



REPUBLIC OF NAMIBIA



KUNENE REGIONAL COUNCIL

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

REQUEST FOR SEALED QUOTATION

SUPPLY AND DELIVERY OF VARIOUS IT EQUIPMENT FOR DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS ARTS AND CULTURE - KUNENE REGION

Procurement Reference: G/RFQ/KRC: DoEIYSAC-04/2025

Name of Bidder:

Contact Number of Bidder:

Email Address of Bidder:

Authorized Representative of Bidder:

Signature of Bidder:

Bid Total Amount N\$

**Kunene Regional Council
P/BAG 502
Opuwo
Tel: +264-65-273950
Fax: +264-65-273077**



**REPUBLIC OF NAMIBIA
KUNENE REGIONAL COUNCIL
DIRECTORATE: EDUCATION, ARTS & CULTURE**



Letter of Invitation

[Name and Address of Bidder]

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

Procurement Reference No: **G/RFQ/KRC: DoEIYSAC-04/2025**

Dear Sir/Madam,


**SUPPLY AND DELIVERY OF VARIOUS IT EQUIPMENT FOR
DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS ARTS
AND CULTURE - KUNENE REGION**

The Kunene 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 Ms Sendra Nakale, Head of Procurement Management Unit, Private Bag 502, Opuwo, at 065 273 590 or email address: pmu.kunenerc@gmail.com

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,


George P. Kamseb
Chief Regional Officer



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kunene Regional Council 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 with its annex for Bid Security
- (b) the List of Goods and Price Schedule ;
- (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 **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 (NAMPOL) of company Registration Certificate;
- b) Have a valid certified copy (NAMPOL) of good Standing Tax Certificate;
- c) Have a valid certified copy (NAMPOL) of copy good Standing Social Security Certificate;
- d) Have a valid certified copy (NAMPOL) 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 valid certified copy (NAMPOL) certificate indicating SME Status (for Bids reserved for SMEs);
- f) Submit signed Bid-securing Declaration.

- g) Attach two references e.g copy of purchase order or reference letter from reputable companies, agencies and Ministries confirming previous success delivery of IT equipment.
- h) Attached proof of confirmation of account from a Namibian Banking Institution (only successful bidder to furnish after award of contract)

5. Bid Securing Declaration

Bidders are required to submit a subscribe Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

6. Delivery

Delivery shall be 30 days after acceptance of award and signing of contract. Deviation in delivery period must be communicated.

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 Quotation/Bid Box located at Kunene Regional Council, Mbumbijazo Muharukua Street, and Private bag 502, Opuwo not later than **17 September 2025 at 11h00**. Quotations by post or hand delivered should reach Kunene Regional Council 17 September 2025 at 11h00 at latest. Late quotations will be rejected.

Quotations received by e-mail or faxed will not be considered.

9. Opening of Quotations

Quotations will be opened by members of Procurement Management Committee at the Kunene Regional Council immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security will be posted on the website of the Kunene Regional Council and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Kunene Regional Council 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 and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Kunene Regional Council 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 for the duration of the contract in Namibian Dollars.

13.Margin of Preference

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

N/A

16.Notification of Award and Debriefing

The Kunene Regional Council 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 Kunene Regional Council 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: [name of Public Entity]	
Procurement Reference Number:	
Subject matter of Procurement:	

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

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

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

We have read and understood the content of the Bid Security attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of the Quotation is 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	

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)

**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:.....

PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFQ/KRC: DoEIYSAC-04/2025**

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Bid: Namibian Dollars

Item No	Brief Description of Tyres (sizes)	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Projector (Epson) EB-X49,XGA, 3.600l, USB 2.0 Type B VGA in HDMI in wireless LAN	3	each		
2.	Printer (HP) smart tank 750 wireless All in one (print, copy & scan. Wireless and mobile printing, 35pages ADF , Automatic Duplex printing, colour	8	each		
3.	Printer (HP office jet) Pro9730 WF All in one – A3 (print, copy, scan, 35 –page ADF	5	each		
4.	Desktop Computers – full set (GG6K59P Processor: 12 th Gen Intel ® Core(TM)i7-12700 2.10GHz DRW/WIN11P/3YR NBD onsite warranty +P24H monitor	3	set		
5.	Desktop Computers – full set (ACQHP PRO Tower 290 G9 System (CI5-12500/16GB/512GB/DVDRW/WIN11P/3YR NBD onsite warranty +P24H monitor	11	set		
6.	Laptop (HP) processor i5 64 operating system hard drive 1TB/500GM window 11 Ram 8 and bags	12	set		
7.	Wireless TP-Link 300Mbps Mini N USB Adapter	24	each		
				Total	
				VAT @15%	
				Grand Total	

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By:

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

Specifications:

Are classified in the price schedule

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

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

Specifications and Compliance Sheet Authorised By:

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Projector (Epson) EB-X49,XGA, 3.600l, USB 2.0 Type B VGA in HDMI in wireless LAN		
2.	Printer (HP) smart tank 750 wireless All in one (print, copy & scan. Wireless and mobile printing, 35pages ADF , Automatic Duplex printing, colour		
3.	Printer (HP office jet) Pro9730 WF All in one – A3 (print, copy, scan, 35 –page ADF		
4.	Desktop Computers – full set (GG6K59P Processor: 12 th Gen Intel ® Core(TM)i7-12700 2.10GHz DRW/WIN11P/3YR NBD onsite warranty +P24H monitor		
5.	Desktop Computers – full set (ACQHP PRO Tower 290 G9 System (CI5-12500/16GB/512GB/DVDRW/WIN11P/3YR NBD onsite warranty +P24H monitor		
6.	Laptop (HP) processor i5 64 operating system hard drive 1TB/500GM window 11 Ram 8 and bags		
7.	Wireless TP-Link 300Mbps Mini N USB Adapter		

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

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number:

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Kunene Regional Council: Directorate of Education, Innovation, Youth, Sports, Arts and Culture
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is to: Directorate of Education, Innovation, Youth, Sports, Arts and Culture - Khorixas
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the <i>[Kunene Regional Council]</i> , the address and the contact name shall be: Procurement Management Unit Kunene Regional Council Mbumbijazo Muharukua Street Private Bag 502, Opuwo Tell: 065-273950
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Shall be in writing and addressed to PMU.
Delivery and Documents GCC 13.1	The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; original invoice and original purchase order
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall be fixed.
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

Subject and GCC clause reference	Special Conditions
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 “ <i>shall not be</i> ” 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>
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	None
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be: Procurement Management Unit, Kunene Regional Council Mbumbijazo Muharukua Street, Private Bag 502, Opuwo, Tell: 065-273950 Procurement reference number:</p>
Insurance GCC 24.1	30 days
Transportation GCC 25	The Goods shall be delivered: Directorate of Education, Innovation, Youth, Sports, Arts and Culture - Khorixas
Inspection and Test GCC 26.1	The inspection and tests shall be: Done during the delivery of the items
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Directorate of Education, Innovation, Youth, Sports, Arts and Culture - Khorixas
Liquidated Damages GCC 27.1	N/A

Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: 1 year</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Directorate of Education, Innovation, Youth, Sports, Arts and Culture - Khorixas</p> <p>For item 1, the minimum period of warranty/shelf life shall be 1 year</p>
Repair and Replacement GCC 28.5	<p>The period for repair or replacement shall be: 1 year</p>

SCHEDULE 4: 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.:

Description	Attached (please tick if submitted and cross if not)
Have a copy of Company registration certificate from the Ministry of Industrialisation, Trade and SME Development	
Have a valid original or certified copy of good standing Tax Certificate	
Have a valid original or certified copy of good standing Social Security Certificate	
Have a valid original or certified copy of Affirmative Action Compliance Certificate	
Have a valid original or certified copy of SME Certificate	
Attach certified copy of certificate indicating 100% Namibian owned SME from Ministry of Industrialization, Trade and SME Development. Or an entity of which 51% or more equity is owned by Namibian citizen.	
Attach proof of confirmation of account from a Namibian Banking institution (only successful bidder to furnish after award of contract)	

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.

