



**REPUBLIC OF NAMIBIA
HARDAP REGIONAL COUNCIL**



DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORT, ARTS AND CULTURE

Enquiries: Mr. Sixtus Kambungo

Tel: (063)245726

Fax: (063)242053

Email: skambungo.edu@hardaprc.gov.na / kambungos@yahoo.com

Private Bag 2122

MARIENTAL

Request for Sealed Quotations

SUPPLY AND DELIVERY OF IT EQUIPMENT, TOOLS AND SOFTWARE FOR HARDAP REGIONAL COUNCIL (DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE)

Procurement Reference No: G/RFQ/HRC-082/2025

Bidders Details:

BIDDERS NAME:		
NAME OF BIDDERS REPRESENTATIVE:		
CONTACT DETAILS:	TELL:	MOBILE No:
	EMAIL:	
TOTAL AMOUNT QUOTED:	PRICE EXCLUDING VAT:	PRICE INCLUDING VAT:
	N\$	N\$

Private Bag 2017, MARIENTAL

Tel: (063) 245704/726

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

ctitus.edu@hardaprc.gov.na / yvettetitus5@gmail.com

skambungo.edu@hardaprc.gov.na / kambungos@yahoo.com

Deadline: 13 NOVEMBER 2025



**REPUBLIC OF NAMIBIA
HARDAP REGIONAL COUNCIL**



DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORT, ARTS AND CULTURE

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Private Bag 2122
MARIENTAL

Letter of Invitation

Procurement Reference No: G/RFQ/HRC-082/2025

Dear Sir/Madam,

DESCRIPTION: SUPPLY AND DELIVERY OF IT EQUIPMENT, TOOLS AND SOFTWARE

The **HARDAP REGIONAL COUNCIL** invites you to submit your best quote for the 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 **Mrs. Raylene Samaria at Hardap Regional Council, Private Bag 2017, MARIENTAL, Fax: (063) 242224 procurement@hardaprc.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.

**HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT**

Yours faithfully,

2025 -10- 27

.....**REQUEST FOR QUOTATION**

Mrs. Raylene Samaria

HEAD: PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **HARDAP REGIONAL COUNCIL** reserves the right:

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

2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable ;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet 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 for (180) 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 certified copy company Registration Certificate;
- (b) have a valid certified copy of good standing Bipa Certificate;
- (c) have an original valid good Standing Tax Certificate;
- (d) have an original valid good Standing Social Security Certificate;
- (e) 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;
- (f) have a valid certificate copy indicating SME Status (for Bids reserved for SMEs);
- (g) Submit signed Bid-securing Declaration.
- (h) 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;

- (i) Bidder must submit a company profile;
- (j) Bidder must submit certified certificates of Technical staff;
- (k) Bidder must submit a service warrantee letter of 12 months;
- (l) Bidder must submit documentary Evidence/Reference letter from at least 2 (two) clients attesting that the bidder has supplied similar services before;
- (m) All pages of the bid document including overwriting, deletions and all attachments shall be initialled by the person authorized to sign the bid;
- (N) Bidder must submit proof of resellership;

5. Bid Security/Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process. The Bidder Securing Declaration must be completed in full and sign by the authorized person to sign the quotation.

6. Services Completion Period

The completion period for services shall be *2-3 weeks [15 working Days]* after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the **Hardap Regional Council** with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *Hardap Regional Council* not later than *13 November 2025*, by **11:00AM**. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

10. Opening of Quotations

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 will be put on the website of the Public Entity and available to any bidder on request within three (3) working days of the Opening.

11. 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 evaluated cost to determine the lowest evaluated quotation.

12. 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 the Public Entity's requirements.

13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties.

14. Margin of Preference

14.1. The applicable margins of preference and their application methodology are as follows:

CATEGORIES OF BIDDERS	Margin of Preferences
Micro, Small and Medium Enterprise	1%
Woman owned enterprise	1%
Youth owned enterprise	2%
Previously Disadvantaged Person owned enterprise	2%
Suppliers providing employment to Namibian	1%
Suppliers providing environmental protection	1%
TOTAL	8%

14.2. Bidders applying for the Margin of Preference shall submit, evidence of:

CATEGORIES OF BIDDERS	Margin of Preferences	DOCUMENTARY EVIDENCE
Micro, Small and Medium Enterprise	1%	- SME registration certificate - Declaration indicating the percentage of Namibian MSME ownership.
Woman owned enterprise	1%	- ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian female ownership.
Youth owned enterprise	2%	- ID's 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%	- ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian PDP's ownership.
Suppliers providing employment to Namibian	1%	- Declaration and proof that the bidder meets the requirements set out in the bidding document.
Suppliers providing environmental protection	1%	- Declaration that the bidder employs 50% or more Namibian citizens.
TOTAL	8%	

14.3.Application of Evaluation Criteria for Margin Reference

MARGIN OF PREFERENCE; PRICE PREFERENCE EXCLUSIVE				
Contract Estimate Price (NS)		Project:		
8.1	Price Exclusive Preference			
	CATEGORIES & PREFERENCES	BIDDER A	BIDDER B	BIDDER C
	Manufacturer (2%)			
	MSME (1%)			
	Women Owned Enterprise (2%)			
	PDP Owned Enterprise (2%)			
	Suppliers Promoting Environment Protection (1%)			
	Service Rendered by Namibian Citizen (1%)			
	Total Preference Awarded			

	Total Price Before Preference			
	Total Price After Preference			
	RANKING:			
	Complied By:	DATE:		
	Signature:	DATE:		

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

16. Performance Security

Not Applicable

17. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 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.]

Quotation Addressed to :	HARDAP REGIONAL COUNCIL (DIRECTORATE OF EDUCATION, ARTS AND CULTURE)
Procurement Reference Number:	G/RFQ/HRC-082/2025
Subject matter of Procurement:	SUPPLY AND DELIVERY OF IT EQUIPMENT, TOOLS AND SOFTWARE

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 Quotation Exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

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

The validity period of our Quotation is _____ days *[insert number of 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 quotation validity.

The services will commence within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

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	

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

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 IT EQUIPMENT, TOOLS AND SOFTWARE						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.						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 (days/month)	Country of Origin
1.	DESKTOP COMPUTER –MID LEVEL	3							
2.	SERVER UNIT HPE PROLIANT DL380	2							
3.	NETWORKING TOOL KIT (PRK-1pk-19382b)	1							
4.	NETWORK RACK 4U	1							
5.	MICROSOFT 365 BUSSINESS PREMIUM-1YEAR	1							
6.	VEEAM BACKUP AND RECOVERY SOFTWARE ENTERPRISE -- 1YEAR	1							
7.	BITDEFENDER TOTAL SECURITY 120 NOBES	1							
					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:

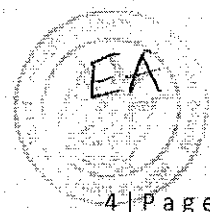
Currency : Exchange Rate:

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, **NO**=NO QUOTE

3.1.2 Middle Level PCs

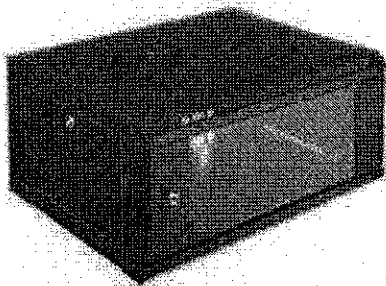
Middle Level PCs	FOR OMAs TO COMPLETE	FOR TENDERER TO COMPLETE		
Feature	Description	Yes	No	Deviation(if any)
Operating system	Microsoft Windows 11 Professional 24H2 (64 bit) or latest version			
Processor	14th Generation Intel Core i5 H-SeriesOR AMD Ryzen 7			
Memory	32GB DDR4 SDRAM			
Hard drive	512 GB SSD			
Audio	Integrated High Definition Audio			
I/O Ports	Front: 1 x headset connector; 2 x USB 3.0, 1x USB-C Rear: 1 x audio-in; 1 x audio-out; 1x RJ-45 ; 2x USB 3.0 , 1 x VGA, 1x HDMI			
Display	21.5" LED , 1920 x 1080 (Full-HD)			
Graphics	On board shared graphics			
Input devices	USB Optical Scroll Mouse & Keyboard			
Network Interface	Standard on board			
Wireless	Wireless 802.11 ac			
Accessories	All necessary cables and accessories should be included			
Warranty	Three (3) Years			



NETWORK TOOL KIT



NETWORK RACK 4U



SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **G/RFQ/HRC-082/2025**

[Bidders should complete columns C and D with the specifications of the services 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
1	DESKTOP COMPUTER – MID LEVEL		
2	SERVER UNIT		
3	NETWORKING TOOL KIT		
4	NETWORK RACK		
5	MICROSOFT 365 BUSSINESS PREMIUM-1YEAR		
6	VEEAM BACKUP AND RECOVERY SOFTWARE ENTERPRISE – 1YEAR		
7	BITDEFENDER TOTAL SECIRUTY (120 NOBES)		

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

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/HRC-082/2025**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement]*.

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(l)	The Employer is: Hardap Regional Council
Definitions GCC 1.1(o)	The Service Provider is:
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the Hardap Regional Council, the address and the contact name shall be: <u>MRS. RAYLENE SAMARIA, procurement@hardaprc.gov.na</u> For the [Service Provider], the address and contact name shall be _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: _____ For the Service Provider: _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is _____

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is _____.
Intended Completion Date GCC 2.3	The intended completion date is _____.
Prohibition GCC 3.2.3(c)	List of Activities: _____.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____.
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: _____
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price.
Lack of Performance Penalty GCC 3.10.3	The percentage _____ to be used for the calculation of lack of Performance Penalty (ies) is _____. <i>(Where applicable)</i>
Performance Security GCC 3.11	(i) No Performance Security is required*or (ii) A Performance Security in the form of a Bank Guarantee representing <i>[insert percentage]</i> of the final contract price shall be required. * * Delete as appropriate

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are <i>(where applicable)</i> : _____
Contract Price GCC 6.2(a)	The amount in local currency is _____.
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within _____ days in the case of the final payment. The interest rate is _____.
Price Adjustment GCC 6.6.1	Price adjustment <i>is/not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: _____ The defect liability period is: _____
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. 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 may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures of _____ will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 3

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	NS	NS
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