



MOBILE TELECOMMUNICATIONS LIMITED

TITLE OF TENDER	PROVISION OF NAMIBIA STOCK EXCHANGE LISTING SPONSOR SERVICES FOR MTC
TENDER NO:	MTC19/18/O
DATE ISSUED:	06 June 2018
CLOSING DATE:	15th June 2018 @ 14h30
TENDERER NAME	
TOTAL TENDER AMOUNT (EXCL. VAT)	

TABLE OF CONTENT

PART A – TENDER INVITATION	3
1. INVITATION TO TENDER	3
2. TENDER FORMAT	3
PART B – GENERAL TERMS AND CONDITIONS	4
2. TENDER CONDITIONS	4
2.1 DEFINITIONS.....	4
2.2 TENDER INVITATION	4
2.3 GENERAL TENDER CONDITIONS	5
2.4 GENERAL EVALUATION CRITERIA.....	6
2.5 SUMMARY OF DEADLINES	6
2.6 QUESTIONS & ANSWERS.....	6
2.7 TENDERER’S DESIGNATED LIASON.....	6
2.8 REFERENCE LIST	7
2.9 SUCCESSFUL TENDERER’S PERFORMANCE MANAGEMENT.....	Error! Bookmark not defined.
3. DECLARATION OF INTEREST FORM	7
PART C – PROJECT SPECIFIC TERMS OF REFERENCE	8

PART A – TENDER INVITATION

1. INVITATION TO TENDER

CLIENT:	MOBILE TELECOMMUNICATIONS LIMITED (MTC)
TENDER DESCRIPTION:	PROVISION OF NAMIBIA STOCK EXCHANGE LISTING SPONSOR SERVICES FOR MTC
TENDER NUMBER:	MTC19/18/O
CLOSING DATE	15 th June 2018, 14:30
TENDER PRICE:	N\$1000.00 (non-refundable)
ADDRESS TENDER TO:	MTC Procurement, Manager Procurement
	Cnr Mose Tjitendero & Hamutenya Wanehepo Ndadi Street
	Olympia
	Windhoek, Namibia
ALL INQUIRIES:	Nghiidipaa Effaishe Manager Procurement Tel: +264 61 280 2019 Fax: +264 61 280 2057 Email: enghiidipaa@mtc.com.na

2. TENDER FORMAT

1.1.1 Tender documents must be in a sealed package as follows:

- .1 One (1) original, clearly marked "ORIGINAL"
- .2 One (1) soft copy on email or CD

1.1.2 All documents must clearly be marked:

PROVISION OF NAMIBIA STOCK EXCHANGE LISTING SPONSOR SERVICES FOR MTC, "TENDER NUMBER" MTC19/18/O.

ALL TENDER DOCUMENTS MUST BE DEPOSITED INSIDE THE MTC TENDER BOX AT THE RECEPTION OF MTC HEAD OFFICES IN OLYMPIA, MOSE TJITENDERO AND HAMUTENYA WANAHEPO NDADI STREETS.

PART B – GENERAL TERMS AND CONDITIONS

2. TENDER CONDITIONS

2.1 DEFINITIONS

- 2.1.1 In this Request for Proposal (Tender), unless the context clearly indicates the contrary, the following interpretation will apply to the terms stated below:
- .1 “MTC” shall mean Mobile Telecommunications Limited
 - .2 “RFP” shall mean Request for Proposal (Tender)
- 2.1.2 This Request for Proposal is not a contract, and does not create an obligation on MTC’s part to purchase services from any company submitting a proposal. MTC reserves the right to reject any or all proposals in its sole and absolute discretion

2.2 TENDER INVITATION

- 2.2.1 MTC, a wholly owned subsidiary of Namibia Post and Telecom Holdings Ltd, herewith calls for proposals from listing sponsors meeting the necessary requirements as per the Namibia Stock Exchange.
- 2.2.2 This tender document shall consist of the following Appendices:
- 2.2.3 Appendix A – Non Disclosure Agreement

2.3 GENERAL TENDER CONDITIONS

- 2.3.1 All tender documents must be submitted before or on the closing date and time as indicated on the cover page, should be returned and deposited in the tender box at the entrance of MTC Headquarters, Olympia
- 2.3.2 No late tenders will be considered
- 2.3.3 Every tender document page must be initialled
- 2.3.4 MTC is neither bound to accept the lowest of any Tender nor to assign any reason for acceptance or rejection of such Tender
- 2.3.5 MTC reserves the right to change these dates and any other dates that may appear in this RFP. Such changes will be communicated as soon as they are made.
- 2.3.6 Notifications to companies will be in writing to the designated liaison person nominated by the firm.
- 2.3.7 From the submissions an evaluation will be performed highlighting a short list
- 2.3.8 If deemed necessary, negotiations may be entered into with the short listed candidates.
- 2.3.9 Companies that wish to tender should examine this RFP carefully and review all instructions contained herein. Companies should follow the instructions so that MTC can easily evaluate and compare all proposals received.
- 2.3.10 All prices must be in NAD and exclusive of all taxes
- 2.3.11 MTC in its sole and absolute discretion reserves the right to:
- .1 Reject any or all proposals, whether or not these instructions are followed
 - .2 Reject any submissions not complying with the specified format
 - .3 Award the contract based solely on a proposal received without entering into any further discussions.
 - .4 Short list candidates
 - .5 Not base the final decision solely on price.
- 2.3.12 No correspondence will be entered into should MTC decide to reject any proposals or to withdraw the RFP.
- 2.3.13 Each response must include a detailed discussion of each of the items below. Should responses not use the same heading and follow the same numbering as the RFP. MTC may automatically disqualify the company from the tender process.
- 2.3.14 MTC will make its decision based on the quality of the information contained in the proposal and no opportunity will exist for any company to enhance such information after closing date and time of the tender.
- 2.3.15 It is important to clearly note down any assumptions made in the proposal so that each proposal may be evaluated fairly against all other submissions.
- 2.3.16 This RFP outlines the requirements of MTC and the process to be followed by the prospective Tenderers in submitting a response.
- 2.3.17 Companies should provide a list of previous or current clients they served with similar projects. MTC reserves the right to contact any clients referenced
- 2.3.18 MTC reserves the right to exclude certain persons and legal entities in the event of poor performance; the tender offering or attempting to offer any bribe, promised a bribe, or any other consideration to any MTC employee involved with this tender or the tenderer has acted fraudulently and or in bad faith.
- 2.3.19 Any restriction imposed upon any such tenderer shall also apply to any other enterprise under the same or different name with which the person, firm or company is actively associated.
- 2.3.20 MTC may accept any tender in part or wholly with no obligation to explanation whatsoever.

2.4 GENERAL EVALUATION CRITERIA

2.4.1 Proposals will be evaluated by MTC using criteria in the RFP and as per the relevant questions asked. These categories are not necessarily listed in order of importance:

- .1 Price competitiveness, including any price discount provided in the proposal.
- .2 Project completion schedules and lead times proposed.
- .3 Warrantee conditions and handling of claims.
- .4 Availability of references from other customers and reputation of tenderer.
- .5 Availability of infrastructure for after sales support, both local and international
- .6 Compliance with local and international standards.
- .7 Certification and accreditations
- .8 Value added to MTC

2.4.2 Tenderer degree of conformance to the Black Economic Empowerment Policy (A certificate from NPPC should be submitted to prove the BEE credential). Alternatively, shareholder names and certificates must be attached.

2.4.3 The tenderer shall ensure that sufficient supporting documentation and information is supplied in his proposal to enable MTC to evaluate the proposal in respect of each of the abovementioned criteria.

2.5 SUMMARY OF DEADLINES

ACTION	DUE DATE
Tender documents availability	06 th June 2018, 10H00 -12H00
Tender closing date	15 th June 2018 @ 14h30

2.6 QUESTIONS & ANSWERS

2.6.1 Communication between MTC and prospective companies, for the duration of this RFP, must only be through **Ms E. Nghiidipaa @ 061 280 2019** or enghiidipaa@mtc.com.na . No direct communication or contact with any other party at MTC is permissible. Any such breach may disqualify the company.

2.7 TENDERER'S DESIGNATED LIASON

2.7.1 Companies must select a single designated contact person, through whom all communications between MTC and the company will take place:

Contact Name	
Designation	
Telephone	
Fax	
Email	
Signature	

2.8 REFERENCE LIST

Item	Company Name	Contact Person	Contact Details	Year of Service
1				
2				
3				
4				
5				

3. DECLARATION OF INTEREST FORM

Any deliberate omission in this declaration or the supplying of false information will be regarded in a serious light and may lead to an investigation and disqualification of the tender process.

Tenderer Name:

Tender #:

Description of Tender:

RELATION TO MTC EMPLOYEES/ MANAGEMENT/ DIRECTORS

I herewith declare that I have/am related – i.e. spouse (also fiancé or boyfriend/ girlfriend), parent, child, any other relation with the following MTC Employee(s)/ Member(s) of Management/ Board of Directors: *

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

CONFIRMATION OF FACTUAL INFORMATION

I confirm by signing this declaration that, to the best of my knowledge, the statements made above are factual and accurate and that I have taken note of all the sections. *

Full Name:**Signature:****Date:**

* Please initial in each box where applicable.

PART C – PROJECT SPECIFIC TERMS OF REFERENCE

1. BACKGROUND

Mobile Telecommunications Limited (“MTC”) is the largest telecommunications service provider within Namibia and is now a wholly owned subsidiary of Namibia Post and Telecom Holdings Limited (‘NPTH’). MTC provides a comprehensive range of telecommunications services in the form of short message services (SMS), voice calls and Data to its Customers. MTC wishes to appoint an NSX approved.

MTC intends to apply for primary listing on the Namibia Stock Exchange for listing within a period of six to nine months.

2. SCOPE OF WORK

To perform the responsibilities of a Sponsor as per the NSX listing requirements, which include but are not limited to the following:

- Guiding interpretation of listing requirements and related statutes as they apply to MTC and its continuing obligations and corporate actions.
- Advising MTC on how to apply listings requirements and assisting directors to perform the required responsibilities and obligations.
- Advising on what is required so that shareholders and the public are able to appraise the position of the issuer and avoid the creation of a false market.
- Provide advice on a continuing basis regarding the application of the listing requirements, including the application of the spirit of the listing requirements and upholding the integrity of the NSX.
- Transaction support.
- Drafting of all required documentation for the regulatory environment.
- Creating a communication channel between MTC and the NSX.
- Management of the continuing obligations of a listed company by way of a dedicated sponsor desk.
- Submit information timeously in compliance with the NSX listing requirements.
- Ensure that Cautionary Announcements comply with the NSX listing requirements before submission to the NSX.
- Use all reasonable endeavors to ensure that MTC complies with the NSX listing requirements.
- Any other matters related to the NSX compliance requirements.
- Any other relevant work required by MTC.

3. KEY REQUIREMENTS

- Approved and entered on the NSX Register of Sponsors.
- Strong credentials in providing Sponsor services to primary listings.
- Credentials demonstrating ability to raise funds in local and cross-border markets.
- Sufficient capacity of staff and resources, including executive staff.
- Demonstration of independence and lack of conflicts of interest.
- The credentials of the key team members who will be serving MTC.

4. PROPOSALS TO INCLUDE

- Company profile
- Scope of work previously conducted, highlighting primary listings
- Past experience in dealing with listed entities
- Profile of key team staff members i.e. their qualifications and experience
- Proposed pricing structure
- All other relevant information
- Submission to be informed by the key requirements of the NSX Listing Requirements.

5. COMMUNICATION

- Any communication with any MTC official or board member or any person acting in an advisory capacity for MTC in respect of this request for proposal after the closing date is discouraged.
- Shortlisted candidates will be invited to make a presentation.
- Expressions of Interest must be submitted to and reach the:

**MTC tender box
MTC Head Office
C/O Mose Tjitendero & Hamutenya Wanahepo Ndadi Streets
Olympia,
Windhoek**

By **14h30** on **15 June 2018**.

- **SOFT COPIES MUST BE SEND TO enghiidipaa@mtc.com.na well before the closing time.**
- **ONLY SHORTLISTED SPONSORS WILL BE CONTACTED AND NO DOCUMENTS WILL BE RETURNED.**
- **MTC SHALL NOT BE OBLIGED TO PROVIDE ANY REASONS OR ENTER INTO DIALOGUE WITH ANY SPONSOR NOT SHORTLISTED OR SELECTED.**
- **LATE SUBMISSIONS SHALL NOT BE ACCEPTED**