



**REPUBLIC OF NAMIBIA**

**MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY**

## **PROCUREMENT MANAGEMENT UNIT**

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

***REQUEST TO PROCURE MAINTANANCE MATERIALS***

**Procurement Reference No: G/RFQ/29-15/2024**

<b>Name of the Bidder:</b>	
<b>Contact Number:</b>	
<b>Email:</b>	
<b>Total Bid Amount(NS):</b>	

Ministry of Information and Communication Technology  
First City Centre, Independence Avenue 5<sup>th</sup> floor  
061 – 283

**REPUBLIC OF NAMIBIA**  
Ministry of Information &  
Communication Technology  
Procurement

2024 -06- 20

PRIVATE BAG 13344  
WINDHOEK

**REPUBLIC OF NAMIBIA****MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY**

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Private Bag 13344  
Windhoek  
Namibia

**PROCUREMENT MANAGEMENT UNIT****Letter of Invitation**

To: All Bidders

20 June 2024

Procurement Reference No: **G/RFQ/29-15/2024**

**REQUEST TO PROCURE MAINTANANCE MATERIALS**

Dear Sir/Madam

The Ministry of Information and Communication Technology request you to submit your best quote for the item described in detail hereunder.

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

For enquiries, please do not hesitate to contact the Procurement Management Unit at the following email: [PMU@mict.gov.na](mailto:PMU@mict.gov.na)

Please, prepare and submit your quotation **(by 10h00 on Monday, 01 July 2024)**, in accordance with the instructions given or inform the undersigned in writing if you will not be submitting your quotation.

Yours faithfully,

.....  
**Mr. Andreas Amunyela**  
**PROCUREMENT MANAGEMENT UNIT**





## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

The Ministry of Information Communication and Technology reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, and
- (b) To accept or reject any quotation or 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 Securing Declaration MICT 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.
- (e) all pages and correction made must be initialled and every blank (provided) space must be completed.

**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 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/Certified copy valid good Standing Tax Certificate;**
- (c) **have an original /Certified copy 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 (If applicable);**
- (f) **Submit signed Bid-Securing Declaration.**
- (g) **Written undertaken terms of section 138 of the Labour Act, 2015**
- (h) **Principal business should be in line with the nature of this procurement.**

- (i) All pages and attachments should be initialled.

## 5. Delivery

**Delivery shall be 5 working days after the issuing / acceptance of the Purchase Order. A penalty of 1% per week shall be instituted on late delivery.**

- 5.1. The following tests and inceptions will be carried conducted on the goods at delivery:
- 5.2. Check if it is correct delivery as specified on the request for quotation, if delivery is on time and If delivery note is attached

## 6. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number **G/RFQ/29-15/2024**, addressed to the Ministry 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 ***The Ministry of Information and Communication Technology –Trust Building, 2<sup>nd</sup> Floor, not later than 10h00 on Monday, 01 July 2024.***

Quotations by post or hand delivered should reach by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

## 8. Opening of Quotations

Quotations will be opened internally by the Ministry immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, will be posted on the website of the Ministry and available to any bidder on request within three working days of the Opening.

## 9. Evaluation of Quotations

The Ministry 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. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements. Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation



## 11. Prices and Currency of Payment

Prices shall remain fixed for the duration of the period and quoted in Namibian Dollars. The Ministry **shall not** consider price increase due to exchange rates, therefore bidders are advised to make their own projections.

## 12. 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.

## 13. Margin of Preference

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

Category	Margin of preference
Nature of business in line with the request	2%
MSME	1%
Women owned enterprise	1%
Youth owned enterprise	2%
PDP owned enterprise	2%
Supplier promoting Environmental protection	1%
Service rendered by Namibian citizens	1%
TOTAL	10%

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

Documentary evidence
-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
-declaration and proof that the bidder meets the requirements set out in the bidding document
declaration that the bidder employs 50% or more Namibian citizens



## 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 Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to : <i>[Name of Public Entity]</i> :	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

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 **disqualification on the grounds mentioned in the BDS.**

The validity period of our Quotation is **30 days** from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 services will commence within **one (1) days** from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within **one (1) days** from date of issue of Purchase Order/ Letter of acceptance.

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:** \_\_\_\_\_

**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: .....

*[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*





## Republic Of Namibia

### Ministry of Labour, Industrial Relations and Employment Creation

**Written 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 .....[insert full name], owner/representative

of .....[insert full name of company]

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:**.....

*Please take note:*

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*



**APPLICATION FOR PREFERENCE FORM IN TERMS OF PUBLIC PROCUREMENT CODE OF  
GOOD PRACTICE ON PREFERENCE, 31 JANUARY 2023.**

**DATE:** \_\_\_\_\_

**PROCUREMENT REF:** \_\_\_\_\_

**SUBJECT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TO: MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY**

**I/We owner of ..... (company name) in terms of the Public  
Procurement Act no.15 of 2015, Code of Good Practice on preference hereby  
wishes to apply for exclusive preference in the following categories;**

*Please tick on the appropriate column:*

Tick	Category	Margin of preference	Documentary evidence to be attach
	Manufacturer	2%	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
	MSME	1%	SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
	Women owned enterprise	1%	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -



			declaration indicating the percentage of Namibian female ownership
	Youth owned enterprise	2%	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
	PDP owned enterprise	2%	-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
	Supplier promoting Environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document
	Service rendered by Namibian citizens	1%	declaration that the bidder employs 50% or more Namibian citizens
	TOTAL	10%	

NB: Failure to attach the Documents Evidence and declaration will result in the application deemed invalid and will not be consider.

The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is 10%.

*(Only applicable if applying for preference on code of good practices)*

## DECLARATION FORM

**I/We owner of ..... (company name) hereby declare:**

*(Choose only where its applicable)*

- .....% of my company shares are owned by Previously Disadvantage Person(PDP).
- .....% of my company shares are owned by youth. (age 15-30)
- .....% of my company shares are owned by women.
- Employees ..... % Namibian citizen.

*(Company must employ 50% more Namibian citizen)*

**Therefore, I would like to apply for exclusive preference in terms of the Public Procurement Act no.15 of 2015, Code of Good practice on preference ,2023.**

Signed

.....  
[insert signature of person whose name and capacity are shown]

Capacity of:

.....  
[indicate legal capacity of person (s) signing]

Name:

.....

Date .....

Company stamp



**SECTION III: SCOPE OF SERVICES**  
**REQUEST TO PROCURE MAINTANANCE MATERIALS**  
**SECTION IV: PRICED ACTIVITY SCHEDULE**

Procurement Reference Number: **G/RFQ/29-15/2024**

*[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].*

**Currency of Quotation:**

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS									
At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H 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) <ul style="list-style-type: none"><li>• If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li><li>• Bidders shall fill in and sign the bottom section of this page</li></ul>									
				A	B	C	D	E	F	G	H	I	
				Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
					PROMOTINAL MATERIALS								
1.	NUMERICAL HOUSE PLASTIC NO. 1-9 MM PN18B	1	EA										
2	LOCKSET CHROME CYLINDER IHO1CYL JANGUAR	150	EA										
3	PUTTY GLAZING MULTIPURPOSE 675PUT1KGW/S WHITE 1KG POWAFX WWW	3	EA										
4	TAPE MIRROR 120009882 24MMX1.6MM NORTON	1	RL										

5	RIVET BLIND ALUMINUM 4.8 X12 25PP	10	PP						
6	4.00TS CONFIG WINTERVUE (Size 395 by 81 cm)	1	EA						
See pictures attach, companies should bring sample along for evaluation purpose. The sample should not necessary be the same size but should meet the specifications.									
				<b>Sub Total</b>					
				<b>Vat 15%</b>					
				<b>Total</b>					
COMPANY NAME:		POSITION:		SIGNATURE		DATE			
NAME OF BIDDER:		ADDRESS:							

*\* Columns A to D to be completed as applicable by Public Entity*

**Priced Activity Schedule Authorised by: [insert company seal]**

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			



## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/29-15/2024**

*[Bidders should complete columns C and D with the specifications of the services 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 Performance Standard Compliance Sheet Authorised by:**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	NUMERICAL HOUSE PLASTIC NO. 1-9 MM PN18B		
2.	LOCKSET CHROME CYLINDER IHO1CYL JANGUAR		
3.	PUTTY GLAZING MULTIPURPOSE 675PUT1 KGWS WHITE 1KG POWAFX WWW		
4.	TAPE MIRROR 120009882 24MMX1.6MM NORTON		
5.	RIVET BLIND ALUMINUM 4.8 X12 25PP		
6.	4.0OTS CONFIG WINTERVUE (Size 395 by 81 cm)		

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

## SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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) Ref: G/RFQ/29 –106/2023 for procurement of goods (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/29-15/2024**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement]*.

Subject and GCC Reference	Special Conditions
<b>Definitions</b> <b>GCC 1.1(a)</b>	Adjudicator is Not Applicable for this contract
<b>Definitions</b> <b>GCC 1.1(l)</b>	The Member is:
<b>Definitions</b> <b>GCC 1.1(o)</b>	The Service Provider is:
<b>Notices</b> <b>GCC 1.4</b>	Any notice shall be sent to the following addresses: For the MICT, the address and the contact name shall be: Andreas Amunyela <a href="mailto:PMU@mict.gov.na">PMU@mict.gov.na</a> For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i> : _____
<b>Authorised Representatives</b> <b>GCC 1.6</b>	The Authorised Representatives are: For the Public Entity: For the Service Provider <i>[to be inserted at contract signing]</i> : _____
<b>Effectiveness of Contract</b> <b>GCC 2.1</b>	The date on which this Contract shall come into effect is
<b>Starting Date</b> <b>GCC 2.2.2</b>	The intended starting date for the commencement of Services is



<b>Intended Completion Date</b> <b>GCC 2.3</b>	The intended completion date is _____.
<b>Prohibition</b> <b>GCC 3.2.3(c)</b>	List of Activities:
<b>Service Provider's Actions Requiring Public Entity's Prior approval</b> <b>GCC 3.7(c)</b>	The other actions are _____.
<b>Documents Prepared by Service Provider to be the Property of the Public Entity</b> <b>GCC 3.9</b>	Restrictions on the use of documents prepared by the Service Provider are: Refer to Section 1 point 4 on the instruction to bidders.
<b>Payments of Liquidated Damages</b> <b>GCC 3.10.1</b>	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price. N/A
<b>Lack of Performance Penalty</b> <b>GCC 3.10.3</b>	n/a
<b>Performance Security</b> <b>GCC 3.11</b>	(i) No Performance Security is required  * Delete as appropriate
<b>Assistance and Exemptions</b> <b>GCC 5.1</b>	The assistance and exemptions provided to the Service Provider are <i>(where applicable)</i> :  n/a
<b>Contract Price</b> <b>GCC 6.2(a)</b>	The amount in local currency is N\$_____.

<b>Terms and Condition of Payment</b> <b>GCC 6.4</b>	Insert the payment terms in line with the GCC.
<b>Interest on Delayed Payments</b> <b>GCC 6.5</b>	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within _____ days in the case of the final payment. The interest rate is _____.
<b>Price Adjustment</b> <b>GCC 6.6.1</b>	Price adjustment <i>not</i> applicable.
<b>Identifying Defects</b> <b>GCC 7.1</b>	The following inspections shall be carried out: N/A The defect liability period is: N/A
<b>Dispute Settlement</b> <b>GCC 8.2</b>	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
<b>Dispute Settlement</b> <b>GCC 8.2.3</b>	Not Applicable
<b>Dispute Settlement</b> <b>GCC 8.2.4</b>	n/a)
<b>Dispute Settlement</b> <b>GCC 8.2.5</b>	Not Applicable



**SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE****Supplier/ Bidder Name:** \_\_\_\_\_**Procurement Reference No.: G/RFQ/29-15/2024**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
A valid company Registration Certificate;	
Have an original/Certified copy valid good Standing Tax Certificate;	
Original/Certified copy valid good standing social security certificate	
A valid certified copy of Affirmative Action Compliance Certificate,	
Signed Written Undertaken	
Code of Good Practise	

**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.