



Tel: 066 2589111  
Fax: (066)  
E-mail:

Enquiries: Mr. B F Streidwolf

**KAVANGO EAST REGIONAL COUNCIL**



Private Bag 2124  
Rundu  
Namibia

04 September 2025

## INVITATION TO BIDDERS

BIDDERS ARE INVITED FOR THE FOLLOWING:

Description	Procurement reference number
REQUEST FOR QUOTATION ON PROCUREMENT OF ICT EQUIPMENT'S NEEDED FOR DIRECTORATE OF EDUCATION, ARTS AND CULTURE.	G/RFQ/KERC-DOEAC/101/39/2025/2026

**SPECIFICATIONS:**

- Please refer in the Bidding Document on page 7

**ELIGIBILITY CRITERIA:**

- Please refer in the Bidding Document on page 2

**BID SECURING DECLARATION:**

- Please refer in the Bidding Document on page 5
- NB: Bidding documents to be downloaded from Kavango East Regional Council website
- Closing Date: 15 September 2025 @ 11H00 and Quotations to be delivered in sealed envelopes to: Kavango East Regional Council (Procurement Office No. 1)

Mr. Jona M. Kangumbe

HEAD: Procurement Management Unit



05/09/2025  
Date





**Kavango East Regional Council  
Directorate of Education, Arts and Culture**

## **Request for Sealed Quotations For Goods**

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**Procurement Of: ICT Equipment's  
needed for Directorate of Education,  
Arts and Culture**

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**Procurement Reference No: G/RFQ/KERC-DOEAC/101/39/2025/2026**

*P.O.Box 2134, Rundu, Tell: 066 266000*

*Fax No: 066 255396*





## KAVANGO EAST REGIONAL COUNCIL

Tel.: 066 2589111

Fax: 066 – 255396 / 255378

E-mail:

Private Bag 2134

RUNDU

NAMIBIA

Enquires: Mr. B F Streidwolf

### Letter of Invitation

04 September 2025

Dear Sir,

#### Request for Quotations for Procurement of ICT Equipment's needed for Directorate of Education, Arts and Culture


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. Shanika L, N, @ 081-1254903 or Mr. B F Streidwolf@066-2589111, Kavango East Regional Council-Directorate of Education.

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. J.M. Kangymbe

Head: Procurement Management Unit



05/09/2025  
Date



## **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.

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**

One Hundred and Eighty (180) days, from the date of the bids submission deadline.

### **4. Eligibility Criteria**

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

- (a) **Have a valid copy of company Registration Certificate of an original document,**
- (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 original/certified good Standing Social Security Certificate of an original document, as certified by the Namibian police**
- (d) **Duly completed and signed Bid Securing Declaration**
- (e) **have a valid 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;**

#### **Additional Requirements:**

- (f) **Certified Copy of the National Identity Document. In case the company is owned by more than one person, all of them should submit certified copy of National Identity Document**
- (g) **Business Principal must be inline by with the nature of procurement (ICT Equipment's)**
- (H) **Valid certified copy of certificate from manufacturer or accredited Representatives that your company is permitted to promote/market the Specific mode or model**
- (i) **Attach certified copy of good standing (BIPA)**



## **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 **15 September 2025, at 11h00**. Quotations by post or hand delivered should reach *Kavango East Regional Council, Office Number No:11* by the same date and time at latest. Late quotations will be strictly 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 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.

## **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.

Bidders shall include full technical specifications and an itemized, well-detailed quotation of the equipment offered, covering all features specified. Statements claiming compliance with the tender specifications, but not substantiated by manufacturer specification, are not deemed sufficient for the purpose. The procurement board/ procurement unit reserves the right to disqualify any tender on the ground of technical information not being provided with the tender before closure of the tender.

## **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.



## 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 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*



## QUOTATION FOR: ICT Equipment's

**Procurement Ref No: G/RFQ/KERC-DOEAC/101/39/2025/2026**

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 <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks (days/month)	Country of Origin
1.	Middle Level PCs (HP EliteDesk 800 G9 Desktop with Monitor)	12	EA						
2.	Middle Level Laptops (HP EliteBook 8x0 G11 series)	24	EA						
3.	High End PC (Desktops)	2	EA						
4.	Data Projectors (	8	EA						
5.	Projector Screen	8	EA						
6.	Camera: Canon R-5 with lenses: ef 18-55mm, rf 75-300mm and bag	1	EA						
7.	Canon Mount Adapter EF-EOS R Tripod	1	EA						
8.	Extra Battery	2	EA						
9.	Micro SD Card 125 gb	3	EA						
10.	External Hard drive 2 TB	1	EA						
11.	Voice Recorder	10	EA						
					Total Excl. Amount:				



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.]*

**Before delivery, all items will be inspected and verified.**

**Please see attached minimum specifications**

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **: G/RFQ/KERC-DOEAC/101/39/2025/2026**

*[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.	Middle Level PCs (HP EliteDesk 800 G9 Desktop with Monitor)		
2.	Middle Level Laptops (HP EliteBook 8x0 G11 series)		
3.	High End PC (MacBook Pro)		
4.	Data Projectors (Epson)		
5.	Projector Screen		
6.	Camera: Canon R-5 with lenses: ef 18-55mm, rf 75-300mm and bag		
7.	Canon Mount Adapter EF-EOS R Tripod		
8.	Extra Battery		
9.	Micro SD Card 125 gb		
10.	External Hard drive 2 TB		
11.	Voice Recorder		

**\* 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-DOEAC/101/39/2025/2026**

Description	Attached	Not Attached
Bid Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Quotation		
Valid Original or Certified Good Standing Tax Certificate		
Valid Original or Certified Good Standing Social Security Certificate		
Valid Company Registration		

**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. MINIMUM SPECIFICATIONS

#### 3.1 HARDWARE

##### 3.1.1 Entry Level PCs

<u>Entry Level PCs</u>	<u>FOR OMAs TO COMPLETE</u>		<u>FOR TENDERER TO COMPLETE</u>		
	Quantity		Yes	No	Deviation(if any)
<b>Feature</b>	<b>Description</b>				
<b>Operating system</b>	Microsoft Windows 11 Professional 24H2 (64 bit) or latest version available				
<b>Processor</b>	14 <sup>th</sup> Generation Intel Core i5				
	OR AMD Ryzen 5				
<b>Memory</b>	16 GB DDR4 SDRAM				
<b>Hard drive</b>	512GB SSD				
<b>Audio</b>	Integrated High Definition Audio				
<b>I/O Ports</b>	<b>Front:</b> 1 x headset connector; 2 x USB 3.0, 1x USB-C  <b>Rear:</b> 1 x audio-in; 1 x audio-out; 1x RJ-45 ; 2 x USB 3.0 , USB-C, 1x VGA, 1x HDMI				
<b>Display</b>	21.5" LED, 1920 x 1080 (Full-HD)				
<b>Graphics</b>	On board shared graphics				
<b>Input devices</b>	USB Optical Scroll Mouse & Keyboard				
<b>Network Interface</b>	Standard on board				
<b>Wireless</b>	Wireless 802.11 ac				
<b>Accessories</b>	All necessary cables and accessories should be included				
<b>Warranty</b>	Three (3) Years				





**3.1.6 Middle Level Laptops (15.6-Inches) (Recommended for officials such as programmers, engineers, architects etc. using resource-intensive applications)**

Middle Level Laptops	FOR OMAs TO COMPLETE		FOR TENDERER TO COMPLETE		
	Quantity				
Feature	Description		Yes	No	Deviation(if any)
Operating system	Microsoft Windows 11 Professional (64 bit) or latest version				
Processor	14th Generation Intel Core i7 H-Series OR				
	AMD Ryzen 7 H-Series				
Memory	16 GB DDR4				
Hard drive	512Gb SSD				
I/O Ports	2 x USB 3.0				
	1x USB-C with USB-C to USB converter cable				
	1 x HDMI				
	1 x combo stereo headphone/mic jack				
	1 x RJ-45				
Display	15.6", 1920 x 1080 (Full HD)				
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	RJ-45				
Wireless	802.11a/b/g/n WiFi				
	Bluetooth 5.0 wireless technology				
Warranty	Three (3) years				
Accessories	Protective Carry Bag and all necessary accessories should be included				
Mouse	Wireless mouse				



### 3.1.4 Netbooks (14 inches)

<u>Netbooks</u>	FOR OMAs TO COMPLETE		FOR TENDERER TO COMPLETE		
	Quantity		Yes	No	Deviation(if any)
Feature	Description				
<b>Operating system</b>	Microsoft Windows 11 Professional 24H2 (64 bit) or latest version available				
<b>Processor</b>	14th Generation Intel Core i7 H-Series or better				
	OR AMD Ryzen 7 H-Series				
<b>Memory</b>	16 GB, DDR4				
<b>Hard drive</b>	512GB SSD				
<b>Audio</b>	Integrated stereo speakers				
<b>I/O Ports</b>	2 x USB 3.0, 1x USB-C				
	1 x HDMI				
	1 x combo stereo headphone/mic jack				
	1 x RJ-45				
	RJ-45 ports are phasing out on high end units. USB to RJ5 connector cable to be included.				
	1 x AC power				
<b>Display</b>	14.0" 1920 x 1080 (Full-HD)				
<b>Camera</b>	720P High Definition Webcam or Equivalent				
<b>Graphics</b>	Ultra-High Definition Graphics				
<b>Input devices</b>	Built-in Optical mouse, Keyboard and Touch Screen				
<b>Wireless</b>	802.11a/b/g/n WiFi and Bluetooth® 5				
<b>Warranty</b>	Three (3) year warranty				
<b>Accessories</b>	Protective Carry Bag and all necessary accessories should be included				
<b>Input Devices</b>	Wireless Mouse				



**3.1.8 MacBook Pro (13 Inches) or (15 Inches)**

<b>MacBook Pro</b>	<b>FOR OMAs TO COMPLETE</b>		<b>FOR TENDERER TO COMPLETE</b>		
	<b>Quantity</b>				
<b>Feature</b>	<b>Description</b>		<b>Yes</b>	<b>No</b>	<b>Deviation(if any)</b>
<b>Operating system</b>	macOS 15 Sequoia or latest version				
<b>Processor</b>	M4				
<b>Memory</b>	16GB Upgradable to 32GB				
<b>Storage</b>	1TB SSD				
<b>Flash Storage</b>	128GB PCIe-based flash storage				
<b>Display</b>	13.3" 2560 x 1600 pixels				
<b>Audio</b>	Stereo speakers, dual microphones				
<b>Graphics</b>	Intel Iris Plus Graphics				
<b>Camera</b>	720p FaceTime HD camera				
<b>Wireless</b>	<b>Wi-Fi</b> 802.11ac Wi-Fi wireless networking IEEE 802.11a/b/g/n compatible  <b>Bluetooth</b> Bluetooth 5.0 wireless technology				
<b>Warranty</b>	Three (3) years				
<b>Accessories</b>	-USB-C hub or docking station (With an HDMI port, 2X USB 3.0 ports and an RJ-45 port).  -Protective Carry Bag and all necessary accessories should be included				

EA



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

<b>Projectors</b>	<b>FOR OMAs TO COMPLETE</b>		<b>FOR TENDERER TO COMPLETE</b>		
	<b>Quantity</b>				
<b>Feature</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Deviation(if any)</b>	
<b>Projection System</b>	3LCD (or latest technology)				
<b>Projection Method</b>	Front/ Rear/ Ceiling Mount				
<b>Brightness</b>	2000 to 10 000 lumens				
<b>Aspect Ratio</b>	16:10				
<b>Resolution</b>	XGA (1024x768) , WXGA (1280x800),Full HD(1920x1080)				
<b>Light source</b>	Laser Light Source				
<b>Light Source Durability</b>	20.000 Hours Durability High				
	30.000 Hours Durability Eco				
<b>Keystone Correction</b>	Automatic Vertical: $\pm 30$ degrees				
	Manual: Horizontal $\pm 30$ degrees				
<b>Contrast Ratio</b>	2,500,000:1				
<b>Speakers</b>	In -build, 10 Watt speakers				
<b>Input / Output ports</b>	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 4)				
	1 x Audio in				
	1 x Composite video: RCA				
	1 x MHL				
	1 x S-video				
	RS-232				
	2 x VGA in				
<b>Security</b>	Kensington lock				
	Wireless LAN security				
	Password protection				
<b>Accessories</b>	Remote control and Pointer				
	All required cables (RGB, HDMI, MHL, USB, POWER, etc.)				
	Carry Bag				
<b>Warranty</b>	Three (3) Years				

EA