



Creating level playing field

**POSTAL AND TELECOMMUNICATIONS REGULATORY AUTHORITY OF
ZIMBABWE (POTRAZ)**

**REQUEST FOR QUOTATIONS FOR THE, DESIGN AND CONSTRUCTION OF HARARE
AGRICULTURAL SHOW STAND – YEAR 2021**

RFQ NUMBER : MIR 02592

The Postal and Telecommunications Authority of Zimbabwe (POTRAZ), will be participating in the Harare Agricultural Show scheduled for the period **27 September to 02 October 2021 in Harare.** POTRAZ therefore requires the services of a professional supplier having previous experience of handling work of similar nature at trade fairs and exhibitions for the designing and construction of the POTRAZ Pavilion, interior decorations, set up and provision of other related ancillary services during the fair as per the scope of work given in part 4 of this document

1. Preliminary Requirements

You are being invited to quote for the design, construction, and set up of the 2020 POTRAZ Harare Agricultural Show Stand. You are therefore required to meet the following key mandatory administrative criteria

Table 1: Administrative requirements

No.	Criteria	Attachments Required
1.	Bidder should be registered by the Procurement Regulatory Authority of Zimbabwe	<i>PRAZ registration certificate OR insert from the government gazette</i>
2.	Bidder should be compliant to Tax Law requirements	<i>Submit valid tax clearance certificate</i>
3.	Bidder must be a legally registered entity	<i>To submit CR14 and Certificate of Incorporation</i>
4	Company profile to be relevant for the required works	<i>Attach company profile</i>

Failure to meet the above will result in elimination.

2.0 Technical Evaluation

The stand should be constructed showing the following features;

Stand Features

1. Stand design and construction
2. 100m² stand, octanorm panels
3. To have information brochure racks
4. 3 X Televisions
5. Fridge, electrical installations
6. Sofa (1 x 2 seater)
7. 4 x sets of counter tables and chairs
8. Make for small office
9. Model Miniature telecommunication tower and model satellite dish to be within the stand

Accessories

1. Miniature tower and satellite dish
2. 3m x 3m digital screens

Other

The stand is on the open space next to the East end hall and requires tent to cover the stand. The tent should meet the following specifications

1. Framed tent to cover 100m2 area
2. White colour

The tent should be well presentable and clean.

Other Concept Features

1. Stand to have the Necessary Ambience, including lighting, (visuals to be agreed upon and approved with the Authority based on the theme) general lighting, murals, screens, video projection and screens. The stand should essentially reflect a POTRAZ decoration and ambience with professional, modern business type layout and design highlighting the telecommunications sector infrastructure as well.
2. Stand has to be free of clutter with all accessories enclosed within the stand and simple in content and layout with a minimalist and fashionable look.

3.0 Qualifications and Experience

Bidder are expected to have relevant experience and qualifications in the design and set up of exhibition stands. The following attributes will be rated

Table 2: Technical experience and qualifications

No.	Evaluation Attribute	Bidder's response	Weighting Score	Max Score
1	Experience of setting up stands at exhibitions and trade fairs		✓ 5 Years and above ✓ Others prorated at: No. of years x 10/5	10
2	Provide a list of <u>traceable references</u> to which the bidder has offered similar services within the last 5 years. Please state project name (e.g Exhibition stand at ZITF - 2020)		✓ 5 or more Clients with references ✓ Others prorated at: No. of Clients x 10/5	10

No.	Evaluation Attribute	Bidder's response	Weighting Score	Max Score
3	Presentability of the sketch design, Innovative ideas and other attractions in the stand. Bidder to provide a sketch proposal of the stand		Maximum score of 10 with 1 being poor and 30 being excellent	30
	Total			50

Minimum qualifying score is (40/50)*

3.0 Financial Schedule

Please submit your quotation in the following format;

Table 3: Financial proposal

No.	Cost Element	Amount (\$)	Remarks (If any)
1	Cost of designing and conceptualisation		
2	Cost of construction		
3	Dismantling		
4	Ancillary services		
5	Other Costs (mention)		
6	-		
7	-		
8	-		
9	-		
10	-		
	Subtotal		

No.	Cost Element	Amount (\$)	Remarks (If any)
	VAT		
	Total		

The table below summarises the overall evaluation process and proposed weighting of each stage

Area	Rating / Score
Preliminary evaluation (Compliance Evaluation)	Qualification/Elimination
Technical Evaluation (Shortlisting)	Pass mark 40
Financial Evaluation (lowest)	Least price based ranking

1. Stand has to be free of clutter with all accessories enclosed within the stand and simple in content and layout with a minimalist and fashionable look.

6.0 Submission Instructions

1. Bidder to submit proposal together with design in print or soft copy form
2. Closing date for submission of quotations is **Friday, 17 September 2021 at 10:00 hours**
3. Quotation can be submitted through the email: pmu@potraz.gov.zw .
4. Bidders may present more than one design option (maximum of 2) should they wish to.

Ends//

