



HARDAP REGIONAL COUNCIL



REQUEST FOR QUOTATION FOR GOODS

*SUPPLY AND DELIVERY OF VARIOUS ICT EQUIPMENT
(DIRECTORATE OF EDUCATION, ARTS AND CULTURE)*

Procurement Reference No: G/RFQ/HRC-035/2024

Private Bag 2017, MARIENTAL

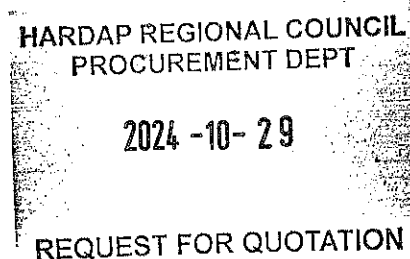
Tel: (063) 245839/885

Fax: (063) 242224 or (063) 240 527

skambungo.edu@hardaprc.gov.na

lhoeseb@hardaprc.gov.na

Deadline: 22 November 2024





HARDAP REGIONAL COUNCIL



PROCUREMENT COMMITTEE

REQUEST FOR SEALED QUOTATION

Dear Sirs/Madams,

SUPPLY AND DELIVERY OF VARIOUS ICT EQUIPMENT (DIRECTORATE OF EDUCATION, ARTS AND CULTURE)

The Hardap Regional Council 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.

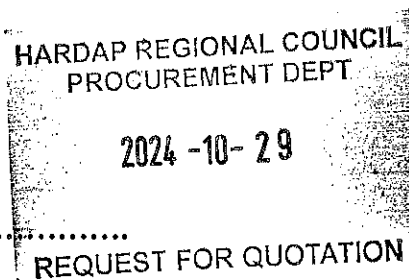
Queries, if any, should be addressed to **Mr. P.A Skrywer at Hardap Regional Council, Private Bag 2017, MARIENTAL, Fax: (063) 242224.**

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. P.A Skrywer

HEAD: PROCUREMENT MANAGEMENT UNIT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Hardap Regional Tender Board reserves the right:

- (a) to split the contract as per the lowest cost and performance specifications per lot; and
- (b) to accept or reject any bid or to cancel the bidding process; or
- (c) reject all bids 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 Bid Letter in Section II with its annex for Bid Securing Declaration; and
- (b) the Priced Activity Schedule Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

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

3. Validity of Bids

The bid validity period shall be (180) days from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original/certified and valid good Standing Tax Certificate;
- (c) have an original/certified and 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 (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (h) Submit Proof of re-sellership, Manufacturer Authorization and/or Proof of partnership with leading I.C.T Distributors.
- (i) Submit proof of After Sales Support.

- (i) Should attach authentic proof of re-sales letter.

5. Bid Security/Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Security as per the format contained in Appendix to Quotation Letter of this document for 1.58% valid up to 30 Days.

6. Works Completion Period

The completion period for delivery shall be (21) days after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Bids

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

8. Submission of Bids

Bids should be deposited in the Quotation/Tender Box located at **The Hardap Regional Council Reception, first floor, Room No. 86/3**, not later than @11:00 A.M, **22 November 2024**. Bids by post or hand delivered should reach **Hardap Regional Council, Captain Hendrick Witbooi Building, Private Bag 2017**, by the same date and time at latest. **Late bids will be rejected.**

Bids received by E-mail and by Fax will not be considered.

9. Bid Opening

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Bids

The Public Entity shall have the right to request for clarification during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest and/or best suitable evaluated bid.

11. Qualification Criteria

Bidders should submit documents in respect of the following:

- (a) Average annual monetary value of similar works performed over the last 1-3 years;

- (b) experience in works of a similar nature and size, and details of work under way or contractually committed; and clients who may be contacted for further information on those contracts;
- (c) Qualifications and experience of key site management and technical personnel proposed for the Contract.

12. Technical Compliance

- (a) The 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.
- (b) 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.

13. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

Bids shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

14. Margin of Preference

Not applicable

15. Award of Contract

The Bidder having submitted the suitable evaluated responsive bid and qualified to perform the works 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 and the General Conditions of Contract.

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 within seven (7) days.

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 Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Bid addressed to:	HARDAP REGIONAL COUNCIL (DIRECTORATE OF EDUCATION, ARTS AND CULTURE)
Procurement Reference Number:	G/RFQ/HRC-035/2024
Subject of Procurement:	SUPPLY AND DELIVERY OF VARIOUS ICT EQUIPMENT (DIRECTORATE OF EDUCATION, ARTS AND CULTURE)

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.

We confirm that we are eligible to participate in this Bidding exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 disqualification on the grounds mentioned in the BD].

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 to clause 52 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our bid is **180** days 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 bid validity.

Delivery will commence within days from date of issue of Purchase Order/ Letter of Acceptance.

Delivery will be completed within days from date of issue of Purchase Order/ Letter of acceptance.

Bid Authorised by:

Name of Bidder	Company's Address and seal		
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.: G/RFQ/HRC-035/2024

To: **HARDAP REGIONAL COUNCIL**

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:

Capacity of:

Name:

Duly authorized to sign the bid for and on behalf of:

Dated on _____ day of _____, _____

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: STATEMENT OF REQUIREMENTS
A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Supply and delivery of various ICT Equipment for Mariental for Hardap Regional Council (Directorate of Education, Arts and Culture)

The successful bidder;

- (a) shall be responsible for maintenance of the equipment in an operating condition during warranty period.
- (b) shall respond immediately of any failure or defects on the equipment timeously under warranty period and ensure that machines operate properly.
- (c) shall ensure that proper replacement is done on time under warranty period, should the equipment become unserviceable.
- (d) should have trained full-time technicians onsite to attend to any emergency of any failure or defects on the equipment under warranty.
- (e) Shall supply and replace all consumables, i.e. other spare parts.

CONDITIONS TO THE BIDDERS

1. Bidders must provide their business address for inspections before the award of the bid.
2. Only Registered Namibian companies will be considered.
3. Documentary proof of registration as a Namibian company should be provided.
4. Bidders should indicate how many Namibians are employed by the company.
5. Bidders should provide at least reference letters from their previous experience in similar field/environment.

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Procurement Ref No.

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. <i>[To be filled by the Public Entity]</i>				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/m onth	Country of Origin
1.	Standard Desktop PCs with monitors: Refer to the Technical Specifications	14	EACH						
2.	Standard Laptop's: Refer to the Technical Specifications	18	EACH						
					TOTAL				
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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/HRC-035/2024**

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Delivery of Various ICT equipment		

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

Specification and Compliance Sheet Authorised By:

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Technical Specifications

HARDWARE

1. 14 Desktop PCs with Monitor's

STANDARD DESKTOP PCs (MINITOWER) (Minimum specifications)		FOR TENDERER TO COMPLETE		
Feature	Description	Yes	No	Deviation(if any)
Operating system	Microsoft Windows 10 Professional (64 bit) or latest version			
Processor	8 th Gen Intel Core i5 8400 2.8GHz 6C 65W CPU			
Memory	8 GB (1x8GB) DDR4 2666 DIMM Memory			
Hard drive	1TB SATA Three Layer Cell Solid State Drive			
Optical Drives	Slim DVD+/-RW DVD Combo			
Audio	Integrated High Definition Realtek HD Audio			
I/O Ports	4 USB 3.0			
	2 USB 2.0			
	1 VGA			
	1 RJ-45			
	1 audio in			
	1 audio out			
Display	19.5" - 20" Monitor 1920 x 1080 VGA + HDMI/Display port with VGA and HDMI Cable			
Graphics	Integrated Intel UHD Graphics 630			
Input devices	USB Optical Scroll Mouse & Standard Keyboard			
Speakers	Build-in or External			
Network Interface	Gigabit Ethernet			
Warranty	Three (3) Years			
OPTIONAL FEATURES				
Energy star certified label				

2. 18 NOTEBOOK LAPTOP

NOTEBOOKS LAPTOP (Minimum specifications)		FOR TENDERER TO COMPLETE		
Feature	Description	Yes	No	Deviation(if any)
Operating system	Microsoft Windows 10 Professional (64 bit) or latest version			

Processor	8 th Generation Intel Core i7-8550U processor (8M Cache, up to 4 GHz)			
Memory	8 GB, DDR4 2400			
Hard drive	1TB HDD			
Audio	Integrated stereo speakers			
I/O Ports	2 x USB 3.0			
	1 HDMI			
	1 combo stereo headphone/mic jack			
	SD Card reader			
Display	13.3"			
Camera	720P HD Webcam			
Graphics	Intel UHD 620			
Input devices	Built-in Optical mouse, Keyboard and Touch Screen			
Wireless	802.11a/b/g/n WiFi and Bluetooth® 4.2			
Warranty	1/1/0 Warranty EURO			
	Upgraded warranty to three (3) years			
Accessories	Carry Case 13.3" designed for the protection of notebooks			
	Wireless Mouse			

SECTION VII: 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 Works except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/HRC-035/2024**

GCC Clause Reference	Special Conditions
Purchaser GCC 1.1(r)	The Employer is: HARDAP REGIONAL COUNCIL
Project Manager GCC 1.1(y)	The Project Manager is: _____
Site GCC 1.1(aa)	The Site is located at _____ and is defined in Drawings Nos: _____
Start Date GCC 1.1(dd)	The Start Date shall be: 28 November 2024
The Works GCC 1.1(hh)	The Works consist of:
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia .
Project Manager's Decisions 5.1	
Notices GCC 6	Any notice shall be sent to the following addresses: HARDAP REGIONAL COUNCIL For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be; PA. Skrywer For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be _____
Insurance GCC 13.1	N/A
Site Data GCC 14.1	The site data is: _____

GCC Clause Reference	Special Conditions
Intended Completion Date GCC 16.1	The Intended Completion Date for the whole of the Works shall be: 28 November 2024
Possession of the Site GCC 20.1	The Site Possession Date shall be: N/A
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within (7) days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>shall not</i> be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: N/A
Payment Certificates GCC 39.7	“A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	<i>None</i>
Price Adjustment GCC 44.	The Contract <i>is</i> subject to price adjustment.
Retention GCC 45.	None
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are <i>[insert rate]</i> per day. The maximum amount of liquidated damages for the whole of the Works is;

GCC Clause Reference	Special Conditions
Bonus GCC 47.1	The daily rate of Bonus calculation is: _____ % per day
Advance Payment GCC 48.1	(i) No advance payment shall be made* or (ii) An amount representing [10-20% of the contract price] shall be released against a Bank Guarantee for mobilisation of plant and equipment.* * Delete as appropriate
Performance Security GCC 49.1	(i) No Performance Security is required*or (ii) A Performance Security in the form of a Bank Guarantee representing [insert percentage 10-15%] of the final contract price shall be not required.* * Delete as appropriate
Operating and Maintenance Manuals GCC 56.1	"As built" drawings or operating and maintenance manuals <i>are required.</i>
Payment upon termination GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is:

BID CHECKLIST SCHEDULE**Procurement Reference No.: G/RFQ/HRC-036/2024**

Description	Attached (please tick if submitted and cross if not)
Bid letter	
Priced Activity Schedules	
Specification and Compliance Sheet	
Bid Security(if applicable)	
Good Standing Tax Certificate	
Good Standing Social Security Certificate	
Certified copy of Affirmative Action Compliance Certificate	
Certificate indicating SME Status	
Reseller Proof	
After-Sales Support Services	

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 bid 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.*