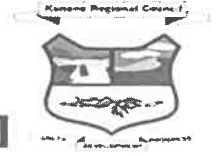




KUNENE REGIONAL COUNCIL



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

M. Muharukua Street
OPUWO, NAMIBIA

Private Bag 502
OPUWO, NAMIBIA

Request for Sealed Quotation

**SUPPLY AND DELIVERY OF LAPTOPS, IT & CAR ACCESSORIES
FOR THE SUB-DIVISION OF INFORMATION & COMMUNICATION
TECHNOLOGY: MICT**

PROCUREMENT REFERENCE NO: G/RFQ/KRC: MICT-01/2025

Name of bidder: _____

Contact Number of Bidder: _____

Email Address of Bidder: _____

Signature of Bidder: _____

Date: _____

Lot 1 total amount: N\$ _____

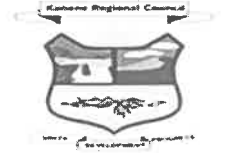
Lot 2 total amount: N\$ _____

Lot 3 total amount: N\$ _____

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



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M. Muharukua Street
OPUWO, NAMIBIA

Private Bag 502
OPUWO, NAMIBIA

Letter of Invitation

[Name and Address of Bidder]

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

Dear Sir/Madam,

REQUEST FOR QUOTATIONS FOR SUPPLY AND DELIVERY OF LAPTOPS, IT AND CAR ACCESSORIES FOR THE SUB-DIVISION OF INFORMATION & COMMUNICATION TECHNOLOGY

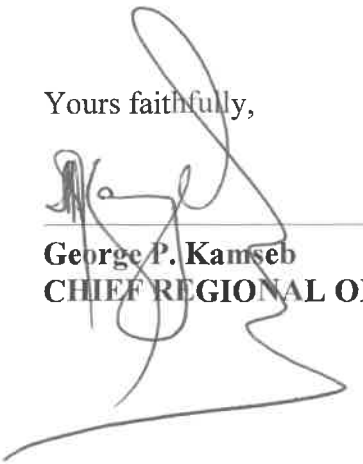
The Kunene Regional Council invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to Mr Lot Shikongo, Senior Information Officer-MICT or Ms. Sendra Nakale at +264813393698/+264812926753 Opuwo, 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

KUNENE REGIONAL COUNCIL
PRIVATE BAG 502, OPUWO

20 JAN 2025

TEL: 065-273950
FAX: 065-27307
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 in Section II with its annex for *Bid Security/Bid Securing Declaration [Public Entity to select as appropriate]*;
- (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 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 copy (NAMPOL) good Standing Social Security Certificate;
- (d) have a valid certified copy (NAMPOL) of good Standing Certificate from BIPA;
- (e) 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;
- (f) have a valid certified copy (NAMPOL) of certificate indicating SME Status (for Bids reserved for SMEs);
- (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) Attach proof of confirmation account from Namibian Banking Institution, not older than six months
- (i) Submit signed Bid Securing Declaration; and
- (j) Attached certified copy of (NAMPOL) of ID for the owner of the company.

5. Bid Security/Bid Securing Declaration

Bidders are required to submit a Bid Security/subscribe to 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 an amount of: N/A

6. Delivery

Delivery shall be 14 days after issuing of Purchase Order. Deviation in delivery period shall not be accepted as it will lead to termination of contract.
Partial deliveries are not allowed.

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 Council¹, not later than **06 February 2025, at 11h00 AM**. Quotations by post or hand delivered should reach the Kunene Regional Council by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail and fax will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three 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

13.1. The applicable margins of preference and their application methodology are as follows: N/A

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: N/A

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation that is not more than **0% above and not less than 3%** below the budgeted amount with market related rates 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 Agreement and General Conditions of Contract.

15. Performance Security

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of: N/A

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)

Quotation addressed to:	
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 stated as part of this bid, 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 / 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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is _____ days *[insert number of 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		

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

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

LOT 1: LAPTOPS

Procurement Ref No: **G/RFQ/KRC:MICT-01/2025**

QUOTATION FOR: SUPPLY AND DELIVERY OF LAPTOPS FOR DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY-2024/2025

Item no.	Description of Goods	Quantity	Unit of measures	Unit Price N\$	Total Price N\$
1.	HP laptops	2	Each		
				Subtotal	
				VAT 15%	
				Grand total	

NAME:	POSITION:	SIGNATURE	DATE
NAME OF BIDDER:			

LOT 2: IT ACCESSORIES

Procurement Ref No: **G/RFQ/KRC/MICT-01/2025**

QUOTATION FOR: SUPPLY AND DELIVERY OF INFORMATION TECHNOLOGY ACCESSORIES FOR DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY-2024/2025

Item no.	Description of Goods	Quantity	Unit of measures	Unit Price N\$	Total Price N\$
1.	Multifunction hub with USB type C Connectors	1	Each		
2.	Amphenol Male XRL 3 Inline, Machined contact Nickel finish	5	Each		
3	Amphenol Female XL 3 Inline, Stamped contacts, Nickel finish	5	Each		
				Sub total	
				VAT 15%	
				GRAND TOTAL	

NAME:	POSITION:	SIGNATURE	DATE
NAME OF BIDDER:			

LOT 3: CAR ACCESSORIES

Procurement Ref No: G/RFQ/KRC:MICT-01/2025

QUOTATION FOR: SUPPLY AND DELIVERY OF CAR ACCESSORIES FOR DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY- 2024/2025

Item no.	Description of Goods	Quantity	Unit of measures	Unit Price N\$	Total price N\$
1.	Booster Cable Set 1000 Amp BBC 1000 (Jump starters)	1	Each		
2.	Jack Trolley 2 ton 135-335mm	1	Each		
3.	Air compressor Pump Heavy Duty	1	Each		
4.	A3 car name tags (stickers)	4	Each		
				Sub total	
				VAT 15%	
				GRAND 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 IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/KRC:MICT-01/2025

[Bidders should complete columns C and D with the specification of the goods 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	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	(Kindly find this on page 19 and 20)		

** 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 (*insert website address*) except where 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: G/RFQ/KRC:MICT-01/2025

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: <i>Kunene Regional Council</i>
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is to Ministry of Information and Communication Technology, Opuwo, Kunene Region
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Subject and GCC clause reference	Special Conditions
<p>Notices GCC 8.1</p>	<p>Any notice shall be sent to the following addresses: For the [<i>Kunene Regional Council</i>], the address and the contact name shall be:</p> <p>Procurement Management Unit Kunene Regional Council Mbumbijazo Muharukua Street Private Bag 502, Opuwo Tell: 065-273950</p>
<p>Disputes GCC 10.2</p>	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Shall be in writing and addressed to PMU.</p>
<p>Delivery and Documents GCC 13.1</p>	<p>The Goods are to be delivered within 14 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</p>
<p>Price Adjustment GCC 15.1</p>	<p>The price charge for the Goods supplied and the related Services performed “<i>shall not</i>” be adjustable. Or The price charge for the Goods supplied and the related Services performed shall be fixed.</p>
<p>Terms of Payment GCC 16.1</p>	<p>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</p>
<p>Terms of Payment GCC 16.3</p>	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
<p>Terms of Payment GCC 16.4 (a)</p>	<p>The price SHALL NOT BE adjustable to the fluctuation in the rate of exchange.</p>

Subject and GCC clause reference	Special Conditions
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>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.</p>
Performance Security GCC 18.1	<p>(i) No performance security is required</p>
Discharge of Performance Security GCC 18.4	<p>N/A</p>
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</p>
Insurance GCC 24.1	<p>N/A</p>
Transportation GCC 25	<p>The Goods shall be delivered to: Ministry of Information and Communication Technology, Opuwo, Vita Thom Street.</p>
Inspection and Test GCC 26.1	<p>The inspection and tests shall be: <i>Done during delivery</i></p>
Location of Inspection and Tests GCC 26.2	<p>The inspections and tests shall be conducted at: MICT-Opuwo-Vita Thom Street</p>
Liquidated Damages GCC 27.1	<p>N/A</p>

Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	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: <i>G/RFQ/KRC:MICT-01/2025</i>
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: N/A

SCHEDULE 2

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.: G/RFQ/KRC/MICT-01/2025

Description	Attached (please tick if submitted and cross if not)
Have a valid certified copy of Company registration certificate from the Ministry of Industrialisation, Trade and SME Development	
Have a valid certified copy (NAMPOL) of good standing Tax Certificate	
Have a valid certified copy(NAMPOL) of good standing Social Security Certificate	
Have a valid certified copy (NAMPOL) of Affirmative Action Compliance Certificate	
Have a valid certified copy (NAMPOL) of SME Certificate	
Attach certified copy (NAMPOL) 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 (Not older than 6 month).	
Attach certified copy of BIPA Good Standing Certificate	
Attach certified copy (NAMPOL) of ID for the owner of the company.	
Insert Letter of Authority (Power of Attorney) showcasing the authorized signatory pertaining to this bid	
List of Goods and Price Schedule	

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*

Lot 1 item 1

HP probook Laptops (15.6-Inches) -

Laptops		
	Quantity	
Feature	Description	
Operating system	Microsoft Windows 11 Professional (64 bit) or latest version	
Processor	13th Generation Intel Core i5 Processor (8M Cache, up to 4.60 GHz, 10 cores)	
Memory	8 GB DDR4	
Hard drive	512 GB SSD	
I/O Ports	4 USB 3.0	
	1 HDMI	
	1 combo stereo headphone/mic jack	
	1 RJ-45	
Slots	SD Card Reader	
Display	15.6" HD anti-glare LED-backlit, (1366 x 768)	
Speakers	Integrated standard speakers	
Camera	720p HD webcam	
Graphics	HD Graphics 620	
Input devices	Touchpad mouse and Keyboard with Numeric Keypad	
Network interface	Gigabit Network Connection (10/100/1000 NIC)	
Wireless	802.11a/b/g/n Wi-Fi	
Warranty	Three (3) years	
Accessories	Protective Carry Bag	
Mouse	Wireless mouse	

Lot 2 item 1

Multifunction Hub With USB Type C Connector -

- 1 X HDMI Port: Upto Hdtv – 4k*2k (3840×2160) With Hdcp Supported.
- 2 X USB 3.0 Ports – High Speed USB. Power Supply Up To 4.5w Max
- 1 X USB Type-c Port 1: Pd; 20v 3a. 87w Max; 1x USB Type-c Port 2: High Speed USB Type-c; Power Supply Up To 4.5w Max
- 1 X Rj45 – Max Ethernet Speed 1 GBps Max
- 1 X SD Card And 1 X Tf Card Reader – SD Card And Tf Card Cannot Be Used Simultaneously
- USB Type-c Connector Plug – Compatible With Thunderbolt 3and USB 3.0; 3.1

Lot 2 item 1



Lot 2 item 2



Lot 2 item 3



Amphenol AC3MM Male XLR 3
 Inline, Machined contacts, Nickel
 finish



Amphenol Male XLR 3 Chassis
 Machined contacts Nickel