



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

DEPARTMENT PUBLIC SERVICE INFORMATION TECHNOLOGY MANAGEMENT

Restricted Bidding for Non-Consultancy Services

RENEWAL OF ZOOM VIDEO CONFERENCE LICENSES FOR A PERIOD OF 3 YEARS

Procurement Reference No: NCS/RB/02-16/2023

Private Bag 13338, WHK, Tel: 061-2056224, Fax: 061-257529, email address:
anna.edward@opm.gov.na. 10 October 2023.



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Private Bag 13338, WHK, Tel: 061-2056224, Fax: 061-257529,

Letter of Invitation

To:
.....
.....

Procurement Reference Number: NCS/RB/02-16/2023

10 October 2023

Dear Sir/Madam,

REQUEST FOR QUOTATIONS FOR RENEWAL OF ZOOM VIDEO CONFERENCE LICENSES

The Office of the Prime Minister invites you to submit your best bid for the services described in detail hereunder. **This bid is restricted to authorized reseller of zoom products in Namibia.** Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Ms A. Edward, Goethe Street, Brendan Simbwaye Square Ministry of Industrialization, Trade and SME Development Building, Ground Floor, Office Nr. 021.

Please prepare and submit your bid in accordance with the instructions given or inform the undersigned if you will not be submitting a bid.

Yours faithfully,

BMungunda
Mr Brian Mungunda
Head of the Procurement Management Unit

SECTION I: INVITATION FOR BIDS

1. Preparation of Bids

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

- (a) the Bid 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 Invitation for Bids document, including the Contract Data Sheet in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

2. Documents to be submitted.

Bidders shall submit along with their bid:

- (a) a company profile, past experience and evidence of similar services provided and customers' reference details;
- (b) major items of resources, logistics support and strategies in the execution of similar services;

3. Validity of Bids

The Bid validity required is 90 days from the date of submission deadline.

4. Contract Period for Services

The contract shall be on fixed rate for an initial period of three (3) Years.

5. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to the Office of the Prime Minister with the Bidder's name at the back of the envelope.

6. Submission of Bids

Bid documents to be submitted in a sealed envelope to the following address: Office of the Prime Minister, Goethe Street, Brendan Simbwaye Square, Ministry of Industrialisation and Trade Building, Ground Floor, Room 021 not later than Monday, 16 October 2023 @10H00. Late submissions will be rejected. Bids received by fax or e-mail will not be considered.

7. Opening of Bids

Bids will be opened by the Office of the Prime Minister at the Procurement Division, (Ministry of Industrialisation and Trade Building) 1st Floor, in the Boardroom on Monday, 16 October 2023 @10H15. Bidders or their representative may attend the Bid Opening, if they choose to do so.

8. Evaluation of Bids

The Public Entity shall have the right to request for clarifications during evaluation.

8.1 Technical Specifications of work to be done

Quantity	Item	Duration
10	Zoom Video Conference Licenses	3 Years

8.2 Financial Evaluation

The Financial Evaluation shall be based on the qualifying bidder who passed the technical evaluation and who submitted the lowest bid.

9. Eligibility Criteria

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

- (a) have the legal capacity to enter into a contract to execute the services;
- (b) not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up;
- (c) not have had your business activities suspended;
- (d) not have a conflict of interest in relation to this procurement requirement;

The Bid submitted by the Bidder shall comprise the following:

- (a) The Form of Bid (in the format indicated in Section III);
- (b) Bid Securing declaration
- (c) Priced Activity Schedule;
- (d) Qualification Information Form and Documents;
- (e) Alternative offers where invited;
- (f) The following documentary evidence (required from Namibian bidders):
 - (i) Have an original valid good Standing Tax Certificate from Inland Revenue;
 - (ii) Have an original valid good Standing Social Security Certificate;
 - (iii) 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;
 - (iv) Have a certificate indicating SME Status (for Bids reserved for SMEs);
 - (v) Certified copy of the founding statement or company registration documents indicating shareholders and the line of business (the entity should be specializing in Information and Communications Technology related services)
 - (vi) Duly completed and signed written undertaking as contemplated in section 138 (2) of the Labour Act, 2007;
 - (vii) Duly completed and signed Bid Securing Declaration form attached to the request for quotation.
 - (viii) A certificate or letter of authorization to re-sell Zoom Products in Namibia

10. Technical Criteria

The Specifications and Compliance Sheet details the minimum specifications of the services required. The services offered must meet these specifications, but no credit will be given for exceeding the specification.

11. Currency of Bid

Bids shall be priced in Namibian Dollars and all payments will be made in this currency.

12. Bid-Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process

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13. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid and qualified to perform the service 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.

14. Notification of Award and Debriefing

The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

Furthermore, The Purchaser shall promptly attend to all debriefing for the contract made in writing and within 30 days from the date of the publication of the award or date the unsuccessful bidders are informed about the award.

15. Rights of Public Entity

The Office of the Prime Minister reserves the right:

(a) to split the contract as per the lowest evaluated cost per site, and

(b) to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

SECTION II: BID LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your Bid with the documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RB prevail over any attachments. **If your Bid is not authorised, it may be rejected.**]*

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

We offer to supply the services detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Invitation for bids referenced above.

We confirm that we are eligible to participate in this Bid Exercise and meet the eligibility criteria specified in Part 1: Bid Procedures of your Invitation for bids.

We undertake to abide by the Conduct for Bidders and Contractors as provided under section 67 of Public Procurement Act, 2015 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 shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD. *[Public Entity shall delete this paragraph in case no security is required or re-write the paragraph accordingly in case a Bid Security is requested].*

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 Bid is _____ days from the time and date of the submission deadline.

We confirm that the prices quoted in the List of Services and 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.

Bid 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.:

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**



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

(a) Brief Description of the Services

Supply of 10x Zoom Video Conference Licenses for a period of Three (3) Years.

As per the technical specifications provided.

SECTION IV: PRICED ACTIVITY SCHEDULE

Reference Number: **NCS/RB/02-16/2023**

Complete the unit and total prices for each item listed below. Authorize the prices quoted in the signature block below.

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Zoom Video Conference Licenses	10			
Other additional costs					
Subtotal					
VAT @ %					
Total					

Enter 0% VAT rate if VAT exempt.

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

List of Services and 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: NCS/RB/02-16/2023

[Bidders should complete columns C and D with the specification 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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	10x Zoom Video Conference Licenses		

* Columns A and B to be completed by Public Entity

Specifications and Performance Standards 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: **NCS/RB/02-16/2023** for the Renewal of Zoom Video Conference licenses for a period of Three (3) years.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RB/02-16/2023

The Conditions of Contract shall be subject to the following:

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall be deemed to come into effect as from 15 October 2023 until 15 October 2026.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities within Two (2) weeks or by an additional period of another two (2) weeks.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: Mr Erastus Amutenya contact number 061-2056203. The Authorized Representative of the Service Provider is:
GCC 2.6 Insurance and liabilities to Third Party	The Employer's and Workmen's Compensation, Third Party and Professional(for security services only) Liabilities insurance covers shall be prorated to the contract amount if award is made on a split basis with reference to limits indicated in ITB 13.1 (e).
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Mr Erastus Amutenya contact number 061-2056203.

SCHEDULE 3: BID CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RB/02-16/2023

Description	Attached (please tick if submitted and cross if not)
Bid Submission Sheet	
List of Services and Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing Eligibility	
Documents related to the company profile, past experience, experience for similar services and the other documents requested to assess the qualification of the Bidder.	

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.

MARGIN OF PREFERENCEProcurement Reference Number: **NCS/RB/02-16/2023**

The applicable margins of preference and their application methodology when evaluating bids to exclusive preferences as per paragraph 9 (2) of the Code of Good Practices on preferences are as follows:

CATEGORY	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
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
TOTAL	10%	