Kavango East Regional Council

Request for Sealed Quotations for Goods

Procurement of ICT Equipment & Accessories

Procurement Reference No: ***G/RFQ/KERC/101/46/2023/2024***

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
Enquires: V. Caley

Private Bag 2134
Rundu
NAMIBIA

Letter of Invitation

10/11/2023

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,

..... 10/11/2023

Mr. Jona M. Kangumbe
Head: Procurement Management Unit

KAVANGO EAST REGIONAL COUNCIL
Procurement Management Unit
Head
10 NOV 2023
Private Bag 2124, Rundu

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.

   (d) Document to be completed with black ink only

   (e) No eraser fluid (tippex) to be used.

   (f) All pages to be initialled and signed where applicable

   (g) All corrections must be initialled

   (h) Section 66 (2B) (A) of the Public Procurement Amendment Act of 2022 will apply.

   (i) Business principle must be in line service required on the bid

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:

   (j) Have a valid Company Registration Certificate

   (k) Have a valid original/certified copy of good Standing Tax Certificate of an original document, as certified by the Namibian Police;

   (l) Have a valid/certified copy of good Standing Social Security Certificate of an original document, as certified by the Namibian Police;

   (m) 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

   (n) Certified copy of the National Identity Document of Company Owner

   (o) Submit signed Bid Securing Declaration;

   (p) Local Distributor's letter for Equipment supplied

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 **17 November 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 Kavango East 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.

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:

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*: [name of Public Entity]*	
Procurement Reference Number:	***G/RFQ/KERC/101/46/2023/2024***
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

QUOTATION FOR: Procurement of Promotional Material **Procurement Ref No.** ***G/RFQ/KERC/101/46/2023/2024***

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.	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	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total price without VAT NAD	VAT: NAD	DeliveryS weeks) (days/month	Country 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	Laptop RAMs	10							
14	Wireless Keyboards	10							
15	Wireless mouse	10							
16	Bluetooth mouse	15							
17	Presentation Pointers	10							
18	Connectors / Convertors	10							
19	Batteries	15							
20	Chargers	10							
					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/KERC/101/46/2023/2024***

[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)
*A**	*B**	*C*	*D*
1	Laptop: 10th Generation Intel Core i5, 8GB DDR4 SDRAM, 256GB SSD / 512GB HDD, Gigabit Ethernet, 3 Years Warranty, Accessories: Protective carry bag, Mouse: Wireless		
2	Laptop: 10th Generation Intel Core i7, 8GB DDR4 SDRAM, 256GB SSD, Gigabit Ethernet, 3 Years Warranty, Accessories: Protective carry bag, Mouse: Wireless		
3	Desktop: 10th 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 : ➢ Three(3) HDMI to VAG ➢ Three(3) USB type C to HDMI VGA Adapter ➢ Two(2) USB 3.0 to VGA Adapter, USB 3.0 to VGA Male to Female Adapter ➢ 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 & Windows.		
19	Batteries : ➢ Five(5) Part No. 919682-421 Replace with Spare 919701-850, 2017/12, HP 250 G6 Notebook ➢ Five(5) Part No. 756481-221 Replace with Spare: 756746-001, 2014/07, HP ProBook 450 G2 ➢ Five(5) Part No. 807611-831 Replace with Spare: 807956-001, 2015/08 HP 250 G4 Notebook PC		
20	Chargers : ➢ Five (5) Part No. L25296-001 Spare Part Number: 741727-001 ➢ Five(5) Part No. 380467-001 HP Spare: 381090-001		

** 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/101/46/2023/2024

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Quotation with Specifications		
Distributor's letter		

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.*

3.1.5 Entry Level Laptops (15.6-Inches)

Entry Level Laptops	FOR OMAs TO COMPLETE		FOR TENDERER TO COMPLETE		
	Quantity				
Feature	Description		Yes	No	Deviation(if any)
Operating system	Microsoft Windows 10 Professional (64 bit) or latest version				
Processor	10th Generation Intel Core i5				
	OR				
	AMD Ryzen 5				
Memory	8 GB DDR4				
Hard drive	256 GB SSD				
I/O Ports	3 x USB 3.0				
	1 x HDMI				
	1 x combo stereo headphone/mic jack				
	1 x RJ-45				
Display	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				
Warranty	Three (3) years				
Accessories	Protective Carry Bag and all necessary accessories should be included				
Mouse	Wireless mouse				

EA

3.1.6 Middle Level Laptops (15.6-Inches)

Middle Level Laptops	FOR OMAs TO COMPLETE	FOR TENDERER TO COMPLETE		
	Quantity			
Feature	Description	Yes	No	Deviation(if any)
Operating system	Microsoft Windows 10 Professional (64 bit) or latest version			
Processor	10th Generation Intel Core i7 OR			
	AMD Ryzen 7			
Memory	8 GB DDR4			
Hard drive	512 GB SSD			
I/O Ports	3 x USB 3.0			
	1 x HDMI			
	1 x combo stereo headphone/mic jack			
	1 x RJ-45			
Display	15.6"			
Speakers	Integrated standard speakers			
Camera	720p High Definition webcam 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			
Warranty	Three (3) years			
Accessories	Protective Carry Bag and all necessary accessories should be included			
Mouse	Wireless mouse			

3.1.1 Entry Level PCs

Entry Level PCs	FOR OMAs TO COMPLETE	FOR TENDERER TO COMPLETE		
	Quantity			
Feature	**Description**	**Yes**	**No**	**Deviation(if any)**
Operating system	Microsoft Windows 10 Professional (64 bit) or latest version			
Processor	10th Generation Intel Core i5 OR AMD Ryzen 5			
Memory	4 GB DDR4 SDRAM upgradeable to 16GB			
Hard drive	256 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 ; 4 x USB 3.0 . 1 x VGA, 1x HDMI			
Display	20"			
Graphics	Integrated Graphics			
Input devices	USB Optical Scroll Mouse & Keyboard			
Speakers	Build-in or External			
Network Interface	Gigabit Ethernet			
Wireless	Wireless 802.11 ac			
Accessories	All necessary cables and accessories should be included			
Warranty	Three (3) Years			

EA

3.1.11 Projector (laser light source)- (recommended for medium to large venues)

Projectors	FOR OMAs TO COMPLETE	FOR TENDERER TO COMPLETE		
	Quantity			
Feature	Description	Yes	No	Deviation(if any)
Projection System	3LCD (or latest technology)			
Projection Method	Front/ Rear/ Ceiling Mount			
Color Light Output	4.500 lumen- 3.150 lumen (economy)			
White Light Output	4.500 lumen - 3.150 lumen (economy)			
Aspect Ratio	16:10			
Resolution	WUXGA (1920x1200) Full HD			
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			
	2x HDMI in			
	1 x RGB in			
	Computer/ Component video: D-sub			
	Wireless LAN IEEE 802.11b/g/n (WiFi			

EA

	4)			
	1 x Audio in			
	1 x Composite video: RCA			
	1 x MHL			
	1 x S-video			
	RS-232			
	2 x VGA in			
Security	Kensington lock			
	Wireless LAN security			
	Password protection			
Accessories	Remote control and Pointer			
	All required cables (RGB, HDMI, MHL, USB, POWER, etc.)			
	Carry Bag			
Warranty	Three (3) Years			