



**REPUBLIC OF NAMIBIA**

**MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE**

**PROCUREMENT MANAGEMENT UNIT**

Tel (061) 2706000  
Fax (061) 2706236  
Enquiries: Ms. L Van Zyl

Government Office Park, Luther Street  
Private Bag 13391  
Windhoek, Namibia

## **Request for Sealed Quotations**

**SUPPLY AND DELIVERY OF LAPTOPS, PRINTERS, SCANNER  
AND VOICE RECORDER NEEDED FOR IT DEPARTMENT -  
MINISRY OF SPORT, YOUTH AND NATIONAL SERVICE**

**Procurement Reference No: G/RFQ/027 – 41/ 2023**

**Closing date: 07 August 2023**

**Bidders Name.....**

**Total Price.....**



REPUBLIC OF NAMIBIA

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

Letter of Invitation

21 JUNE 2023

**SUPPLY AND DELIVERY OF LAPTOPS, PRINTERS, SCANNER AND VOICE  
RECORDER NEEDED FOR IT DEPARTMENT - MINISTRY OF SPORT, YOUTH AND  
NATIONAL SERVICE**

**Procurement Reference No: G/RFQ/027 – 41/ 2023**

**TO: PROSPECTIVE BIDDERS**

Dear Sir/Madam

The Ministry of Sport, Youth and National Service 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 and the General Conditions of Contract.

Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent to and/or addressed to Procurement Management Unit, *in* a sealed envelope marked Ministry of Sport, Youth and National Service and Deposited into the Tender Box which marked the same Reference No. **G/RFQ/027 – 41 /2023** at the 2<sup>nd</sup> floor, Procurement office Room 226. Queries, if any, should be addressed to Ministry of Sport, Youth and National Service

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,

Ms. L. Van Wyk

HEAD: PROCUREMENT MANAGEMENT UNIT



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Ministry of Sport, Youth and National Service reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

### 2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable ;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet 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 for 60 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 certified copy** company Registration Certificate;
- (b) have **valid certified copy** Good Standing Tax Certificate;
- (c) have a **valid certified copy** 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) Submit signed Bid-securing Declaration.
- (f) A written 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;



## 5. Bid Securing Declaration

Bidders are **subscribing to a Bid Securing Declaration** for this procurement process.

## 6. Contract Period for Services

### Delivery Period

**Delivery shall be in 14 days after receipt of Purchase Order**

## 7. Documents to be submitted

As per paragraph 4 above.

## 8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to the Public Entity with the Bidder's name at the back of the envelope.

## 9. Submission of Quotations

Quotations should be delivered in the Tender Box located at Ministry of Sport, Youth and National Service not later than **Monday 07 August 2023 at 11h00**. Quotations by post or hand delivered should reach Ministry of Sport, Youth and National Service, Government Office Park, Windhoek, second floor, Room 226 by the same date and time at latest. Late quotations will be rejected.

**Quotations received by e-mail will not be considered.**

Clarifications to be done by e-mail.

## 10. Opening of Quotations

Quotations will be opened internally by the Ministry of Sport, Youth and National Service immediately after the closing time referred to in section 9 above. A record of the Quotation Opening Report stating the name of the Bidder, the total amount, any discount or alternative offered, the presence or absence of a Bid-Securing Declaration, Written Undertaking and compliance with Mandatory Documents (Section 50 (2)) will be put on the website of the Ministry of Sport, Youth and National Service and available to any bidder on request within three working days of the Opening.

## 11. Evaluation of Quotations

The Ministry of Sport, Youth and National Service shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation

## 12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

### 13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

### 14. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

### 15. Margin of Preference

15.1. The applicable margins of preference and their application methodology are as Follows:

Category	Margin of Preference	Documentary Evidence to be provided
MSME	1%	-Certified copy of SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
PDP owned enterprises	2%	-Certified copy of ID's of all shareholders - Certified copy of founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian PDP's ownership
Women owned enterprise	2%	Certified copies of ID's of all shareholders Certified copy of Founding statement/company registration indicating ownership structure/shareholder certificate Declaration indicating the percentage of Namibian female ownership.
Youth owned enterprise	2%	ID's of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate Declaration indicating the percentage of Namibian Youth ownership
Service rendered by Namibian citizens	1%	-Declaration that bidder employs 50% or more Namibian citizens



In line with the with paragraph 9 (3) of the Notice of issuance of code of good practice on preference referred to in section 71 and 72 of the Public Procurement Act, 15 of 2015 bidders are requested to **include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications.**

## 16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service shall be selected for award of contract. Award of contract shall be by Letter of Award in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

## 17. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 Priced Activity Schedule 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 may be rejected.]*

Quotation Addressed to: Ministry of Sport, Youth and National Service	
Procurement Reference Number: <b>G/RFQ/027 – 41 /2023</b>	
<b>Subject matter of Procurement: SUPPLY AND DELIVERY OF LAPTOPS, PRINTERS, SCANNER AND VOICE RECORDER NEEDED FOR IT DEPARTMENT - MINISRY OF SPORT, YOUTH AND NATIONAL SERVICE</b>	

We offer to provide the services detailed in the Scope of Services, 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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is \_\_\_\_\_ days *[insert number of 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 bid validity.

The service will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within \_\_\_\_\_ *[insert number]* 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./E-mail	

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

**Date:** .....[Day|month|year].....

**Procurement Ref No.:** G/RFQ/027-41/2023

**To:** .....[insert complete name of Public Entity and address].....

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**

[This form is to be deleted if Bid Security is not applicable.]

**Appendix to Quotation Letter**





## 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.

## SECTION III: SCOPE OF SERVICES

### SUPPLY AND DELIVERY OF LAPTOPS, PRINTERS, SCANNER AND VOICE RECORDER NEEDED FOR IT DEPARTMENT - MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFQ/027 – 41/ 2023**

*[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 redesigned and customized as per the type of services required].*

**Currency of Quotation: Namibian Dollars**

Item No	Brief Description of Services		Quantity	Unit of Measure	Unit Price	Total Price Incl. VAT
A*	B*		C*	D*	E	F
1	<b>3 x Middle Level Laptops</b>		3			
	<b>Feature</b>	<b>Description</b>				
	<b>Operating system</b>	Microsoft Windows 10 Professional (64 bit) or latest version				
	<b>Processor</b>	12th Generation Intel Core i5 or AMD Ryzen 5				
	<b>Memory</b>	8 GB DDR4				
	<b>Hard drive</b>	512 GB SSD				
	<b>I/O Ports</b>	3 x USB 3.0				
		1 x HDMI				
		1 x combo stereo headphone/mic jack				
		1 x RJ-45				
	<b>Display</b>	15.6"				
	<b>Speakers</b>	Integrated standard speakers				
	<b>Camera</b>	720p High Definition webcam				
	<b>Graphics</b>	Integrated High Definition Graphics				
	<b>Input devices</b>	Touchpad mouse and Keyboard with Numeric Keypad				
	<b>Network interface</b>	Gigabit Network Connection (10/100/1000 NIC)				
	<b>Wireless</b>	802.11a/b/g/n WiFi				
	<b>Warranty</b>	Three (3) years				
	<b>Accessories</b>	<b>Protective BACKPACK</b>				
	<b>Mouse</b>	Wireless mouse				
2	<b>LaserJet Printers (Black &amp; White)</b>		1			
	<b>Feature</b>	<b>Description</b>				
	<b>Print speed, black</b>	25ppm				
	<b>Print resolution,</b>	1200 x 1200 dpi				
	<b>Recommended print Volume</b>	250-2500 Pages Per month				
	<b>Expected engine Life</b>	250 000 Pages				
	<b>Memory, standard</b>	128 MB				



3	Processor speed	600 MHz			
	Print languages, standard	PCL 5c; PCL 6; postscript level 3 emulation with automatic language switching,			
	Paper tray(s), standard	2			
	Paper handling standard, input	50-sheet multipurpose tray, 250-sheet input tray 2			
	Paper handling standard, output	150-sheet output bin			
	Duplex printing	Automatic			
	Media sizes, standard	A4, Letter, legal, statement, executive, index cards, envelopes;			
	Media Types	Paper(bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, transparencies, heavy media			
	Connectivity	Hi-Speed USB - compatible with USB 3.0 specification, Ethernet Interface (1000 Base-T/ 100-Base TX/ 10-Base-T)			
	Compatible operating system	Windows Server 2016/2012; Windows 10,8,7 Professional x64; Mac OS			
	Accessories	USB Cable and all necessary accessories should be included			
	Warranty	Three (3) years			
	Media Sizes	A4			
	3 x LaserJet Printers (Black & White) Mobile				
	Feature	Description			
3	Print speed, black	19ppm			
	Print resolution,	600 x 600 dpi			
	Recommended print Volume	100-1000 Pages Per month			
	Memory, standard	16 MB			
	Processor speed	500 MHz			
	Print languages, standard	PCLmS; URF; PWG			
	Paper tray(s), standard	150-sheet input tray			
	Media sizes, standard	A4; A5; A6; envelopes (C5, DL); custom			
	Media Types	Plain paper, envelope, postcard, Label			
	Connectivity	Hi-Speed USB 2.0 port; built-in Wi-Fi 802.11b/g/n			
3	Compatible operating system	Windows 11, Windows 10, 8.1, 8, 7: 32-bit or 64-bit; AppleOS X El Capitan (v10.11) mac OS Sierra (v10.12) macOS High Sierra, (v10.13); 1.5 GB HD; Internet required; USBLinux			

	<b>Accessories</b>	USB Cable and all necessary accessories should be included				
	<b>Warranty</b>	One (1) years				
	<b>Media Sizes</b>	A4				
4	<b>1 x A4 Scanner with document feeder</b>		1			
	<b>Feature</b>	<b>Description</b>				
	<b>Optical Resolution</b>	600 dpi x 600 dpi (Horizontal x Vertical)				
	<b>Document Feeder Type</b>	Autoload				
	<b>Feeder Capacity</b>	100 sheets				
	<b>Duplex</b>	Single Pass Duplex Scanning				
	<b>Scanning Speed</b>	Monochrome: 45 pages/min - Colour: 45 pages/min , resolution: 200 / 300 dpi,				
		Monochrome: 90 image/min - Colour: 90 image/min , resolution: 200 / 300 dpi				
	<b>Duty Cycle</b>	5000 pages per day				
	<b>Supported Document Size</b>	A4, A5, A6, B5, B6, Letter, Postcard, Business cards, Plastic cards, Legal, Executive				
	<b>ADF Minimum Document Size</b>	50,8 mm x 50,8 mm (Horizontal x Vertical)				
	<b>ADF Maximum Document Size</b>	215,9 mm x 6.096 mm (Horizontal x Vertical)				
	<b>Input Type</b>	Color				
	<b>Grayscale / Color Depth</b>	Input: 30 Bits Colour / 10 Bits Monochrome , Output: 24 Bits Colour / 8 Bits Monochrome				
	<b>Drivers</b>	TWAIN, WIA, ISIS				
	<b>Interface Type</b>	USB 3.0, Ethernet Interface (1000 Base-T/ 100-Base TX/ 10-Base-T).				
	<b>Panel Type</b>	5-line LCD with Push Scan features				
	<b>Protocol Support</b>	TCP/IP, DHCP, DNS, SNMP, SLP, HTTP				
	<b>Features</b>	Skip blank page, A3 stitching, Punch holes removal, Automatic de-skew, Automatic multidocument recognition, Dual Image Output (Windows only), Auto-rotation, Text enhancement, Unsharp Mask (USM), Descreening, Automatic Folder Creation, Barcode Recognition, Full Zonal OCR				
	<b>Compatible operating system</b>	Linux, Mac OS 10.7.x, Mac OS 10.8.x, Mac OS 10.9.x, Mac OS X, Mac OS X 10.6.8, Windows 10, Windows 7, Windows 7 x64, Windows 8, Windows 8 (32/64 bit), Windows 8.1, Windows 8.1 x64 Edition, Windows Server 2008 (32/64bit), Windows Server				



		2008 R2, Windows Server 2012 (64bit), Windows Server 2012 R2				
	Accessories	USB Cable and all necessary accessories should be included				
	Warranty	Three (3) years				
5	Professional Digital Voice Recorder ( 128 GB micro SD card, USB cable and batteries)		1			
	Sub Total					
					VAT @%	
					Total	

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

**Priced Activity Schedule Authorised By:**

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

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/027 – 41/2023**

*[Bidders should complete columns C and D with the specifications and Performance standards 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.]*

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Laptops		
2.	Office Printer – Black Laser		
3.	Mobile Printers Black Laser		
4.	A4 flat bed scanner with document feeder		



Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
5.	Professional Digital Voice Recorder ( 128 GB micro SD card, USB cable and batteries)		

\* Columns A and B to be completed by Public Entity.

#### Specifications and Performance Standard Compliance Sheet Authorised By:

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/027 – 41 /2023** for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

**Procurement Reference Number: G/RFQ/027 – 41/ 2023**

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].

Clause	Contract Data
<b>GCC 1.1</b> Effectiveness of Contract	The Contract <i>shall</i> to come into effect as from <b>upon receipt of Purchase Order</b>
<b>GCC 1.3.1</b> Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by
<b>GCC 1.6.1</b> Issue of notices	The Authorized Representative of the Employer is : <b>Mr S Beukes ( 270 6168)</b>  The Authorized Representative of the Service Provider is: _____
<b>GCC 2.6</b> Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: _____
<b>GCC 2.7</b> Reporting Obligations	The Service Provider shall report to: Ms L Van Wyk

<b>GCC 2.10 Performance Security</b>	No Performance Security required
<b>GCC 4.2 Contract Price</b>	The amount payable is as per purchase order issued
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider within 30 days after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices <b>shall not be</b> adjustable.

### SCHEDULE

### QUOTATION CHECKLIST SCHEDULE

*[Public Entity to update the Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.: G/RFQ/027 – 41/ 2023**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	

**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.