

Hardap Regional Council Request for Sealed Quotations for Goods

PROCUREMENT OF MICROSOFT OFFICE 365 LICENSES & IT TOOLS FOR HARDAP REGIONAL COUNCIL

Bidder's Name:	
Contact Details:	Tel:
	Email:
Total quote amount	VAT exclusive (N\$)
	VAT inclusive (N\$)

APPLIED MARGIN OF PREFERENCE

Manufacturer (local content of 40% or more)		51% Women Owned Enterprise	
MSME		51% Youth Owned Enterprise	
Suppliers Providing Environment Protection		51% PDP Owned Enterprise	
Suppliers providing employment to Namibians (employs 50% or more Namibian citizens)			

Procurement Reference No: G/RFQ/HRC-037/2026

NOTICE TO BIDDERS

Please take note:

- **Sign all relevant pages as stipulated in this standard bidding document.**
- **Initialize all pages of this standard bidding document, including all supporting documents.**
- **Stamp all pages where applicable as indicated where a stamp is required.**
- **Submit a complete bidding document as issued.**
- **Certify all supporting documents by the Namibian Police / Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).**
- **a receipt and/or proof of application will not be accepted as being in good standing on the respective requirement(s).**
- **Clarifications received after the due date for request for clarifications will not be attended to.**
- **Bid submissions received after the deadline (date and time) for submission of bids will not be accepted.**
- **Late submissions will be rejected.**



REPUBLIC OF NAMIBIA



HARDAP REGIONAL COUNCIL

Tel: (063) 245800
Fax: (063) 240527

Private Bag 2017
Mariental

Letter of Invitation

Procurement Reference No: G/RFQ/HRC-037/2026

Date: 21 August 2026

To: Prospective Bidders

RE: **PROCUREMENT OF MICROSOFT OFFICE 365 LICENSES & IT TOOLS FOR
HARDAP REGIONAL COUNCIL**

The **Hardap Regional Council** invites you to submit your best quote for the goods/services described in detail hereunder.

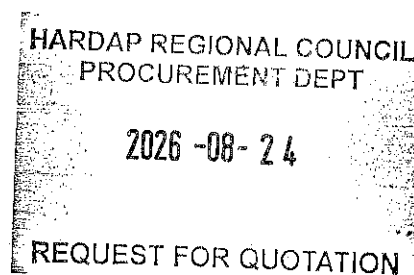
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to askrywer@hardaprc.gov.na / procurement@hardaprc.gov.na. Request for clarifications should be received five (5) workdays prior to the deadline set for submission of bids

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

Yours faithfully,

Mr P Skrywer
Head: Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Hardap Regional Council** 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 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 one hundred and twenty **(120)** workdays from the date of submission deadline.

4. Eligibility Criteria

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

- a) submit a copy of a **valid certificate of business registration**, substantiated by **BIPA Certificate of Existence with status in Good Standing**. (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).
- b) submit an original or certified copy of a **valid Good Standing Tax Certificate, valid at the deadline of submission of bids**, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).
- c) submit an original or a certified copy of a **valid Good Standing Social Security Certificate, valid at the deadline of submission of bids**, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).

- d) submit a certified copy of a valid **Affirmative Action Compliance Certificate**/an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).
- e) submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).
- f) submit a written undertaking in terms of the **Wage Order for Setting National Minimum Wage for Employees, Labor Act, 2007**, and section 50(2)(d) of the Public Procurement Act, 2015.
- g) Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).
- h) bidder must operate a company registered for the provision of home accessories installations/blinds (company documents, registration/founding statement submitted with the bid document, must ascertain the services provided).
- i) submit a signed **Bid Securing Declaration**.
- j) submit a certified copy of a certificate of SME Status (SMEs are encouraged to apply); **non-SMEs will not be disqualified**.
- k) The bid is reserved for Namibian citizens.
- l) Submit a company profile highlighting the PROCUREMENT OF MICROSOFT OFFICE 365 LICENSES IT TOOLS FOR HARDAP REGIONAL COUNCIL
- m) Submit a formal declaration on the company's official letterhead confirming the list of clients to whom similar services have been rendered for the PROCUREMENT OF MICROSOFT OFFICE 365 LICENSES & IT TOOLS FOR HARDAP REGIONAL Councillor related services in a corporate setting within the past five (5) years. The declaration must have a minimum of three (3) clients including the names of the clients and serves as confirmation of the bidder's relevant experience and track record inPROCUREMENT OF MICROSOFT OFFICE 365 LICENSES IT TOOLS FOR HARDAP REGIONAL COUNCILor related services.
- n) Submit a complete bidding document as issued (incomplete bidding documents will not be considered.)
- o) Must initialize all pages of this standard bidding document, including all supporting documents.
- p) Submit and reseller proof of ICT products and services from recognized Namibian based IT company.

q) **The Hardap Regional Council the right to:**

- increase and/or decrease the required quantities at the same unit price/cost.
- conduct supplier due diligence prior to final award or at any time during the contract period.
- not to permit a bidder / supplier to a procurement award / contract on grounds of pending default on delivery (failure by a bidder or supplier, for any reason not excused by the applicable provisions of the award/contract to deliver);
- terminate if the supplier fails to deliver any or all the Goods within the period specified.

BIDDERS' CONFLICT OF INTEREST DECLARATION
(to be completed by the bidder)

Mandatory Requirements	Yes	No
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder participated in more than one bid in this bidding process? <i>Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid</i>		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		
Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process.		
Is the bidder a member of the Board, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit of NIP.		

Note: *Bidders found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout all the stages of the evaluation process.*

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be 3-4 weeks after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

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

- Quantity
- Quality

- Conformity to specifications
- Inspection against damages.
- Inspection that the goods are new.

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 deposited in the **Bid Box** located at **HARDAP REGIONAL COUNCIL Head Office, Mariental** not later than **10 September 2026, @ 12h00**.

Quotation by post or hand delivered should reach by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

NB: Bidders who fail to submit on time due to unknown reasons or who submits at the wrong location not stated within the bidding document, their quotations will not be accepted.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above.

Bid opening will take place at:

Time: 12h00 Namibian Time

Date: 10 September 2026

A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of Hardap Regional and, the Electronic Government Portal, and available to any bidder on request within three (3) working days of the Opening.

10. Evaluation of Quotations

The Public Entity 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

The applicable margins of preference applicable for **Exclusive Preferences to Local Suppliers** and their application methodology as follows:

$$A = \frac{\text{Margin of Preference} \times \text{Bid}}{100}$$

NATURE OF PROCUREMENT	MINIMUM LOCAL CONTENT
Goods	40% or more of the manufacturing costs of the goods, if the goods are manufactured in Namibia or if they are grown, mined or extracted in Namibia.
Works	50% or more of the employees for the works must be Namibian citizens.
Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.
Non-Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.

Bidder to indicate whether applying for Margin of Preference or not

YES	NO

Bidder applying for the Margin of Preference shall submit, evidence of:

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Manufacturer	2%	-Certificate of registration from a registering authority. -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership.
Women-owned enterprise	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder, certificate. -Declaration indicating the percentage of Namibian female ownership.

Youth owned enterprise	2%	-IDs of all shareholders. -Founding statement/company registration indicating ownership structure/shareholder certificate. -Declaration indicating the percentage of Namibian youth ownership.
Previously Disadvantaged Person owned enterprise	2%	-IDs of all shareholders. -Founding statement / company registration indicating ownership structure / shareholder certificates. -Declaration indicating percentage of Namibian PDPs ownership.
Suppliers providing environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	1%	-declaration that the bidder employs 50% or more Namibian citizens
TOTAL	10%	

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

Not Applicable

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)

[A signature and authorization on this form will confirm that the terms and conditions of the DP prevail over any attachments.] **If your RFQ letter is not authorized, it will be rejected.**

Quotation Addressed to:	HARDAP REGIONAL COUNCIL
Procurement Reference Number:	G/RFQ/HRC-037/2026
Subject matter of Procurement:	PROCUREMENT OF MICROSOFT OFFICE 365 LICENSES & IT TOOLS FOR HARDAP

We offer to provide the services detailed in the Scope of Service, 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 quotations exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by 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 instructions contained therein. We further understand that this subscription could lead.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide by the applicable labour Act, if we are awarded the contract or part thereof.

The validity period of our quotation is **one hundred and twenty (120) workdays** from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 services will commence within _____ days from the date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ days from the date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised By:

Name of Bidder	Company's Address and Stamp		
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date		Phone No./E-mail	

Appendix to Quotation Letter

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

Date:

Procurement Ref No.:

To:

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

Project Name: SUPPLY, DELIVERY OF LAPTOPS DESKTOPS AND ICT EQUIPMENT

Procurement Reference Number: G/RFQ/HRC-037/2026

Anticipated Contract Duration:

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.

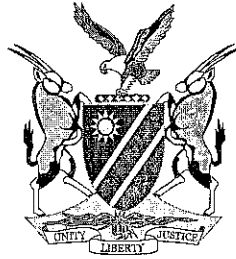
Signature:

Date:

Stamp:.....

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.*



NATIONAL MINIMUM WAGE FOR EMPLOYEES

Written undertaking in terms of WAGE ORDER FOR SETTING NATIONAL MINIMUM WAGE FOR EMPLOYEES, LABOUR ACT, 2007

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 **Wage Order for setting National Minimum Wage for Employees: Labour Act, 2007**.

With effect from 1 January 2025 the **minimum** wage for employees is N\$18.00 per hour:

(a) Domestic workers are entitled to:

- N\$12.00 per hour with effect from 1 January 2025;
- N\$15.00 per hour with effect from 1 January 2026; and
- N\$18.00 per hour with effect from 1 January 2027;

(b) Agriculture workers are entitled to:

- N\$10.00 per hour with effect from 1 January 2025;
- N\$14.00 per hour with effect from 1 January 2026; and
- N\$18.00 per hour with effect from 1 January 2027;

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.

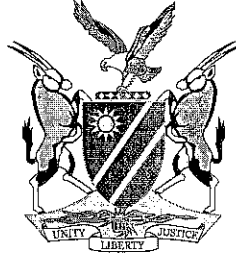
Signature:

Date:

Seal:.....

Please take note:

2. A labour inspector may conduct unannounced inspections to assess the level of compliance
3. 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.



Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

I [insert full name], owner/representative

of [insert full name of company]

hereby undertake in writing that my company will at all relevant times promote the object of the **Public Procurement Act, 2015 (Act No. 15 of 2015), Section 2(b)(i)** to promote the job creation for Namibian citizens.

Will the procurement award create employment to Namibians?			Yes/No
Estimated number of permanent jobs to be created?		Estimated number of temporary jobs to be created?	

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:

4. A labour inspector may conduct unannounced inspections to assess the level of compliance
5. 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, DELIVERY OF LAPTOPS DESKTOPS AND ICT EQUIPMENT

Procurement Ref No. G/RFQ/HRC-037/2026

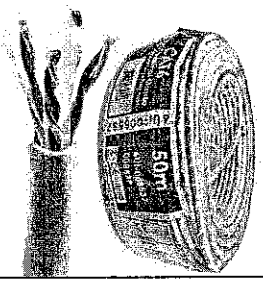
INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total				
				E= mark with a * if an equivalent is quoted				
				F= Rate per unit				
				G= 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	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	Delivery weeks (days/month)
Count ry of Origin								
1.	MICROSOFT OFFICE 365 LICENSES	50						
2.	SSD CARD READER	1						
3.	Network Installation Tool Kit 15-Piece	1						
4.	50m ethernet cable cat6 ROLL	1						
5.	16GB usb	5						
6.								
NAME:		POSITION:		SIGNATURE		DATE		
NAME OF BIDDER:		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

			
5	16GB USB		
6			

** Columns A and B to be completed by Public Entity.*

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 Public Entity <https://hardaprc.gov.na/procurements> or except were 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

Procurement Reference Number: _____

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: Hardap Regional Council
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Hardap Regional Council Hendrik Auta !Nanseb Witbooi Building, Hardap Region, Namibia
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Subject and GCC clause reference	Special Conditions
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Hardap Regional Council, the address and the contact name shall be: Mr P Skrywer Head: Procurement Management Unit HARDAP REGIONAL COUNCIL <u>Email: askrywer@hardaprc.gov.na / procurement@hardaprc.gov.na</u> 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: Law Society of Namibia.
Delivery and Documents GCC 13.1	The Goods are to be delivered within 3-4 weeks from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note (b) invoice;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
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 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.

Subject and GCC clause reference	Special Conditions
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) 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.
Performance Security GCC 18.1	No performance security is required
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date. Not applicable.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: in accordance with industry standards.
Insurance GCC 24.1	Delivery Duty Paid (DDP)
Transportation GCC 25	The Goods shall be delivered; in accordance with the DDP incoterm
Inspection and Test GCC 26.1	The inspection and tests shall be: • Quantity • Quality • Conformity to specifications • Inspection against damages • Inspection if the goods are new.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Hardap Regional Council Hendrik Auta !Nanseb Witbooi Building, Hardap Region, Namibia
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 1% per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.

Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	The period of validity of the warranty shall be: 3 years day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Hardap Regional Council Hendrik Auta !Nanseb Witbooi Building, Hardap Region, Namibia
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: fourteen (14) day(s)

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		

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

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

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.:**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
submit a copy of a valid certificate of business registration , substantiated by BIPA Certificate of Existence with status in Good Standing . (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963))).		
submit an original or certified copy of a valid Good Standing Tax Certificate, valid at the deadline of submission of bids , (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963))).		
submit an original or a certified copy of a valid Good Standing Social Security Certificate, valid at the deadline of submission of bids , (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963))).		
submit a certified copy of a valid Affirmative Action Compliance Certificate /an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963))).		
submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).		

submit a written undertaking in terms of the Wage Order for Setting National Minimum Wage for Employees, Labor Act, 2007 , and section 50(2)(d) of the Public Procurement Act, 2015.		
Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).		
bidder must operate a company registered for the PROCUREMENT OF MICROSOFT OFFICE 365 LICENSES IT TOOLS FOR HARDAP REGIONAL COUNCIL(company documents, registration/founding statement submitted with the bid document, must ascertain the services provided).		
submit a signed Bid Securing Declaration .		
submit a certified copy of a certificate of SME Status (SMEs are encouraged to apply); non-SMEs will not be disqualified .		
Must submit a site visit form (attached) for mandatory site inspection and measurements at Hardap Regional Council Hendrik Auta !Nanseb Witbooi Building, Hardap Region, Namibia		
must complete the Company Shareholding Information form.		
Submit a company profile highlighting the supply, delivery of laptops desktops and ICT equipment		
Submit a formal declaration on the company's official letterhead confirming the list of clients to whom it has rendered the PROCUREMENT OF MICROSOFT OFFICE 365 LICENSES & IT TOOLS FOR HARDAP REGIONAL COUNCILor related services in a corporate setting within the past five (5) years. The declaration must have a minimum of three (3) clients including the names of the clients and serves as confirmation of the bidder's relevant experience and track record in PROCUREMENT OF MICROSOFT OFFICE 365 LICENSES & IT TOOLS FOR HARDAP REGIONAL Councillor related services.		
Submit a complete bidding document as issued (incomplete bidding documents will not be considered).		
Must initialize all pages of this standard bidding document,		

including all supporting documents.		
-------------------------------------	--	--

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.