

REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

PROCUREMENT MANAGEMENT UNIT

INVITATION FOR BIDS – REQUEST FOR QUOTATIONS

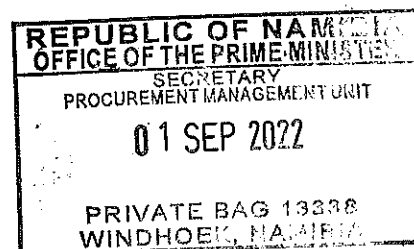
The office of the Prime Minister through the Request for Quotations hereby invites qualified bidders for the supply and delivery of LIVE STREAMING EQUIPMENT FOR PR-UNIT - RFQ (G/RFSQ/02-21/2022) the invitation is restricted to 100% Namibian SME companies. Please attach certified copies of SME Certificate and ID's of owners or shareholders.

| | |
|---|---|
| PROCUREMENT REF NO: | G/RFSQ/02 - 21/2022 |
| DESCRIPTION OF BID | Supply and Delivery of live streaming equipment |
| ADDRESS FOR SUBMISSION OF BIDS | Office of the Prime Minister, Head Office at Parliament Building, Theo Ben Gurirab Building, 5 th floor Office no. 511 |
| RFQ FORMS TO BE DOWNLOADED FROM THE OPM WEBSITE | FROM 31 AUGUST 2022 |
| DUE DATE: | 12 SEPTEMBER 2022 @11H00am |

For enquiries, contact:

Ms. Lonia N. Shikongeni Tel: 061 – 287 2421 or email address Lonia.Shikongeni@opm.gov.na

.....
BRIAN MUNGUNDA
HEAD PROCUREMENT MANEGEMENT UNIT - OPM





REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

Tel: (061) 287 2421
Fax: (061) 224910
Enquiry: L.N Shikongeni

Private Bag 13338

Windhoek

31 August 2022

PROCUREMENT MANAGEMENT UNIT

Request for Sealed Quotations for Goods

Supply and delivery of live streaming equipment for
OPM, PR Unit

Procurement Reference No: G/RFSQ/02 –21 /2022

DUE DATE: 12 September 2022

*Office of the Prime Minister, Ministry of International Relations and Cooperation
Building , 5th Floor, Office no.511, Parliament Gardens, Contact person, Lonia N.
Shikongeni at 061 -287 2421.*



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

Tel: (061) 287 2421

Private Bag 13338

Fax: (061) 224910

Enquiry: LN Shikongeni

Windhoek

Letter of Invitation

.....
.....
.....

Procurement Reference Number: G/RFSQ/02 – 21/2022

Dear Sir/Madam

Request for quotations for the supply and delivery of live streaming equipment

NB: The Office of the Prime Minister invites 100% Namibian owned companies to submit your best quote for the items described in detail hereunder.

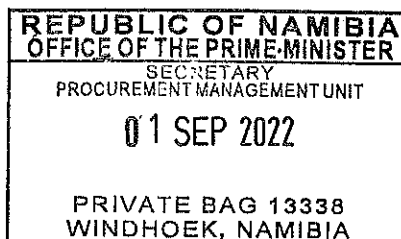
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to **Ms. Lonia N. Shikongeni** at 061 287 2421 or email: **Lonia.Shikongeni@opm.gov.na**

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,

Procurement Management Unit



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, or
- (b) to accept or reject any quotation; and
- (c) 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 Security/Bid Securing Declaration [Public Entity to select as appropriate];***
- (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 **90 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 certified copy of 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 certificate indicating SME Status ;**
- (f) **Complete, Signed and Submit a signed Bid-securing Declaration.**
- (g) **Complete, signed and Submit a signed written undertaking in terms of Labour Act, 2007.**

NB: Please note that a valid certified copy of an original documents as certified by Namibia Police is also acceptable.

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be **within 3 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period *shall only be considered if such deviation is reasonable.*

6.1. The following tests and inspections will be conducted on the goods at delivery:

[public entity to list detailed test and inspection procedure]

(a) right quantities

(b) substandard products

(c) deviation in delivery period

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be delivered at **Office of the Prime Minister not later than 12 September 2022 at 11H00, Ministry of International Relations and Cooperation Building, Parliament Gardens, 5th Floor, Office no.511.** Quotations by post or hand delivered should reach the above mentioned address by the same date and time at latest. Late quotations will be rejected.

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 Security/Bid Securing Declaration,** will be posted on the website of the OPM and available to any bidder on request within three working days after the Opening.

10. Evaluation of Quotations

The Office of the Prime Minister 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, **catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's 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. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows: N/A

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

N/A

14. 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.

15. Performance Security: No performance security is required.

16. Notification of Award and Debriefing

The Public Entity 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 (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (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: | Office of the Prime Minister |
| Procurement Reference Number: | G/RFSQ/02 - 21 /2022 |
| Subject matter of Procurement: | Supply and delivery of live streaming equipment for OPM, PR Unit |

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*, 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 BD]*.

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 | |

Appendix to Quotation Letter

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

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 a public entity 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**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

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 live streaming equipment
Procurement Ref No. G/RFSQ/02 – 21/2022

| INSTRUCTIONS TO THE PUBLIC ENTITY | | INSTRUCTIONS TO BIDDERS | | | | | | |
|--|--|--|---------------------------------|-----------------------------|---------------------------------|-----------------------------|-------------------|-------------------|
| At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. | | Bidders shall fill-in columns E - I and fill the total | | | | | | |
| | | E | F | G | H | I | | |
| | | * | Price per unit NAD ¹ | Total price without VAT NAD | VAT: NAD | Delivery weeks) (days/month | Country of Origin | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| A | B | C | D | E | F | G | H | I |
| Item no. | Description of Goods | Quantity required | Unit of measures | | Price per unit NAD ¹ | Total price without VAT NAD | VAT: NAD | Country of Origin |
| 1. | HIGH-END LAPTOP 15.6" AMD RAZEN 9 | 1 | each | | | | | |
| 2. | WATERPROOF/ANTI THEFT LAPTOP BACKPACK | 1 | each | | | | | |
| 3. | VMix HD-LIVE PRODUCTION & STREAMING SOFTWARE/APP | 1 | each | | | | | |
| 4. | NEWTEK NDI HX CAMERA 4+ APP (IOS ANDROID) | 1 | each | | | | | |
| 5. | RODE INTERVIEW GO HAND HELD ADAPTER WIRELESS GO | 1 | each | | | | | |

| | | | | | | | | | | |
|-----|--|----|-------------|--|--|--|--|--|--|--|
| 6. | RODE MICROPHONES WIRELESS GO II DUAL CHANNEL SYSTEM, | 1 | each | | | | | | | |
| 7. | RECEIVER WITH GO LAVALIER MICROPHONE | 2 | each | | | | | | | |
| 8. | ZOOM PODTRAK P4 PODCAST RECORDER, BATTERY POWERED, 4 MIC INPUT, 2IN/2 AUDIO INTERFACE | 1 | each | | | | | | | |
| 9. | PROFESSIONAL MONITORING HEADPHONE X1 | 1 | each | | | | | | | |
| 10. | IPHONE 13 PRO MAX (Including accessories) | 2 | each | | | | | | | |
| 11. | NEWER 2IN1 FLUID DRAG PAN HEAD CAMERA TRIPOD AND CARRY BAG | 2 | each | | | | | | | |
| 12. | PHONE TRIPOD HOLDER MOUNT HEAD 1/4" SCREW ADAPTER | 2 | each | | | | | | | |
| 13. | BI COLOR SMD LED PANEL LIGHTS DMX (Incl Barn Door) | 2 | each | | | | | | | |
| 14. | STABLE LIGHTING TRIPOD (At least 6k Gription) | 2 | each | | | | | | | |
| 15. | MOBILE 4G LTE PORTABLE POCKET WIFI DEVICE | 1 | each | | | | | | | |
| 16. | NETGEAR ROUTER (450sq/m, 4.2Gbps) | 1 | each | | | | | | | |
| 17. | UNLIMITED AIR TIME | 12 | monthl y | | | | | | | |

| | | | | | | | | | | |
|-----------------|---|-----------|----------|-----------|--|------|--|--|--|--|
| 18. | SEAGATE EXTERNAL HARD DEVICE, USB 3.0 (2TB) | 1 | each | | | | | | | |
| 19. | POWER EXTENSIONS (3M) | 1 | each | | | | | | | |
| 20. | MULTIPLE PLUG (1M) | 1 | each | | | | | | | |
| 21. | INSTALLATION | 1 | Once off | | | | | | | |
| 22. | TRAINING | 1 | Once off | | | | | | | |
| | SUBTOTAL | | | | | | | | | |
| | VAT | | | | | | | | | |
| | TOTAL INCL VAT | | | | | | | | | |
| NAME: | | POSITION: | | SIGNATURE | | DATE | | | | |
| NAME OF BIDDER: | | ADDRESS: | | | | | | | | |

1. The price shall be treated as firm for the period of the contract and should be in Namibian Dollars.

NB: PLEASE ATTACH DETAILED PRICING QUOTATION ON YOUR COMPANY LETTERHEAD. BIDDERS WHO DO NOT ATTACH A DETAILED QUOTATION ON THEIR COMPANY LETTERHEAD WILL BE DISQUALIFIED.

**SECTION IV: SPECIFICATIONS AND PERFORMANCE
REQUIREMENTS AS MENTIONED IN SECTION III**

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SPECIFICATION FOR THE HIGH-END LAPTOP CORE I9 8 CORE OR AMD RYZEN 9 8 CORE

| FEATURES | DESCRIPTION | DEVIATION (IF ANY) |
|------------------------|---|---------------------------|
| Laptop | High-End Laptop: Core i9 8 Core or Ryzen 9 8 Core | |
| Operating system | Microsoft Window 10 Professional (64 bits) or latest version | |
| Microsoft | Microsoft Office-Suite | |
| Storage | 256Gb SSD or More | |
| Processor | AMD Ryzen 9 | |
| Memory/RAM | 32GB, DDR4 RAM | |
| Hardrive | 1TB | |
| I/O Ports | Ethernet port (MUST HAVE), 3 x USB 3.0, 1xHDMI, Headphones 1x, RJ-45, 1x Compo Stereo Headphones/Mic Jack | |
| Display | 15'' or 17'' FHD Display or Better | |
| Input Device | Key Board with numeric keypad, Touch Pad, Wireless Mouse | |
| Network Interference | Integrated 10/100/1000Base-TX UTP | |
| Wireless | IEEE 802.11b/g/n wireless | |
| Charging and Expansion | USB Type C to HDMI/VGA Adapter /Four (4) Thunderbolt 3 (USB-C) ports with support for: charging, display port Thunderbolt,USB 3.1 Gen 2 | |
| Audio | Integrated Speakers | |
| Graphics/Memory | Nvidia RTX3070 8GB GDDR6, Radeon or Equivalent Dedicated Graphics | |
| Camera | 720 High Definition WebCam | |
| Warranty | Three (3) Years Worry-Free Warranty | |
| Accessories | Waterproof-Anti-Theft Laptop Backpack | |
| Accessories | All necessary Accessories | |

Section VII Special Conditions of Contract 14

SPECIFICATIONS FOR SEAGATE EXPANSION PORTABLE DRIVE FOR OPM, PR UNIT

| FEATURES | DESCRIPTION | DEVIATION (IF ANY) |
|----------------------|--|---------------------------|
| Drive type | Seagate Portable, 2TB External Hard Drive Portable HDD | |
| USB Cable | USB 3.0 (STGX2000400) | |
| Available capacities | 2TB | |
| Internal drive speed | 5,400 Rotation Per Minute (rpm) | |
| Internal drive speed | 5,400 Rotation Per Minute (rpm) | |
| Dimensions | 12.2cm Height, 8.1 cm Width, 1.52cm Depth | |
| Charging | Powered by USB port | |
| Weight | 167.2 grams | |
| Compatibility | Microsoft Window 10 Professional (64 bits) or latest version | |
| Warranty | At least one year worry-free warranty | |

SPECIFICATIONS FOR A MOBILE 4G LTE PORTABLE POCKET WIFI DEVICE

| FEATURES | DESCRIPTION | DEVIATION (IF ANY) |
|-----------------|---|---------------------------|
| Device | Mobile 4G WiFi LTE Portable Pocket Device (Not a 4G Dongle) | |
| Package | Turbo Boost 125GB-Unlimited | |
| Payment | Contract Payment | |
| WLAN | WiFi 802.11 b/g/n, 2.4GHz | |
| Support | Up to 8 wireless devices | |
| DL/UL | DL150Mbps/ UL 50Mbps | |
| SIM Type | Micro SIM (3FF) | |

Section VII Special Conditions of Contract 15

| | | |
|------------|---------------------------------------|--|
| Color | Any | |
| USB | USB 3.0 connector | |
| Processor | Processor Speed 500MHz | |
| Battery | 2600mAh, working for 9 hours | |
| Dimensions | 67 x 94 x 10.2 mm, weight: 93.2g | |
| Warranty | At least one year worry-free warranty | |

SPECIFICATIONS FOR A VMIX LIVE PRODUCTION AND STREAMING SOFTWARE FOR OPM, PR UNIT

| ITEMS | DESCRIPTION | DEVIATION (IF ANY) |
|---|--|--------------------|
| Production & Live Streaming Software | vMix 4K Live Production & Streaming Software Pro | |
| Resolution | Supports up to 4096 x 2160 Resolution | |
| Channels | 4 x Instant Replay Channels | |
| Memory Requirement | 4 GB to 8 GB Recommended | |
| OS Compatibility/Operating system | Windows 10/AMD Razer 9 | |
| Compatibility with Cameras/Phones | Compatible with graphics card, 2GB-memory, Compatible with mobile phones cameras | |
| Camera Inputs | 2 to 4 Cameras | |
| Warranty | One year worry-free warranty | |

SPECIFICATIONS FOR A LIGHTING SET FOR EVENT LIVE STREAMING FOR OPM, PR UNIT

| ITEMS | DESCRIPTION | DEVIATION (IF ANY) |
|-------------------------|---|--------------------|
| LED Video Camera Lights | Swit 60W 1:1 Bi-color SMD LED panel light DMX incl Barndoor, Surface mounted LED technology | |

Section VII Special Conditions of Contract 16

| | | |
|--------------------------------------|---|--|
| Adjustable and Rotating Light Stands | 2700K-6500K continuously adjustable | |
| Brightness | 60W power, 2000Lux @ 1meter | |
| Angles | 65° wide beam angle, equally spread | |
| Fan/Noise | No Fan, No noise | |
| Power | 2700K-6500K continuously adjustable, Power by V/Gold mount battery or AC adaptor | |
| Dimmers | 0-100% flick-free dimming , DMX512 controlled color and dimmer | |
| LCD Display | LCD display color and dimmer value | |
| BarnDoor | 4-leaf metal barn doors and Yoke bracket | |
| Power Plugs/Adapters | PowePlugs/Adapters | |
| Tripod Load and Gription | Swit QH-J288C 105-250cm Tripod, Max Load 6kgription, Max load 5kg | |
| Carry Bag | Fitting Carrying Bag x1 | |
| Warranty | One year worry-free warranty | |

SPECIFICATIONS TWO (2) IPHONES 13 PRO MAX 128 GB, 6GB RAM FOR OPM, PR UNIT

| ITEMS | DESCRIPTION | DEVIATION (IF ANY) |
|-----------------|--|---------------------------|
| Camera Phones | iPhone 13 PRO MAX 128 GB, 1TB RAM | |
| Quantity | X2 Phones | |
| Size and Weight | Weight: 8.146 ounces (240 grams), Height 6.33", Width: 3.07" Depth 0.30" | |
| Ear Phones | Standard and Compatible earphones | |
| CPU | Hexa-core (2x3.23 GHz Avalanche + 4x1.82 GHz Blizzard | |
| GPU | Apple GPU (5-core graphics) | |
| Internal Memory | 128GB 6GB RAM, 256GB 6GB Ram, 512GB 6 GB RAM, 1TB 6GB RAM | |

Section VII Special Conditions of Contract 17

| | | |
|-------------------|--|--|
| Video Camera | 4K@24/30/60fps, 1080p@30/60/120/240fps, 10-bit HDR, Dolby Vision HDR (up to 60fps), ProRes, Cinematic mode, stereo sound rec | |
| Sound | Yes, with stereo speakers | |
| Display | Super Retina XDR display with ProMotion, 6.7-inch (diagonal) all-screen OLED display, 2778-by-1284-pixel resolution at 458 ppi | |
| Chip sets | Apple A15 Bionic chip (5nm) | |
| WLAN | Wi-Fi 802.11 a/b/g/n/ac/6, dual-band, hotspot | |
| Sim | Single SIM (Nano-SIM and/or eSIM) or DUAL SIM | |
| USB | USB-C to Lightning Cable | |
| Operating System | iOS 15 | |
| Power and Battery | Built-in rechargeable lithium-ion battery, Charging via USB to computer system or power adapter | |
| Warranty | One year worry-free warranty | |

SPECIFICATIONS FOR A NEWER 2-IN-1 ALUMINUM ALLOY CAMERA TRIPOD MONOPOD 181 CM FLUID DRAG PAN HEAD AND CARRY BAG

| ITEMS | DESCRIPTION | DEVIATION (IF ANY) |
|------------------------|---------------------------------------|--------------------|
| Product | Neewer 2-IN-1 Alluminium Alloy Tripod | |
| Tripod Head | Fluid Drag Tripod Head | |
| Leg Lock Type | Flip Lock | |
| Number of Leg Sections | 3 | |
| Folded Height | 45.7 centimeter | |
| Tripod Height Range | 59-181cm | |
| Load Capacity | 12 kilogram | |

Section VII Special Conditions of Contract 18

| | | |
|--------------------------|---|--|
| Tripod Mount Thread Size | 1/4 and 3/8 inches | |
| Phone Tripod Holder | Ailun Phone Tripod Holder Mount Head 1/4" Screw Adapter | |
| Tension Control | Pan and tilt adjustment knobs | |
| Tripod Weight | 1.44 kilogram | |
| Warranty | One year worry-free warranty | |

SPECIFICATIONS FOR NEWTEK NDI HX CAMERA 4+ APP (IOS, ANDROID)

| ITEMS | DESCRIPTION | DEVIATION (IF ANY) |
|------------------------|--|--------------------|
| Product | NewTek NDI HX Camera 4+ App (iOS, Android) | |
| Flexibility | NDI@ HX Camera turns a mobile device into a 4K, high quality camera system (iOS and Android App) | |
| Network infrastructure | NDI stream works on standard network infrastructure | |
| Bandwidth | High-Medium-Low bandwidth mode | |
| Warranty | One year worry-free warranty | |

SPECIFICATIONS FOR PODTRAK P4 PODCAST RECORDER FOR OPM, PR UNIT

| ITEMS | DESCRIPTION | DEVIATION (IF ANY) |
|-------------------|--|--------------------|
| Product | Zoom PodTrak P4 Podcast Recorder, Battery Powered, 4 Mic Inputs, 2-In/2-Out Audio Interface, Four mic inputs with XLR connectors | |
| Quantity | X 1 | |
| Headphone Outputs | Four (4) headphone outputs with individual volume control | |

Section VII Special Conditions of Contract 19

| | | |
|------------------------------|--|--|
| Input Knobs/Buttons | Gain control knobs and mute buttons for each input | |
| Power Inputs | Phantom power for all XLR inputs | |
| Mix Function | Automatically prevent feedback from call audio using the Mix-Minus function | |
| TRRS connection | Easily connect your phone using the TRRS connection | |
| Sound Pads | Trigger sound effects using four assignable Sound Pads with 11 preset sounds | |
| Input Sources/Tracks | All input sources can be recorded on separate tracks | |
| Audio Capacity | 16-bit /44.1kHz audio WAV | |
| Cards Capacity/Compatibility | Records directly to SD, SDHC and SDXC cards up to 512 GB | |
| USB audio interface | 2-input, 2-output USB audio interface | |
| Class-compliant | Class-compliant mode for iOS compatibility | |
| Battery Power | Up to 3 hours of use with just two AA batteries or a USB power supply | |
| Warranty | One year worry-free warranty | |

SPECIFICATIONS FOR WIRELESS MICROPHONES, LAVALIER MICROPHONE AND WIRELESS HAND HELD ADAPTER FOR OPM, PR UNIT

| ITEMS | DESCRIPTION | DEVIATION (IF ANY) |
|---------------------------|--|--------------------|
| Product | Rode Microphones Wireless GO II Dual Channel System, Quantity: x1 | |
| Lavalier Microphone | Receiver with Lavalier GO Microphone, Quantity: x2 | |
| Wireless Handheld Adapter | Rode Interview GO Handheld Adapter For Wireless GO x1: Handy adaptor that converts the Wireless GO transmitter into a compact handheld microphone for reporting to-camera or interviewing in the field | |
| Channels | Dual (2) channel wireless microphone system for recording two sound sources simultaneously | |
| Transmission power | Series IV 2.4GHz digital transmission, 128-bit encryption – | |

Section VII Special Conditions of Contract 20

| | | |
|------------------------|---|--|
| | crystal-clear audio at up to 200m (line of sight), optimised for extremely stable operation in dense RF environments | |
| Analog/Digital Outputs | 3.5mm TRS analog output, USB-C and iOS digital output – universal compatibility with cameras, mobile devices and computers | |
| Recording Memory | On-board recording – over 40 hours of internal memory, Option to record each channel separately or combine them for ultimate flexibility in post-production | |
| Safety and Control | Safety channel, flexible gain control (three-stage pad, expandable to 10-stage) | |
| Battery Power | In-built rechargeable lithium-ion battery – up to 7 hours battery life | |
| Warranty | One year worry-free warranty | |

SPECIFICATIONS FOR A NETGEAR 5G TRI-BAND WIFI 6 MESH ROUTER FOR OPM, PR UNIT

| ITEMS | DESCRIPTION | DEVIATION (IF ANY) |
|--------------------|---|--------------------|
| Product | NETGEAR Orbi 5G Tri-Band WiFi 6 Mesh System, AX4200 (NBK752), 4.2Gbps, Router + 1 Satellite | |
| Router Quantity | X1 and all its Accessories | |
| Bands | 4G or 5G LTE Bands | |
| Beamforming | Implicit & Explicit Beamforming for 2.4GHz & 5GHz bands MU-MIMO capable for simultaneous data streaming to multiple devices | |
| Processor | Processor : Powerful Quad-Core 1.4GHz processor | |
| Ports | Ports — Orbi 5G LTE Router : Two (2) 10/100/1000Mbps Gigabit Ethernet LAN ports | |
| Ethernet WAN port | One (1) 1Gbps Gigabit Ethernet WAN port | |
| Ethernet LAN ports | Ports - Orbi Satellite : Two (2) 10/100/1000Mbps Gigabit Ethernet LAN ports | |
| Router Memory/RAM | Router Memory : 512MB NAND Flash and 1GB RAM | |
| Security | Security: Comprehensive anti-virus & data theft protection for | |

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| | | |
|----------|--|--|
| | your PC, Mac® and mobile devices with NETGEAR Armor™. Standards-based WiFi Security (802.11i, 128-bit AES encryption with PSK) | |
| Warranty | One year worry-free warranty | |

SPECIFICATIONS FOR PROFESSIONAL MONITORING HEADPHONES FOR OPM, PR UNIT

| ITEMS | DESCRIPTION | DEVIATION (IF ANY) |
|-----------------------|--|--------------------|
| Product | Sennheiser HD 200 Pro Closed Back Dynamic Monitoring Headphone | |
| Quantity | X1 | |
| Ambient Noise Control | Closed, around-ear headphone design to reduce ambient noise | |
| Transducer | Sennheiser's proprietary transducers that deliver an outstanding stereo sound reproduction with powerful punchy bass | |
| Ergonomic design | The soft ear cushions and the ergonomic design provide enhanced fit and comfort | |
| Cable | A robust and 2.0m singled-sided cable | |
| Adaptor | 6.3 mm (1/4") stereo jack adaptor included | |
| Warranty | One year worry-free warranty | |

NB: SUPPLIERS SHOULD MEET THESE SPECIFICATIONS OR MORE. SUBSTANDARD PRODUCTS WILL NOT BE ACCEPTED.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFSQ/02 -21/2022

[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. | SEE SECTION IV | | |

Specifications and Compliance Sheet Authorised By:

| | | | |
|----------------------------------|--|------------|--|
| Name: | | Signature: | |
| 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/RFQ-GCC** on the website of the Office of the Prime Minister (www.opm.com.na) except where modified by the Special Conditions below.

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

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Procurement Reference Number: G/RFSQ/02 – 21/2022

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

| Subject and GCC clause reference | Special Conditions |
|--|--|
| Purchaser GCC 1.1(h) | The purchaser is: Office of the Prime Minister |
| Site GCC 1.1(m) | The Site/final destination for delivery of the Goods is OPM. |
| 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: Office of the Prime Minister. Ministry of International Relations and Cooperation Building, Parliament Gardens, 5th Floor, Office no.511 For the Supplier, the address and contact name shall be:..... _____ |
| Disputes GCC 10.2 | The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: If, after 28 days, the parties have failed to resolve their dispute, the supplier or purchaser may give the other party of its intention to commence arbitration. |
| Delivery and Documents GCC 13.1 | The Goods are to be delivered/Collected within 3 weeks from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; and signed PO (b) invoices |
| Price Adjustment GCC 15.1 | The price charge for the Goods supplied and the related Services performed shall not be adjustable. |
| 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 |

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| Subject and GCC clause reference | Special Conditions |
|---|---|
| Terms of Payment GCC 16.3 | Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser. |
| Terms of Payment GCC 16.4 (a) | The price shall not be adjustable to the fluctuation in the rate of exchange. |
| Payment Period GCC 16.5 | <p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p> <p>An interest rate shall be payable immediately after due for payment and shall be the legal rate.</p> |
| Performance Security GCC 18.1 | (i) No performance security is required*or |
| Discharge of Performance Security GCC 18.4 | No performance security is required. |
| Packing GCC 23.2 | The packing, marking and documentation within and outside the packages shall be: The packing if any should be done accordingly. |
| Insurance GCC 24.1 | The insurance coverage shall be as specified in the incoterms |
| Transportation GCC 25 | The Goods shall be delivered as specified in the incoterms. |
| Inspection and Test GCC 26.1 | The inspection and tests shall be: inspection will be done at the delivery time, to check the substandard and right quantities/worn and damaged items. |
| Location of Inspection and Tests GCC 26.2 | The inspections and tests shall be conducted at: at the Office of the Prime Minister. |

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| Subject and GCC clause reference | Special Conditions |
|---|--|
| Liquidated Damages GCC 27.1 | Liquidated damages for the whole contract are <i>1% per day</i> . The maximum amount of liquidated damages for the whole contract is 5% of the final contract price. |
| Warranty GCC 28.3 | <p>The period of validity of the warranty shall be: 30 days.</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>Windhoek, Namibia</i></p> <p>For item 1, the minimum period of warranty/shelf life shall be __ (1 week) For item 2, the minimum period of warranty/shelf life shall be __ (1 week) For item 3, the minimum period of warranty/shelf life shall be __ (1) years</p> |
| Repair and Replacement GCC 28.5 | The period for repair or replacement shall be: within 3 day(s) if any |

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 | | |

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| | | |
|-------------------------------|-------|-------|
| 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

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: G/RFSQ/02 – 21/2022

| Description | Attached | Not Attached |
|--------------------|-----------------|---------------------|
| Quotation Letter | | |

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| | | |
|--|--|--|
| List of Goods and Price Schedule | | |
| Specification and Compliance Sheet | | |
| Signed a Bid Securing Declaration and written undertaking in terms of Labour Act, 2007. | | |
| Evidences for conformity of Goods | | |
| Valid Mandatory documents, Inland Revenue, Social security, Affirmative Action, Company Registration | | |

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.

