



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

**Request for Sealed Quotations
for Goods**

SUPPLY AND DELIVERY OF COMPUTER SUPPLIES

Procurement Reference No: Ref: G/RFSQ/02-14/2022

Private Bag 13338, WHK, Tel: 061-2879111, Fax: 061-257529, email address:
David.Kamhulu@opm.gov.na. 04 July 2022.



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

Tel: 061-2879111
Fax: 061-257529

Private Bag 13338
Windhoek

Letter of Invitation

To.....
.....
.....

Procurement Reference Number: Ref: G/RFSQ/02-14/2022

04 July 2022

Dear Sirs,

Request for Quotations for Supply and delivery of Computer Supplies

The Office of the Prime Minister (OPM) invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Mr. D. Kamhulu, at 061-2056215.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Mr B Mungunda,

Head of Procurement committee



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Office of the Prime Minister reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, and
- (b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for *Bid Securing Declaration*;
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be thirty (30) days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) Have a valid company Registration Certificate;
- (b) have an original valid good standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) have a valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (g) Proof that the company is a 100% Namibian owned, attached certified copies of ID's of owners/shareholders/ or Members to proof 100% Namibian ownership;

NB Please note that a valid certified copy of an original document, as certified by Namibian Police is also acceptable.

5. Bid Securing Declaration

Bidders are required to *submit a Bid Securing Declaration* for this procurement process.

6. Delivery

Delivery shall be fourteen (14) days after the issuing of Purchase Order. A penalty of 1% per week shall be instituted on late delivery.

6.1 The following tests and inceptions will be carried/conducted on the goods at delivery:

6.1.1 If the goods meets the required specifications and in good standard

6.1.2 If the quantity delivered corresponds to the one requested.

6.1.3 If delivery is on time.

6.1.4 If delivery note is attached.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number: G/RFSQ/02-14/2022, addressed to the Office of the Prime Minister with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be in the Quotation and delivered at Office of the Prime Minister, Brendan Simbwaye Square, Block B (Ministry of Industrialisation, Trade and SME Development building) ground floor right wing Office No. 017 not later than 12 July 2022, 11:00 a.m. Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the OPM immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration.

10. Evaluation of Quotations

The OPM shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to OPM requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

14. Notification of Award and Debriefing

The OPM shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven days. Furthermore, the OPM shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER*(to be completed by Bidders)*

[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorised, it will be rejected.]

Quotation addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the *Bid Securing Declaration (BSD)* attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *forfeiture of the security amount / disqualification on the grounds mentioned in the BDS.*

The validity period of the Quotation is 30 days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

[Complete the following form. .]

Appendix to Quotation Letter

**BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(5) and 56(2))**

Date:[Day|month|year].....

Procurement Ref No.:

To:[insert complete name of Public Entity and address].....

I/We* understand that in terms of section 45 of the Act OPM must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:

.....
[insert signature of person whose name and capacity are shown]

Capacity of:

[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:

.....
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

**delete if not applicable / appropriate*



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No. :.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I *[insert full name]*, owner/representative

of*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

- 1. A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: SUPPLY AND DELIVERY OF COMPUTER SUPPLIES Procurement Ref No. G/RFQ/02-14/2022

INSTRUCTIONS TO THE PUBLIC BODY		INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity. [To be filled by the Public Entity]		Bidders shall fill-in columns F, G & H and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page						
A	B	C	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/m onth	Country of Origin
1.	RJ45 fly lead (2m)	20						
2.	RJ45 fly lead (5m)	20						
3.	RJ45 connectors	100						
4.	RJ45 boots	100						
5.	Cable Drum Roller (500 m)	2						
6.	2 TB Hard Drive	2						
7.	32 GB USB	5						
8.	Multi-mode cable fibre (2m)	5						
9.	Single mode cable fibre (2m)	5						
10.	HDMI Cable (5m)	3						
11.	HDMI Cable (2m)	5						
12.	4 Port USB 2.0 Card PCI	1						
				TOTAL				
NAME:		SIGNATURE		DATE				
NAME OF BIDDER:		POSITION:		ADDRESS:				

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

The Price quoted should be fi

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS*SUPPLY AND DELIVERY OF COMPUTER SUPPLIES***SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**

Procurement Reference Number: G/RFSQ/02-14/2022

[Bidders should complete columns C and D with the specification of the goods offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	PATCHCORD GREY 2MTR CAT6		
2	PATCHCORD GREY 5M CAT6		
3	RJ45 CAT6 CONNECTOR		
4	RJ45 BOOT GREY 0.7MM CAT6		
5	DATAZONE UTP CAT6 SOLID (500m)		
6	2 TB HARD DRIVE		
7	32 GB USB		
8	FIBRE MM LC - LC 2m FIBRE PATCH CORD		
9	FIBRE LC - LC 2M SM FIBRE PATCH CORD		
10	HDMI 5M MALE TO MALE CABLE V2.0 60HZ 4K		
11	HDMI 2M MALE TO MALE CABLE V2.0 (Y-C138MBK)		
12	4 PORT USB 2.0 CARD PCI		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
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Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods Ref. G/RFSQ/02-14/2022 available at OPM, Brendan Simbwaye Square. Except where modified by the Special Conditions below.

4. SPECIAL TENDER CONDITIONS

- 4.1. All hardware and software tendered for should be delivered by the successful Bidder accompanied by their respective original documentation, including manuals and software media.
- 4.2. Bidders should indicate whether they are the manufacturers or accredited representatives in the Republic of Namibia for a manufacturer, or the direct importers (i.e. importing directly from the manufacturer) of items/models/brand-names tendered for. Bidders who are not the manufacturers or accredited representatives of the manufacturers or direct importers should submit with their tender for each item/model/brand-name tendered for, a firm commitment from their supplier that they are the authorised distributor of that particular item/model/brand-name.
- 4.3. All specifications listed are to minimum requirements. Deviations from minimum specifications and additional components should be clearly stated, motivated and explained in writing and should form part of the tender.
- 4.4. All delivered equipment and related software shall meet the minimum specifications. OMAs/RCs shall inspect all the delivered equipment and related software to ensure that they comply with tender specifications. All non-compliant equipment and related software shall not be accepted.
- 4.5. Disk drive specifications have to be met without any compression software.
- 4.6. All equipment should be covered by a full part and labour warranty for three years after installation and commissioning, if not stated otherwise in the specifications.
- 4.7. Bidders shall include full technical specifications of the equipment offered, covering at least all features specified below. Statements claiming compliance with tender specifications, but not substantiated by manufacturer specifications, are not deemed sufficient for this purpose. The Procurement Board/ Procurement Unit reserves the right to disqualify any Bidder on the grounds of technical information not being provided with the tender before the closure of the tender.

4.8. All equipment and software offered shall constitute functional and operational units linked to the existing network. In particular, all required interfaces, cabling, and installation costs shall be included in the tender.

4.9. These conditions and specifications are in addition to and are to be read together with the Regulations of the Procurement Board and with instructions issued by the Board.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFSQ/02-14/2022**

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Office of the Prime Minister
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Office of the Prime Minister , Brendan Simbwaye Square, P/Bag 13338, WHK to Mr. Kamhulu For the Supplier, the address and contact name shall be: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 14 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.

Subject and GCC clause reference	Special Conditions
Performance Security GCC 18	(i) No performance security is required*
Transportation GCC 25	The Goods shall be delivered at OPM, Brendan Simbwaye Square
Inspection and Tests GCC 26.	(The Purchaser may consider the application of this clause as appropriate for procurement of equipment or other good items from both overseas and local suppliers.)
Warranty GCC 28.3	For item 1, the minimum period of warranty/shelf life shall be 3 years.

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour
• Clerical Wages
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone

Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

Local Value Added = $\frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$

NB! The cost structure should be certified by a Certified Accountant

QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: *G/RFSQ/02-14/2022*

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
Eligibility Criteria (A to H)		

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive*