



**COMPETITIVE TENDER 1143/17:  
FOR  
PROVISION OF BUDGET SENSITIVITY ANALYSIS AND SCENARIO  
PLANNING SERVICES**

**Background**

Tel-One is a telecommunications service provider that is 100% owned by the Government of Zimbabwe. The company would want to engage registered firms to provide **Budget Sensitivity Analysis And Scenario Planning Services**.

**1.0 Scope**

1. Identification of Key performance indicators
2. Eventualities that can affect KPI's
3. Identify the causes of the eventualities "what if" testing
4. How will the "what if" affect the KPI's and plan
5. Simulation and sensitivity analysis – based upon the model by TelOne
6. Testing the Sensitivity Analysis under varying stress tests
7. Identify actions to be followed by management upon a scenario commencing
8. Profiling and safe warehousing of various scenarios with back up procedures

**1.1 INSTRUCTIONS TO TENDERERS**

It is important that service providers should, in their own interest, carefully study and closely follow the general instructions together with any separate directions issued concerning the submission of the tender.

The submission of a tender will be regarded as signifying acceptance by the bidder of the instruction and any special conditions that may have been imposed.

**1.2 PRICE SCHEDULE**

- a) The bidder shall quote the full price including taxes stated separately taking into account all costs associated with the entire scope of work as described in this tender.
- b) The tender price shall remain fixed for the duration of the contract.
- c) All quotations to be submitted in **triplicate**.
- d) Prices to be quoted in Dollars.

### **1.3 FINANCIAL TERMS**

Payment for services rendered shall be within 30 days from date of acceptance and receipt of invoice after service delivery.

### **1.4 SPECIFICATIONS**

While specifications of this tender are provided in the respective clauses herein it is expected that participating bidders shall have at least five years professional experience in the budget sensitivity analysis and scenario planning services. In addition to the scope of tender in clause 1.0 various clauses specifying the tender requirements checklist specifications are provided in clause 3 under evaluation criteria to which bidders need to pay attention.

### **1.5 TRAVEL**

The service provider shall be required to cover any necessary travelling and subsistence expenses on her own.

### **1.6 CORRESPONDENCES**

#### **(a) Language**

The English language shall be used in all correspondences, technical literature and drawings.

#### **(b) REFERENCE**

All reference to this invitation to tender shall quote the tender number. All references to this tender, once accepted by Tel-One, shall quote the Purchaser's Order number and this is to be used as the primary identification in all correspondences.

## **2.0 EVALUATION CRITERIA**

Evaluation shall be done in three stages namely Preliminary Technical and Financial. *The tender shall be awarded to the lowest evaluated bid to specifications per region.*

**i) Preliminary evaluation-** the preliminary evaluation shall consider bidders' compliance with the tender requirements submitting the following mandatory requirements;

(a) Certificate of Incorporation

(b) Valid Current tax Clearance Certificate) from Zimbabwe Revenue Authority

(c) CR14

(d) Price Validity period which is 60 days (bidders must state clearly).

**Non-compliance with the stated mandatory requirements will lead to automatic disqualification.**

## ii) Technical evaluation

This is done to verify if each Tenderer has submitted the following tender requirements, which are:

- Company profile including CVs of key personnel, services offered and the description thereof. Company profile to state approach/methodology
- The bidder must have experience spanning at least 5 years in provide budget sensitivity analysis and scenario planning services. The bidder must provide confirmation or evidence by submitting official letters from organizations where they have provided similar services showing dates.
- At least three written reference letters from different companies. Reference letters must be on official letterheads.
- The bidding company must submit proof of Registration with the relevant regulator, if any.
- Two of the Senior Consultants to have advanced finance and strategy qualifications.

## iii) Financial Evaluation

The Financial evaluation shall consider the prices offered by respective bidders

## 3.0 GENERAL CONDITIONS OF TENDER

### 3.1 Conditions

*The tender shall be awarded to the lowest evaluated bid to specifications.*

Tel-One reserves the right to reject any bidder who does not conform to these requirements and to cancel tender.

**Tel-One also reserves the right to accept any tender in part or in whole.**

### 3.2 Closing date of tender

The closing time and date for this tender shall be **1500 hours on Monday 13<sup>th</sup> day Of November 2017.**

Any queries regarding this tender should be made to:

**The Secretary Purchasing Committee, Tel-One, P.O. Box CY331, Causeway, Harare, Zimbabwe.**

**E-mail: [cladios.chenga@telone.co.zw](mailto:cladios.chenga@telone.co.zw) or [procurement@telone.co.zw](mailto:procurement@telone.co.zw)**

Tel One will respond in writing to any request for clarification of the tendering documents which it receives **no later than 2 days** prior to the copies of the Tel-One's response (including any explanation of the query) shall be sent to all participating prospective bidders who would have purchased the tendering documents.

### 3.3 Delivery of tender

Tenders and all accompanying documents are to be submitted in triplicate. These shall be enclosed in a sealed envelope bearing on the outside, the name and address of the bidder, the tender number and title of the tender. Tenders shall be delivered to:

**The Secretary Purchasing Committee,  
Tel-One, P. O. Box CY331, 8<sup>th</sup> Floor, Runhare House;  
107 Kwame Nkrumah Avenue, HARARE, Zimbabwe,**

**by 1500 hours on Monday 13<sup>th</sup> day of November 2017.**

Tenders received after 1500 hours will not be accepted.

## 4.0 CONDITIONS OF CONTRACT

### 4.1 Definition of terms

In the construing of these conditions and the specifications, the following shall have the meanings herein assigned to them unless there is something in the subject matter or context inconsistent with such construction:

The “**Purchaser**” shall mean the Tel•One Private Limited of Zimbabwe and shall include the Purchaser's legal personal representatives, successors and assigns.

The “**bidder**” shall mean any person or company who submits an offer in response to this document.

The “**Supplier**” shall mean the bidder whose tender has been accepted by the purchaser, and shall include the bidder's legal personal representatives, successors and assigns.

“**Services**” shall mean and include work, activities, materials and things of all kinds to be provided under the contract.

The “**Contract**” shall mean the agreement between Tel•One and the winning bidder (Consultant) for the provision of Consultancy Services, including therein the tender, the conditions of the contract, the specifications, the schedule, the drawings, and all documents to which reference may properly be made in order to ascertain the rights and obligations of the parties under the said agreement. It shall include:-

- Any alterations to the said agreement which may be agreed to, in writing between the Purchaser and the Contractor.
- All agreed specifications, plans, drawings and other documents which are prepared pursuant to the said agreement.

### 4.2 Subcontracting

No part of the contract is to be assigned or subcontracted by the consultant without the prior written permission of the purchaser. This permission, which will not be unreasonably withheld shall not in any way interpreted as releasing the consultant from his liabilities and obligations under the contract. In the event of the Consultant,

assigning or making a subcontract contrary to this clause, the Purchaser shall be at liberty to terminate the Contract.

#### **4.3 Inspection and rejection**

The Purchaser shall have the right at any time to inspect work being undertaken in terms of this contract and to reject such work if it is found to be defective or inferior in quality or in non-compliance with the specifications of the Contract. Should any work be so rejected, then the Supplier, shall replace or make good to the satisfaction of the Purchaser, at his own expense, without alteration to any of the Consultant's liabilities and obligations under the contract. Before proceeding to execute any work, the Supplier shall, if so requested, obtain the Purchaser's approval of the manner in which the Consultant proposes to carry out any part of the work and shall furnish any information the purchaser shall require. The Supplier shall afford the Purchaser all reasonable facilities as may be required to carry out inspections. Any work rejected by the Purchaser shall be marked or segregated in a manner satisfactory to the Purchaser to ensure its identification as rejected work.

##### **(a) Penalties for late delivery**

If the **consultancy firm** fails to complete the project within the time specified, the **consultancy firm** shall pay the **purchaser** a sum equal to five percent (5%) of the **contract sum** of the **project** or its part delayed per week, which shall elapse between the completion time specified and the actual date of completion.