



Republic of Namibia

**MIT**

Ministry of  
Industrialisation  
& Trade

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## BIDDING DOCUMENTS

Issued on: 12/10/22

for  
**Request for Sealed Quotation for  
Goods**

## **Procurement of:**

***Supply and Delivery of ten (10) Desktop  
including Keyboard, Mouse and  
Cartridges***

**Procurement Reference No: G/RFQ/19-19/2022**

Procurement Management Unit  
Ministry of Industrialisation and Trade  
Private Bag 13340  
e-mail: [pmu@Mit.gov.na](mailto:pmu@Mit.gov.na)  
Windhoek  
Namibia

11 October 2022

***NB: This document should be initialled by the bidder on each page!***



Republic of Namibia

## Ministry of Industrialisation and Trade

Tel: (061) 283 7337  
Email address: [pmu@Mit.gov.na](mailto:pmu@Mit.gov.na)

Procurement Management Unit  
C/Dr. Kennedy Kaunda & Goethe Street  
Private Bag 13340  
Windhoek

Our Ref.:...G/RFQ/19-19/2022  
Your Ref.:.....

Date: 12 October 2022

# Letter of Invitation

**To: Prospective Bidders**

**SUBJECT: SUPPLY AND DELIVERING TEN (10) DESKTOP COMPUTERS INCLUDING THE KEYBOARDS, MOUSE AND CARTRIDGES**

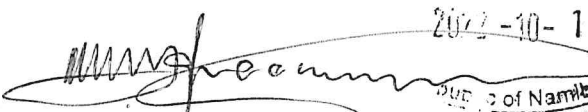
The Ministry of Industrialisation and Trade invites you to submit your best quote for the items described in detail hereunder.

Please prepare and submit your quotation in accordance with the instructions to Procurement Management Unit, Ministry of Industrialisation and Trade in a sealed envelope marked with reference No: G/RFQ/19-19/2022 and deposited in to the Tender Box at fourth (4<sup>th</sup>) floor room 416

Queries, if any, should be addressed to [pmu@Mit.gov.na](mailto:pmu@Mit.gov.na)

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

Yours faithfully,

  
2022-10-12  
Head of Procurement Management Unit

Ministry of Industrialisation and Trade

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The **Ministry Industrialisation and Trade** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (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 items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Security Declaration
- (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 *30* days from the date of submission deadline.

### 4. Eligibility Criteria

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

- (a) **Attached a complete Founding Statement and be registered, have a company registration certificate from the Business Intellectual and Property Agency [BIPA];**
- (b) **Attached a valid certified copy of the Good Standing - Tax Certificate;**
- (c) **Attached a valid certified copy of the Good Standing - Social Security Certificate;**
- (d) **Attached a valid certified copy of the 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) **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;**
- (f) **Attached certified copy of a certificate indicating SME Status (for Bids reserved for SME's)**
- (g) **Submit a quotation on the company letterhead**

*Copies indicated to be certified must be certified by a Commissioner of Oath in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963(Act No.16 of 1963)*

*(h) Initialisation of every page of the bidding document.*

## **5. Bid Security/Bid Securing Declaration**

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

## **6. Delivery**

Delivery shall be **16 days** after acceptance/issue of Purchase Order. Deviation in delivery period **shall not be accepted**.

6.1. The following tests and inspections will be conducted on the goods at delivery:

***[Delivery inspection against delivery note]***

## **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 room 409 at Ministry of Industrialisation and Trade, not later than **19<sup>th</sup> October 2022, at 10h00**. Quotations by hand delivered should reach **Brendan Simbwaye Building 4<sup>th</sup> floor** by the same date and time at latest. Late quotations will be rejected. Quotation received by e-mail 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, 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 Namibia Dollar.

**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 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 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)

*[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:	
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: Instruction to Bidders.

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

The validity period of the Quotation is **30 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(5) and 56(2))**

**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.]



## Republic Of Namibia

### Ministry of Labour, Industrial Relations and Employment Creation

**Witten 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: MINISTRY OF INDUSTRIALISATION AND TRADE

Procurement Ref No. G/RFQ/19-19/2022

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. [To be filled 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 Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD <sup>1</sup>	G Total price without VAT NAD	H VAT: NAD	I Delivery weeks) (days/m onth Country of Origin
1.	Desktop computer (With Keyboard and Mouse) No screen (see attached full description)	10						
2.	4 Toners Cannon Advance DX C251 name C EXV55 (2 sets)	8						
3	VGA to HDMI adapter/converter cable (see description )	1						
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****SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**

Procurement Reference Number: G/RFQ/19-19/2022

*[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>
Operating system	Microsoft Windows 10 Professional (64 bit) or latest version		
Processor	10 <sup>th</sup> Generation Intel Core i5 Processor (8M Cache, up to 4.00 GHz, 4 cores)		
Memory	8 GB DDR4 SDRAM		
Hard drive	256 GB SSD		
Optical Drives	Slim DVD+/-RW DVD Combo		
Audio	Integrated High Definition Realtek HD Audio		
I/O Ports	Front: 1x headset connector; 2 USB 3.1 (1 charging)  Rear: 1x audio-in; 1x audio-out; 1x serial; 1x RJ-45; 4x USB 3.1 1x VGA, 1x HDMI		
Graphics	Integrated Intel UHD Graphics		

<b>Input devices</b>	<b>USB Optical Scroll Mouse &amp; Standard Keyboard</b>		
<b>Speakers</b>	<b>Build-in or External</b>		
<b>Mouse and Keyboard</b>	<b>Standard</b>		
<b>Network Interface</b>	<b>Gigabit Ethernet</b>		
<b>Wireless</b>	<b>Wireless 802.11 ac</b>		
<b>Warranty</b>	<b>Three (3) Years</b>		
<b>HDMI to VGA</b>	<b>HDMI male to VGA female convert audio</b>		

*\* 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/19-19/2022** on the website of the Public Entity ([www.mit.gov.na](http://www.mit.gov.na)) 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/19-19-2022**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: Ministry of Industrialisation and Trade – Head Office
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is within 7 days from the date of Purchase Order or Letter of Acceptance.
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For Ministry of Industrialisation and Trade, Private Bag 13340, Windhoek, Delila Tjizo 061-2837216 For the Supplier, the address and contact name shall be: _____
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> <b>GCC 13.1</b>	The Goods are to be delivered within <u>7</u> days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
<b>Terms of Payment</b> <b>GCC 16.1</b>	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
<b>Terms of Payment</b> <b>GCC 16.3</b>	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> <b>GCC 16.4 (a)</b>	The price <i>“shall not be”</i> adjustable to the fluctuation in the rate of exchange.
<b>Performance Security</b> <b>GCC 18</b>	(i) No performance security is required*
<b>Packing</b> <b>GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: _____
<b>Insurance</b> <b>GCC 24</b>	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i>
<b>Transportation</b> <b>GCC 25</b>	The Goods shall be delivered: <i>[Incoterm for transportation]</i> .
<b>Inspection and Test</b> <b>GCC 26</b>	The inspection and tests shall be: <i>on delivery date</i>
<b>Location of Inspection and Tests</b> <b>GCC 26.2</b>	The inspections and tests shall be conducted at: <b>Ministry of Industrialisation and Trade</b> <b>Block B, Brendan Simbwaye Street</b> <b>C/Dr. Kennedy Kaunda &amp; Goethe Street</b> <b>Windhoek</b>
<b>Liquidated Damages</b> <b>GCC 27.1</b>	Not Applicable

Subject and GCC clause reference	Special Conditions
<b>Warranty</b> <b>GCC 28.3</b>	<p>The period of validity of the warranty shall be: <b>[24]</b> month(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be:</p> <p><b>Ministry of Industrialisation and Trade</b>  <b>Block B, Brendan Simbwaye Street</b>  <b>C/Dr. Kennedy Kaunda &amp; Goethe Street</b>  <b>Windhoek</b></p> <p>For item 1, the minimum period of warranty/shelf life shall be ____</p> <p>For item 2, the minimum period of warranty/shelf life shall be ____</p> <p>For item 3, the minimum period of warranty/shelf life shall be ____</p>
<b>Repair and Replacement</b> <b>GCC 28.5</b>	<p>The period for repair or replacement shall be: <b>[30]</b> day(s)</p>

**SCHEDULE 3****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/19-19/2022**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
Founding statement, or certificate of membership		
Valid original or certified copy of a good standing certificate from the Receiver of Revenue		
Valid original or certified copy of a good standing certificate from Social Security Commission		
Valid certified copy of an affirmative action certificate from Employment Equity Commission		
Written Undertaking contemplated in section 138(2) of the Labour Act, 2007.		
Quotation on the Company Stationary		

**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.*