



MOBILE TELECOMMUNICATIONS LIMITED

TITLE OF TENDER	SUPPLY AND DELIVERY OF 16 VEHICLES TO MTC
TENDER NO:	MTC08/19/O
DATE ISSUED:	Friday, 17 May 2019
CLOSING DATE:	Friday, 31 May 2019, 14:30
TENDERER NAME:	
TOTAL TENDER AMOUNT (EXCL. VAT)	

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PART A

1. INVITATION TO TENDER

CLIENT:	MOBILE TELECOMMUNICATIONS LIMITED (MTC)
TENDER DESCRIPTION:	Supply and delivery of 16 vehicles to MTC
TENDER NUMBER:	MTC08/19/O
CLOSING DATE	Friday, 31 May 2019, 14:30
TENDER PRICE:	Free
ADDRESS TENDER TO:	MTC Tender Board, Manager Procurement
	Cnr of Mose Tjitendero & Hamutenya Wanahepo Ndadi Streets, Olympia
	PO Box 23051
	Windhoek, Namibia
INQUIRIES:	Nghiidipaa Effaishe Manager Procurement Tel: +264 61 280 2019 Fax: +264 61 280 2057 Email: enghiidipaa@mtc.com.na

1.1 TENDER FORMAT:

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

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

1.1.2 All documents must clearly be marked "Supply and delivery of 16 vehicles to MTC, MTC08/19/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

2. STANDARD 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:

- “Commercial” shall mean information referring to all prices, payment terms and conditions, lead times, company and financial ability to render the services or provide product, transport cost, BEE status, warranties, guarantees, after sales support, etc.
- “MTC” shall mean Mobile Telecommunications Limited
- “RFP” shall mean Request for Proposal (Tender)
- “Technical” shall mean the Tenderer’s ability to satisfy MTC’s product and service requirements and needs. Consultations, qualifications and expertise of the personnel involved in the service delivery and implementation should also be indicated under the Technical section.

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

MTC hereby invites offers to tender for the supply and delivery of 16 vehicles to MTC.

This tender document shall consist of the following Appendices:

- 2.2.1 Appendix A- BEE Scorecard
- 2.2.2 Appendix B- Non Disclosure Agreement

2.3 GENERAL CONDITIONS

2.3.1 All tender documents must be submitted before or on the closing date and time as indicated on the cover page, No late tenders will be considered

2.3.2 Every tender document page must be initialed

2.3.3 MTC is neither bound to accept the lowest of any Tender nor to assign any reason for acceptance or rejection of such Tender

2.3.4 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.

2.3.5 Notifications to companies will be in writing to the designated liaison person nominated by the firm.

2.3.6 From the submissions an evaluation will be performed highlighting a short list

2.3.7 If deemed necessary, negotiations may be entered into with the short listed candidates.

- 2.3.8 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.
- 2.3.9 All prices must be in NAD and exclusive of all taxes
- 2.3.10 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.
- 2.3.11 No correspondence will be entered into should MTC decide to reject any proposals or to withdraw the RFP.
- 2.3.12 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.
- 2.3.13 BEE Scorecard (Appendix A). The tenderer is required to approach the Namibia Preferential Procurement Council (NPPC), Telephone # 061 248 007 for accreditation and attach their accreditation certificate to the tender response. Tenders without this certificate maybe disqualified.
- 2.3.14 Additionally or alternatively, the tenderer must provide certified copies of share certificates to prove their BEE shareholding credentials
- 2.3.15 SMEs must attach certified copy of their SME certificate provided by the Ministry of Trade and Industry
- 2.3.16 The tenderer must submit statutory documents such as company registration documents, good standing documents with Social Security, Receiver of Revenue etc. with every tender submission.
- 2.3.17 The tenderer must submit the shareholding structures and certificates of the main tenderer as well as of those of any company to be used to fulfil this tender either in partnership or subcontractor basis.
- 2.3.18 Should a non-Namibian company respond to this tender, and such a company shall make use of a Namibian company to fulfil the tender, then the Namibian company's shareholding certificates must be submitted as well as the portion of the tender to be allocated to the Namibian company.
- 2.3.19 Non-Disclosure Agreement (Appendix B). Each potential tenderer picking this tender document must sign the non-disclosure agreement with regard to the information contained herein or any other information exchanged between MTC and the potential tenderer with respect to this tender.
- 2.3.20 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.
- 2.3.21 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.
- 2.3.22 This RFP outlines the requirements of MTC and the process to be followed by the prospective Tenderers in submitting a response.
- 2.3.23 Companies should provide a list of previous or current clients they served with similar projects. MTC reserves the right to contact any clients referenced

- 2.3.24 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.
- 2.3.25 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.

2.4 EVALUATION CRITERIA

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:

- 2.4.1 Price competitiveness, including any price discount provided in the proposal.
- 2.4.2 Delivery schedules and lead times proposed.
- 2.4.3 Warrantee conditions and handling of claims.
- 2.4.4 Operating costs and cost of services and maintenance support.
- 2.4.5 Availability of references from other customers and reputation of tenderer 2.4.6
- 2.4.6 Availability of infrastructure for after sales support, both local and abroad.
- 2.4.7 Compliance with local and international standards.
- 2.4.8 Certification and accreditations
- 2.4.9 Value added to MTC
- 2.4.10 The financial condition and trading record of the tenderer (Company profile, Latest financial statements of tenderer etc)
- 2.4.11 Tenderer degree of conformance to the Black Economic Empowerment Policy
- 2.4.12 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	17 May 2019
Submission of questions	27 May 2019
MTC response to questions	28 May 2019
Tender closing date	31 May 2019, 14:30

2.6 QUESTIONS & ANSWERS:

- 2.6.1 If required, companies may submit questions via email to tenders@mtc.com.na on or before 27 May 2019.
- 2.6.2 All questions and answers thereto will be communicated in writing to all participants by 28 May 2019.
- 2.6.3 Communication between MTC and prospective companies, for the duration of this RFP, must only be through Ms. Effaishe Nghiidipaa, Email: enghiidipaa@mtc.com.na . No direct communication or contact with any other party at MTC is permissible. Any such breach may disqualify the company. MTC's designated contact is Effaishe Nghiidipaa

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 SUCCESSFUL TENDERER'S PERFORMANCE MANAGEMENT

2.8.1 The successful tenderer/s are subjected to annual performance reviews to be completed by the respective MTC representative or Procurement Officer responsible for the purchase. The review will be done at intervals to be decided upon by the Procurement department.

2.8.2 The performance reviews will amongst others cover the following issues:

- **RELIABILITY:** How reliably do you follow through on your commitments to MTC?
- **COST:** How closely did your final total costs correspond to your expectations at the beginning of the transaction?
- **ORDER ACCURACY:** How well did the product/service delivered matched your order specifications and quantity?
- **DELIVERY/TIMELINESS:** How satisfied is the appraiser about the timeliness of the product/service delivery?
- **QUALITY:** How satisfied is the appraiser about the quality of the product/service provided by your company?
- **DOCUMENTATION ACCURACY:** Does your company present its all and correct documents with its deliveries
- **PERSONNEL:** How satisfied is the appraiser about the attitude, courtesy, and professionalism of your company's staff?
- **CUSTOMER SUPPORT:** How satisfied is the appraiser about the customer support she/he received from your company?
- **RESPONSIVENESS:** How responsive is your company to information requests, issues, or problems that arose in the course of the transaction?

2.9 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:
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* Please initial in each box where applicable.

PART C

SPECIAL CONDITIONS OF TENDER

Please ensure that every quote specifies the following and that the following terms and conditions apply:

- Lead time/delivery date from date of MTC Order issued until date vehicle is delivered to MTC Premises (including registration, fittings, etc.)
- Vehicles to be delivered to Procurement only – a designated Procurement Officer will be provided for this purpose
- Vehicle price to EXCLUDE VAT, Registration & number plates costs are for Dealership's account
- Vehicles to be no colour other than WHITE unless otherwise indicated.
- Dealer will be charged penalties for late delivery at a penalty rate of 5% per day of delay.
- Every extra should be listed (excl. VAT) separately on quote, with its corresponding price
- Vehicle extras at no charge should be noted with a zero value
- Service Plan (incl/excl) how many km's, how many years/terms (if excl. from purchase, please indicate amount charged for Service Plan)
- Warranty (same as above)
- Service Intervals (at what km's)
- Fuel tank capacity (in litres) (if extra fuel tank to be fitted please note original fuel tank and fitted tank separately)
- 245 wide tyres for all 4x4 Single, Extended and Double Cabs
- BF Goodrich - A/T 265/75/R16 tyres or similar for all 4x4 extreme

PRICE SCHEDULE

Description	Qty	Unit Price	Vat	Total
3L Diesel 4x4 Extra/Extended Cab (Preferably White) <u>Extras:</u> Towbar Running boards Rubberized load box Bull bar Roll bar Extra fuel tank (minimum 60 Litres) Spot lights Canopy Tinting – bakkie (20% front & 5% ex cab) and canopy(5%) Aircon Radio/cd Electric windows Central locking and alarm Traction Control Service Plan for 5 years / 120 000km Bluetooth hands-free kit Spacers must be inserted to lift suspension of vehicle 245 wide tyres (BF Goodrich)	7 Manual			
2.5L Diesel 4x4 Double Cab (Preferably White) <u>Extras:</u> Towbar Running boards Rubberized load box Bull bar Roll bar Extra fuel tank (60 Litres) Spot lights Canopy Tinting – bakkie and canopy Aircon Radio/cd Electric windows Central locking and alarm Traction Control Service Plan for 5 years / 120 000km	4 Manual			

<p>Bluetooth hands-free kit Spacers must be inserted to lift suspension of vehicle 245 wide tyres BF Goodrich</p> <p>Sedan 1.6 Base (Preferably White) <u>Extras:</u> Aircon Radio/cd Electric windows Fog lights Central locking and alarm Service Plan for 5 years / 120 000km Bluetooth hands-free kit Window Tinting 20%</p> <p>2.0L Diesel Van Doors: 4 (opt 5) Length: 4408 mm Width excl mirrors / Incl mirrors: 1793-2065 mm Height: 1823 mm Wheelbase: 2682 mm Ground clearance: 166 mm Body shape: Panel Van Seats quantity: 2 Doors: 4 (opt 5) Kerb weight: 1390 Kg Towing capacity unbraked: 700 Kg Towing capacity braked: 1500 Kg Load volume capacity: 3200 l Electric windows Power steering Central locking Remote Air conditioning Bluetooth connectivity USB port Xenon headlights Front fog lights Rear fog lights High level brake light On board trip computer Multi function steering wheel controls Alloy wheel</p>	<p>3 Manual</p> <p>1 Manual</p>			
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<p>Front tyres: 195/65 R15 (opt 205/55 R16) Rear tyres: 195/65 R15 (opt 205/55 R16) Park distance control rear ABS Traction control Stability control Driver airbag Passenger airbag</p> <p>Petrol/Diesel Bus 23+ Seater (Preferably White) Aircon Central locking and alarm Service plan system Radio/CD Hands free kit</p>	<p>1 Manual</p>			
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REFERENCE LIST

Item	Company Name	Contact Person	Contact Details	Year of Service
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				