation of bids
- Publishing of information at various intervals as required by MTC
- Reporting
- **Cloud-based access:** Obtaining control without requiring any hardware.
- **Sustain compliance:** All changes made to the the E-Procurement Solution must be archived and stored for years, enabling the generation of reports for auditors and providing full audit trail.