



**Kavango East Regional Council**  
**Request for Sealed Quotations**  
**for Goods**

---

**Procurement of ICT Equipment &  
Accessories**

---

**Procurement Reference No: *G/RFQ/KERC/101/24/2023/2024***

***P.O. Box 2124, Rundu, Tell: 066 266000***

***Fax No: 066 255396***



**KAVANGO EAST REGIONAL COUNCIL**

*Tel: 066 – 266039*  
*Fax: 066 –255396*  
*E-mail:vcaley@kavangorc.gov.na*

*Private Bag 2134*  
*Rundu*  
*NAMIBIA*

**Enquires: V. Caley**

**Letter of Invitation**

**29/06/2023**

Dear Sir,

**Request for Quotations for office equipment**

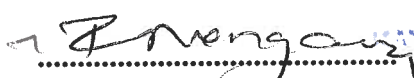
The Kavango East Regional Council invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to *Vicentius Caley Tel: 066 – 266039, Kavango East Regional Council.*

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,



**Mr. Jona M. Kangumbe**

**Head: Procurement Management Unit**

**KAVANGO EAST REGIONAL COUNCIL**  
**PROCUREMENT MANAGEMENT UNIT**

29.06.2023

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

The Kavango East 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 List of Goods and Price Schedule Section III;
- (b) The Specifications and Compliance Sheet in Section V; and
- (c) Any other attachment deemed appropriate.
- (d) **Warranty period of all equipment: One (1) year**

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

Ninety (90) days from the date of the bid submission deadline.

## 4. Eligibility Criteria

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

- (a) **Have a valid Company Registration Certificate**
- (b) **Have a valid original/certified copy of good Standing Tax Certificate of an original document, as certified by the Namibian Police;**
- (c) **Have a valid/certified copy of good Standing Social Security Certificate of an original document, as certified by the Namibian Police;**
- (d) **Have a 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) **Certified copy of the National Identity Document of Company Owner**
- (f) **Submit signed Bid Securing Declaration;**
- (g) **Business principle must be in line**
- (h) **Distributor's letter for Equipment supplied**
- (i) **Section 66 (2B) (A) of the Public Procurement Amendment Act of 2022 will apply.**
- (j) **Document to be completed with black ink only**
- (k) **No eraser fluid (tippex) to be used.**
- (l) **All pages to be initialled and signed where applicable**
- (m) **All corrections must be initialled**

## **5. Delivery**

Delivery shall be *30 Days* after acceptance/issue of Purchase Order. Deviation in delivery period *shall be considered if such deviation is reasonable*.

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

- Verification of quantity and Quality

## **6. 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.

## **7. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at *Kavango East Regional Council* not later than **6 July 2023, at 11h00**. Quotations by post or hand delivered should reach *Kavango East Regional Council, Office number 11* by the same date and time at latest. Late quotations will be rejected.

## **8. 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.

## **9. Evaluation of Quotations**

The Directorate of Education 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.

## **10. 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.

## **11. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

## **12. Margin of Preference**

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

*Not applicable*

12.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

*Not applicable*

### **13. 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.

### **14. 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: <i>[name of Public Entity]</i>	
Procurement Reference Number:	<b>G/RFQ/KERC/101/24/2023/2024</b>
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 \_\_\_\_\_ 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:** .....  
*[Day|month|year]*

**Procurement Ref No.:** .....

**To: Kavango East Regional Council**

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***

## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Ref No. **G/RFQ/KERC/101/24/2023/2024**

### QUOTATION FOR: Procurement of Promotional Material

#### INSTRUCTIONS TO THE PUBLIC ENTITY

At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.

#### INSTRUCTIONS TO BIDDERS

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

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 DeliveryS weeks) (days/month	Count ry of Origin
1	Entry Level Laptops	15							
2	Middle Level Laptops	3							
3	Desktops	8							
4	Projector	2							
5	Flash Drive	80							
6	Network Attached Storages	2							
7	Internal Hard drive	5							
8	External Hard drive	3							
9	Tool Kits	3							
10	Network Tool Kit	1							
11	Glue Guns	2							
12	Access points	10							



13		10	8		
14	Laptop RAMs	10			
15	Wireless Keyboards	10			
16	Wireless mouse	10			
17	Bluetooth mouse	15			
18	Presentation Pointers	10			
19	Connectors / Convertors	10			
20	Batteries	15			
21	Chargers	10			
22	Projector Screens	4			
23	Power extension cord reel	4			
	Power multi-plug	4			
			<b>Total</b>		
NAME:		POSITION:		SIGNATURE	
NAME OF BIDDER:		ADDRESS:		DATE	

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/KERC/101/24/2023/2024**

*[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>
1	Laptop: 10 <sup>th</sup> Generation Intel Core i5, 8GB DDR4 SDRAM, 256GB SSD / 512GB HDD, Gigabit Ethernet, 3 Years Warranty, Accessories: Protective carry bag, Mouse: Wireless		
2	Laptop: 10 <sup>th</sup> Generation Intel Core i7, 8GB DDR4 SDRAM, 256GB SSD, Gigabit Ethernet, 3 Years Warranty, Accessories: Protective carry bag, Mouse: Wireless		
3	Desktop: 10 <sup>th</sup> Generation Intel Core i5, 8GB DDR4 SDRAM, 512GB SSD / 512GB, Gigabit Ethernet, 3 Years Warranty		
4	Projector: Dell 1550X Projector XGA native resolution (1024x768), 3,800ANSI Lumens Remote With Laser pointer, Flexible Connectivity: VGA, USB, HDMI, RCA, RJ45 - 220V Power Cord 2,200 Contrast ratio with a 4:3 Aspect ratio and up to 5,000 hrs. lamp life		
5	Flash Drive: 16 GB		
6	Network Attached Storages: 32-bit ARM CPU Architecture, 4GB SODIMM DDR3 System Memory, 2 bay x 3.5-inch SATA 6Gb/s, 3Gb/s, Hot-swappable, 2 x Gigabit Ethernet Port (RJ45), 3 x USB 3.2 Gen 1 port		

7	Internal Hard drive : 512GB WD SA510 SATA Internal Solid State Drive SSD - SATA III 6 Gb/s, 2.5"/7mm, Up to 560 MB/s		
8	1TB External Hard Drive HDD – USB 3.0 for PC, Mac		
9	Tool Kits :140 in 1 Precision Screwdriver Set, Professional Computer, Laptop Repair Tool Kit, Cell Phone Repair Tool Kit, Compatible for iPhone, Tablet, MacBook and PC		
10	Network Tool Kit Set of 17 Ethernet Cable Crimper Punch Down Tool RJ45 Crimp Tool Kit 8P8C 4P4C 6P6C Connectors RJ45 RJ11 Lan Cat5 Cat6 Cable Tester		
11	Hot Glue Gun, Hot Glue Gun Kit Includes 100 Watt Hot Glue Gun Full Size Supplied with 30 Hot Glue Sticks		
12	Access points : Ubiquiti's U6-LITE is a 2x2 Dual Band 802.11ax (Wi-Fi 6) access point. The unit delivers up to 1.5 Gbps aggregate data rate with 5GHz MU-MIMO and OFDMA and 2.4GHz MIMO radios. Mount UniFi 6 Lite horizontally in the ceiling to cover a high-density environment or vertically on the wall to extend its range. PoE injector included		
13	Laptop RAMs: 4GB DDR3 1600MHz PC3-12800 CL11 SODIMM 204-Pin Non-ECC SO-DIMM Laptop, Notebook RAM Memory Module		
14	Wireless Keyboards : Full-Size Computer Keyboard Wireless with Numeric Keypad and 13 Shortcut Keys - External Keyboard for Laptop, Windows Desktop PC, or Chromebook with USB Port.		
15	Wireless mouse : 2.4GHz with USB Mini Receiver, 12-Month Battery Life, 1000 DPI Optical Tracking, Ambidextrous, Compatible with PC, Mac, Laptop		
16	Bluetooth Wireless Mouse, 3200 DPI Computer Mouse, 24-Month Battery Life, Compatible with iPad Pro/Laptop/Surface Pro/Windows Computer/Chromebook-Black		

17	Laser Presentation Remote Clicker with Dual Connectivity Bluetooth or USB for PowerPoint, Keynote, Google Slides, Wireless Presenter		
18	Connectors / Convertors : <ul style="list-style-type: none"> <li>➤ Three(3) HDMI to VAG</li> <li>➤ Three(3) USB type C to HDMI VGA Adapter</li> <li>➤ Two(2) USB 3.0 to VGA Adapter, USB 3.0 to VGA Male to Female Adapter</li> <li>➤ Two (2) Docking Station, Triple Monitors USB type C Laptop Docking Station, 11-1 USB C Dock with HDMI, VGA, PD3.0, SD TF Card Slot, USB Ports USB-C Adapter Compatible for MacBook &amp; Windows.</li> </ul>		
19	Batteries : <ul style="list-style-type: none"> <li>➤ Five(5) Part No. 919682-421 Replace with Spare 919701-850, 2017/12, HP 250 G6 Notebook</li> <li>➤ Five(5) Part No. 756481-221 Replace with Spare: 756746-001, 2014/07, HP ProBook 450 G2</li> <li>➤ Five(5) Part No. 807611-831 Replace with Spare: 807956-001, 2015/08 HP 250 G4 Notebook PC</li> </ul>		
20	Chargers : <ul style="list-style-type: none"> <li>➤ Five (5) Part No. L25296-001 Spare Part Number: 741727-001</li> <li>➤ Five(5) Part No. 380467-001 HP Spare: 381090-001</li> </ul>		
21	Projector Screen: OHP SCREEN SC0169 1830*1830mm TRIPOD		
22	25 Meters Power extension cord reel		
23	6 Way Power multi-plug		

\* 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	

**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/KERC/101/24/2023/2024**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Quotation with Specifications		

**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.*