



KAVANGO EAST REGIONAL COUNCIL

**Division of Gender Equality, Poverty Eradication, and
Social Welfare**

Request for Sealed Quotations for Goods

- PROCUREMENT OF GOODS: SUPPLY AND
DELIVERY OF IT EQUIPMENT AND ACCESSORIES**

Procurement Reference No: G/RFQ/KERC-DOGEPESW/027/17/2023/2024

Private Bag 2124, Rundu, Tel: 066 266012/32

Fax No: 066 255396

jkangumbe@kavangorc.gov.na



Letter of Invitation

12/02/2024

Dear Sir or Madam,

**SUBJECT: REQUEST FOR QUOTATIONS FOR SUPPLY AND DELIVERY OF IT
EQUIPMENT AND ACCESSORIES FOR THE DIVISION GENDER
EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE**

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 Ms Miyaze Walubita, Tel: 066-267184/0811622598 for administrative queries and 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,

16/02/2024

Mr. J M Kangumbe

Head: Procurement Management Unit



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 including obligatory documents 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:

- (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(s)**
- (f) **Submit signed Bid Securing Declaration;**
- (g) **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 **01 March 2024, 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:

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:	
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 by ethical conduct during the procurement process and the execution of any resulting contract.

The validity period of the Quotation is 90 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 the 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	

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 the person whose name and capacity are shown]

Capacity of:
[Indicate the legal capacity of the person(s) signing the Bid Securing Declaration]

Name:
[Insert the complete name of the 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***

QUOTATION FOR: SUPPLY AND DELIVERY OF IT EQUIPMENT AND ACCESSORIES

INSTRUCTIONS TO BIDDERS

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NAME:	POSITION:	SIG NA TU RE	DATE					
NAME OF BIDDER:	ADDRESS:							

1. If the Price quoted is subject to change in the 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.

Keynotes: 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-DOGEPEWSW/17/027/2023/2024**

A*	B*	C	D
1.	Laptop: 10th Generation Intel Core i7, 8GB DDR4 SDRAM, 256GB SSD, Gigabit Ethernet, 3 Years Warranty, Accessories: Protective carry bag, Mouse: Wireless		
2.	Desktop: 10th Generation Intel Core i5, 8GB DDR4 SDRAM, 256GB SSD, Gigabit Ethernet, 3 Years Warranty, input device: USB Optical Scroll Mouse & Keyboard, Display: 20 Inches		
3.	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		
4.	Flash Drive: 128GB		
5.	Flash Drive: 64GB		
6.	Bluetooth Wireless Mouse, 3200 DPI Computer Mouse, 24-Month Battery Life, Compatible with iPad Pro/Laptop/Surface Pro/Windows Computer/Chromebook-Black		
7.	Laser Presentation Remote Clicker with Dual Connectivity Bluetooth or USB for PowerPoint, Keynote, Google Slides, Wireless Presenter		
8.	Projectors		

[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.]

*** 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-DOGEPESW/027/17/2023/2024**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		

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.*

3.1.2 Middle Level PCs

Middle Level PCs	FOR OMAs TO COMPLETE	FOR TENDERER TO COMPLETE		
	Quantity	Yes	No	Deviation(if any)
Feature	Description			
Operating system	Microsoft Windows 10 Professional (64 bit) or latest version			
Processor	10th Generation Intel Core i5			
	OR AMD Ryzen 7			
Memory	8 GB DDR4 SDRAM upgradeable to 32 GB			
Hard drive	256 GB SSD/ 512GB HDD			
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	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			



3.1.5 Entry Level Laptops (15.6-Inches)

Entry Level Laptops	FOR OMAs TO COMPLETE		FOR TENDERER TO COMPLETE		
	Quantity		Yes	No	Deviation(if any)
Feature	Description				
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 /256GB HDD				
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				