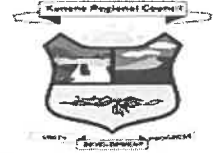




KUNENE REGIONAL COUNCIL



Tel: +264-65-273950
Fax: +264-65-273077

M. Muharukua Street
OPUWO, NAMIBIA

Private Bag 502
OPUWO, NAMIBIA

Request for Sealed Quotations For Goods

SUPPLY AND DELIVERY OF KUNENE REGIONAL COUNCIL ICT EQUIPMENTS FOR DIRECTORATE OF PLANNING AND DEVELOPMENT SERVICES

Procurement Reference No: G/RFQ/KRC-09/2025

Kunene Regional Council
P/Bag 502
Opuwo
Tel: +264-65-273950
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M. Muharukua Street
OPUWO, NAMIBIA

Private Bag 502
OPUWO, NAMIBIA

25 August 2025

Letter of Invitation

Procurement Reference No: **G/RFQ/KRC-09/2025**

Dear Sir/ Madam,

REQUEST FOR QUOTATIONS FOR SUPPLY AND DELIVERY OF KUNENE REGIONAL COUNCIL ICT EQUIPMENTS FOR DIRECTORATE OF PLANNING AND DEVELOPMENT SERVICES

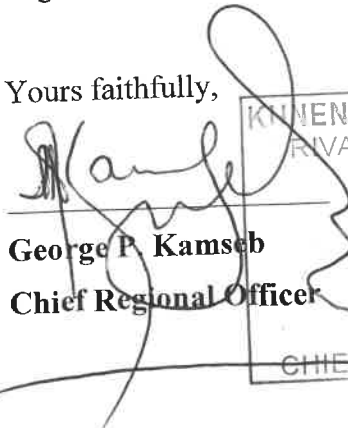
Kunene Regional Council invites you to submit your best quote for the items described in detail hereunder.

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

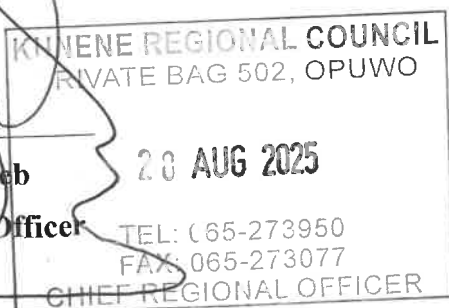
Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Queries, if any, should be addressed to Mr Markus Haiyambo, Head of Procurement, Private Bag 502, Opuwo, at **065 – 273 950** or Email address: **pmu.kunenerc@gmail.com**

Yours faithfully,


George P. Kamseh

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 lot; and
- (b) to accept or reject any quotation or 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 goods 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 Compliance Sheet 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 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 bid submission deadline.

4. Delivery

Delivery shall be **30** days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted/shall be considered if such deviation is reasonable.

5. 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.

6. Submission of Quotations

Quotations should be deposited in the Quotation/Tender Box located at Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo, not later than **17 September 2025 at 11:00AM**. Quotations by post or hand delivered should reach Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo by the same date and time at latest. Late quotations will be rejected. Quotations received by fax or e-mail will not be considered.

7. Opening of Quotations

Quotations will be opened internally by the Kunene Regional Council immediately after the closing time referred to in section 5 above.

8. Evaluation of Quotations

Kunene Regional Council shall have the right to request for clarifications 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.

9. Eligibility Criteria

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

- (a) Have a valid certified copy of company Registration Certificate;
- (b) Have a valid certified copy of good Standing Tax Certificate;
- (c) Have a valid certified copy of 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;

Kunene Regional Council may choose to request any bidder to substantiate compliance with these criteria.

10. Technical Compliance

Bidder shall submit along with their quotation documents, 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. Specifications have to be met but no credit will be given for exceeding the specifications.

11. Margin of preference

The bidder's price must be **within 0% above and 10% below** the budget.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Bid Securing Declaration

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

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.

15. Performance Security

N/A

16. Notification of Award and Debriefing

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.

Furthermore, Kunene Regional Council shall attend to all requests for debriefing for contract made in writing within **30 days** the unsuccessful bidders are informed of the award.

17. Rights of Kunene Regional Council

Kunene Regional Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, and
- (b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract 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:	Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo
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 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: Request for Quotations.

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

The validity period of our Quotation is **180 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./E-mail	

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

SUPPLY AND DELIVERY OF KUNENE REGIONAL COUNCIL ICT EQUIPMENTS FOR DIRECTORATE OF PLANNING AND DEVELOPMENT SERVICES: NB Price should include all accessories (Mouse, Monitors, Keyboards and carry bag)

Procurement reference no. G/RFQ/KRC-09/2025

LOT NO.	Description of Goods	Quantity required	Unit of Measure	Total
1.	Desktop Computers: See Technical Specifications ITEM 1	8	Each	
2.	Laptops: See Technical Specifications ITEM 2	2	Each	
3.	Projector: See Technical Specifications ITEM 3	1	Each	
4.	Printer: See Technical Specifications ITEM 4	1	Each	
5.	HIKSEMI T100 Pocket Series USB 3.0 1TB	1	Each	
6.	64GB USB 2.0 Flash Drive	8	Each	
		TOTAL		
		VAT 15%		
		GRAND TOTAL		

NAME:	POSITION:	SIGNATURE:	DATE:
NAME OF COMPANY:		ADDRESS:	

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: NAD Exchange Rate: _____ Delivery period: 7 days after acceptance

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 IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number G/RFQ/KRC-09/2025

SPECIFICATIONS FOR THE IT EQUIPMENTS:

Bidder should complete this part indicating whether they comply to the technical specifications outlined or not.

LOT 1: DESKTOP COMPUTERS

Feature	Description	Yes	No	Deviation(if any)
Make	Any			
Operating system	Microsoft Windows 11 Professional (64 bit) or latest version			
Processor	10 th Generation Intel Core i3 or i5 OR			
	AMD Ryzen 5			
Memory	16 GB DDR4 SDRAM or (2 * 8GB RAM)			
PSU	300 W			
Hard drive	500 GB SSD			
Optical Drives	Slim DVD+/-RW DVD Combo			
Audio	Integrated High-Definition Audio			
I/O Ports	Front: 1 x headset connector; 2 x USB 3.0 Rear: 1 x audio-in; 1 x audio-out; 1 x serial; 1x RJ-45; 2x USB 3.0, 1 x VGA, 1x HDMI			
Display	24" LED Monitor 1920*1080			
Graphics	Integrated Radeon Vega Graphics			
Input devices	USB Optical Scroll Mouse & Keyboard (wireless)			
Speakers	Build-in or External			
Network Interface	Gigabit Ethernet			
Wireless	pre- installed Wireless 802.11 ac-			
Accessories	All necessary cables and accessories should be included			
Warranty	Three (3) Years			

LOT 2: LAPTOPS

Feature	Description	Yes	No	Deviation(if any)
Make	ANY			
Operating system	Microsoft Windows 11 Professional (64 bit) or latest version			
Processor	14th Generation Intel Core i3 or i5 OR			
	AMD Ryzen 7			
Memory	16 GB DDR4			
Hard drive	256 GB SSD /256GB HOD			
1/0 Ports	3 x USB 3.0			
	1 x HDMI			
	1 x combo stereo headphone/mic jack			
	1 x RJ-45			
Displav	15.6"			
Speakers	Integrated standard speakers			
Camera	720p High-Definition webcam			
Graphics	Integrated High-Definition Graphics			
Input devices	Touchpad mouse and Keyboard with Numeric Keypad			
Network interface	Gigabit Network Connection (10/100/1000 NIC)			
Wireless	802.11a/b/g/n WiFi Bluetooth 5.0 wireless technology			
Warranty	Three (3) years			
Accessories	Protective Carry Bag and all necessary accessories should be included			
Mouse	Wireless mouse			

LOT 3: PROJECTOR (Laser light source)

Feature	Description	Yes	No	Deviation(if any)
Make				
Projection System	3 LCD (or latest technology)			
Projection Method	Front/ Rear/ Ceiling Mount			
Brightness	2000 to 10 000 lumens			
Aspect Ratio	16:10			
Resolution	XGA (1024 * 768), WXGA (1280* 800), Full HD(1920*1080)			
Light Source	Laser Light Source			
Light Source Durability	20.000 Hours Durability High			
	30.000 Hours Durability Eco			
Keystone Correction	Automatic Vertical:+- 30 degrees			
	Manual: Horizontal +-30 degrees			
Contrast Ratio	2,500,000:1			
Speakers	In-build, 10 Watt speakers			
Input/ Output Ports	USB 2.0 Type B			
	2*HDMI in			
	1* RGB in			
	Computer/Component video: D-sub			
	Wireless LAN IEEE 802.11b/g/n (WiFi 4)			
	1* Audio in			
	1* Composite video:RCA			
	1* MHL			
	1* S-video			
	RS-232			
Security	Kensington lock			
	Wireless LAN security			
	Password protection			
Accessories	Remote control and Pointer			
	All required cables (RGB,HDMI,MHL,USB,POWE R,etc.)			
	Carry Bag			
Warranty	Three (3) Years			

LOT 4: Multifunction Colour Printer

Feature	Description	Yes	No	Deviation(if any)
Make	ANY			
Three-in-one functions	Print,copy,scan			
Print speed black	20-60 ppm			
Print speed color	20-60 ppm			
Print resolution ,color	1200 * 1200 dpi			
Recommended Print Volume	250- 2500 pages			
Print Languages	PCL 6, PCL 5c, postscript level 3 emulation			
Scanner type	ADF,Flatbed			
Scan resolution, optical	2400 dpi			
Bit depth	48-bit			
Automatic paper sensor	Yes			
Copy speed, black	24 cpm			
Copy speed, color	24 cpm			
Copy resolution, black	1200 optimized dpi from 600 input dpi			
Copy resolution, color	4800* 1200 optimized dpi from 1200 input dpi on photo paper			
Memory	128 MB			
Paper handling input	250-sheet input tray			
Paper handling output	50- sheet output tray			
Duplex printing	Automatic			
Media sizes	A3,A4,Letter,legal,statement,executive,index cards, envelopes			
Media types	Paper, envelopes, labels, cardstock, transparencies, heavy media			
Document finishing	Sheet feed			
Connectivity	Hi-Speed USB-compatible with USB 3.0 specification, Ethernet and Wi-Fi			

Accessories	USB Cable and all necessary accessories should be included			
Fax transmission speed	3 sec per page			
Fax memory	100 pages			
Fax resolution, black	300 * 300 dpi			
Auto redial	yes			
Fax delayed sending	yes			
Poling	yes			
Fax forwarding	yes			
Faxing	Yes, color			
Connectivity	Hi-speed USB-compatible with USB 3.0 specification, Ethernet Interface (1000 Base-T/ 100-Base TX/ 10-Base-T), Near Field Communication (NFC)			
Display	LCD (2-line text)			
Warranty	Three (3) years			

Specifications and Compliance Sheet Authorised By:

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

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

Date:.....

Procurement Ref No.: G/RFQ/KRC – 09/2025

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:.....

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) for the Procurement of Goods (Ref. G/RFQ-GCC), except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/KRC-09/2025**

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: KUNENE REGIONAL COUNCIL
Site GCC 1.1(m)	The Site/ final destination for delivery of the Goods: Kunene Regional Council, Opuwo
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms DELIVER AT PLACE OF DESTINATION.
Notices GCC 8.1	Any notice shall be sent to the following addresses: pmu.kunenerc@gmail.com For Kunene Regional Council, the address shall be: Procurement Management Unit Opuwo Private Bag 502 OR Technical: Junias Haimbodi Tel: 0811660196/065-273950 , Kunene Regional Council Mbumbijazo Muharukua Street, P/Bag 502, Opuwo For the Supplier, the address and contact name shall be (To be completed by the bidder)
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

Subject and GCC clause reference	Special Conditions
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	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Payment Period GCC 16.5	<p>The method and condition 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 goods upon submission of an invoice showing (Purchaser's name; the Procurement Reference number, description of payment and total amount, signed and original, stamped or sealed with a company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p>
Performance Security GCC 18	N/A
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: G/RFQ/KRC-09/2025
Insurance GCC 24	N/A
Transportation GCC 25	<p>The Goods shall be delivered:</p> <p>Kunene Regional Council, Opuwo</p>
Inspection and Tests GCC 26.	Materials to be verified by staff members of Kunene Regional Council.
Liquidated Damages GCC 27	Liquidated damages for the whole contract are 1% of the final contract price per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price. N/A
Warranty GCC 28.3	Two years warranty from receiving of items.

SCHEDULE 4: QUOTATION CHECKLIST SCHEDULE**PROCUREMENT REFERENCE NO.: G/RFQ/KRC-09/2025**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Securing Declaration	
Have a valid company Registration Certificate	
Have a valid certified Copy valid good Standing Tax Certificate	
Have a valid copy of Affirmative Action Compliance Certificate	
Have a valid certified Copy valid good Standing Social Security Certificate	
Attach certified copy of certificate from Ministry of Industrialization, Trade and SME Development	

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.