



**Kavango East Regional Council
Division Land Reform**

**Request for Sealed Quotations
for Goods**

**Procurement of one Desktop
computer and two Laptops**

Procurement Reference No: *G/RFQ/KERC-DLR /06/022/2025/2026*

Private Bag 2124, Rundu, Tel: 066 266012

Fax No: 066 255396



KAVANGO EAST REGIONAL COUNCIL

Tel: 0812797892/0818683015

E-mail: Emmil.Mukerenge@mlr.gov.na

Enquires: Ms. H. Ekandjo Mr. E. Mukerenge

Private Bag 2134

Rundu

Namibia

Letter of Invitation

04th November 2025

.....

Request for Quotations to procure One Desktop Computer and Two Laptops for Division Land Reform - KW

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 **Mr. Emmil Mukerenge @ 0812797892** 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. J.M Kangumbe
 Head: Procurement Management Unit



4/11/2025
 Date

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The [Public Entity] 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 Quotation Letter in Section II with its annex for *Bid Security/Bid Securing Declaration* [Public Entity to select as appropriate];
- (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 ^{90 E.M} [insert number] days from the date of 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 an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) 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;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) 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;
- (h) Manufacturer authorization letter

5. Bid Security/Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation,

6. Delivery

Delivery shall be one (1) month 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:

NB: The Products supplied will be tested by the Ministry IT section before payment if they conform to the required standard, if not product will be returned to the supplier.

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 Kavango East Regional Council not later than **19th November 2025, @ 11:00 am**. Quotations by post or hand delivered should reach **Kavango East Regional Council, Office No: 11** by the same date and time at latest. Late quotations will be rejected

Quotations 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, 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.

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 Namibian Dollars.

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

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.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the BD.

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	

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

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:

Capacity of:

Name:

Duly authorized to sign the bid for and on behalf of:

Dated on _____ **day of** _____, _____

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*



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, owner/representative of 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:

1. .

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Procurement Ref No.

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					
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	Delivery weeks (days/m onth	Country of Origin
1.	Desktop Computer	1	Set						
2.	Laptop	2	Each						
3.									
4.									
5.									
6.									
7.									
8.									
					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: _____

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)																														
A*	B*	C	D																														
1	Desktop computer <table><tr><th>High End PCs</th><th>FOR OMAs TO COMPLETE</th></tr><tr><th></th><th>Quantity</th></tr><tr><th>Feature</th><th>Description</th></tr><tr><td>Operating system</td><td>Microsoft Windows 11 Professional 24H2 (64 bit) or latest version</td></tr><tr><td>Processor</td><td>14th Generation Intel® Core™ i9 OR AMD Ryzen 9</td></tr><tr><td>Memory</td><td>32 GB DDR-5 RAM</td></tr><tr><td>Hard drive</td><td>1TB SSD (OS), 4TB SATA (STORAGE)</td></tr><tr><td>I/O Ports</td><td>Front: 1 x headset connector, 2 x USB 3.0, 1x USB-Cwith USB-C to USB converter cable Rear: 1 x audio-in; 1 x audio-out; 1x RJ-45 ; 2x USB 3.0 , 1 x VGA, 1x HDMI</td></tr><tr><td>Display</td><td>23" LED, 1920 x 1080 (Full-HD)</td></tr><tr><td>Graphics</td><td>NVIDIA® Quadro® P1000 (4 GB GDDR5 dedicated) or Equivalent</td></tr><tr><td>Input devices</td><td>USB Keyboard and Optical Mouse</td></tr><tr><td>Network interface</td><td>Standard on board</td></tr><tr><td>Wireless</td><td>Wireless 802.11 ac</td></tr><tr><td>Accessories</td><td>All necessary cables and accessories should be included</td></tr><tr><td>Warranty</td><td>Three (3) years</td></tr></table>	High End PCs	FOR OMAs TO COMPLETE		Quantity	Feature	Description	Operating system	Microsoft Windows 11 Professional 24H2 (64 bit) or latest version	Processor	14 th Generation Intel® Core™ i9 OR AMD Ryzen 9	Memory	32 GB DDR-5 RAM	Hard drive	1TB SSD (OS), 4TB SATA (STORAGE)	I/O Ports	Front: 1 x headset connector, 2 x USB 3.0, 1x USB-Cwith USB-C to USB converter cable Rear: 1 x audio-in; 1 x audio-out; 1x RJ-45 ; 2x USB 3.0 , 1 x VGA, 1x HDMI	Display	23" LED, 1920 x 1080 (Full-HD)	Graphics	NVIDIA® Quadro® P1000 (4 GB GDDR5 dedicated) or Equivalent	Input devices	USB Keyboard and Optical Mouse	Network interface	Standard on board	Wireless	Wireless 802.11 ac	Accessories	All necessary cables and accessories should be included	Warranty	Three (3) years		
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Section VII Special Conditions of Contract 11

2	Lantons		
Middle Level	FOR OMAs TO COMPLETE		
Laptops	Quantity		
Feature	Description		
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		

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-GCC** on the website of the Public Entity (*insert website address*) 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: _____

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Kavango East Regional Council –Division Lands
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is : Division Lands Rundu
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Kavango East Regional Council, Private Bag 2124, Rundu , the address and the contact name shall be: _____ For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Section VII Special Conditions of Contract 13

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within one (1) month from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed "shall not" be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
Terms of Payment GCC 16.1	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
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price "shall not be" adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii)
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	N/A.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____

Section VII Special Conditions of Contract 14

Subject and GCC clause reference	Special Conditions
Insurance GCC 24.1	N/A
Transportation GCC 25	The Goods shall be delivered: N/A
Inspection and Test GCC 26.1	The inspection and tests shall be: Will be done by the Division of IT for Ministry of Agriculture, Fisheries, Water and Land Reform
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Ministry of Agriculture, Fisheries, Water and Land Reform
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are: N/A.
Warranty GCC 28.3	The period of validity of the warranty shall be: 2 years For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Division Lands, Rundu For item 1, the minimum period of warranty/shelf life shall be 2 years For item 2, the minimum period of warranty/shelf life shall be 2 years
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: <i>[insert number]</i> day(s)

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

- 15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

Section VII Special Conditions of Contract 15

$$a+b+c = 1$$

in which:

- P_1 = adjustment amount payable to the Supplier.
- P_0 = Contract Price (base price).
- a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- b = estimated percentage of labor component in the Contract Price.
- c = estimated percentage of material component in the Contract Price.
- L_0, L_1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
- M_0, M_1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a , b , and c as specified by the Purchaser are as follows:

$a = [\text{insert value of coefficient}]$

$b = [\text{insert value of coefficient}]$

$c = [\text{insert value of coefficient}]$

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = $[\text{insert number of weeks}]$ weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
- (b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)		
• Local (VAT & Excise Duty Fee)		
Labour Cost		
• Direct Labour		
• Clerical Wages		
• Salaries to Management		
Utilities		
• Electricity		
• Water		
• Telephone		
Depreciation		
Interest on Loans		
Rent		
Other (please specify)		
•		
•		
•		
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

QUOTATION CHECKLIST SCHEDULE

[

Procurement Reference No.:

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
<i>[Public Entity to insert any other]</i>		