



REPUBLIC OF NAMIBIA

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**MINISTRY OF INFORMATION AND COMMUNICATION  
TECHNOLOGY**

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**PROCUREMENT MANAGEMENT UNIT**

**Request for Sealed Quotations  
(Goods)**

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**SUPPLY, DELIVERY AND INSTALLATION OF CCTV CAMERAS  
AND BIOMETRIC SYSTEM AT MICT HEAD OFFICE**

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**Procurement Reference No: G/RFQ/29-37/2024**

<b>Name of The Bidder:</b>	
<b>Contact Details:</b>	
<b>Email Address:</b>	
<b>Total (NS) VAT included.</b>	

**Closing date: 17 DECEMBER 2024**

Ministry of Information, Communication & Technology  
Private Bag 13344  
Trust Building  
301 Independence Avenue  
Windhoek  
Tel: 061-283 9111





**REPUBLIC OF NAMIBIA**

**MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY**

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Private Bag 13344  
Windhoek  
Namibia

**PROCUREMENT MANAGEMENT UNIT**

**Letter of Invitation**

**18 November 2024**

**To: All Bidders**

Procurement Reference No: **G/RFQ/29-37/2024**

**SUPPLY, DELIVERY AND INSTALLATION OF CCTV CAMERAS AND  
BIOMETRIC SYSTEM AT MICT HEAD OFFICE**

Dear Sir/Madam

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

Your offer should be indicated on this form with any annexure that you may wish to enclose in a sealed envelope and should be addressed to the **Procurement Management Unit (PMU), The Ministry of Information and Communication Technology –Trust Building, 2nd Floor. The quotation/offer should state the Bid Description and Reference No: G/RFQ/29-37/2024. Your quotation/offer should reach the Ministry of Information and Communication Technology on or before 17 December 2024 by 10:00.**

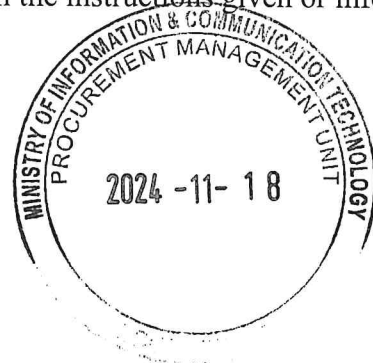
Any resulting contract shall be subjected to the terms and conditions referred to in the document.

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 in accordance with the instructions given or inform the undersigned if you will not be submitting your quotation.

Yours faithfully,

**MS. GERHARDA AMUTENYA  
HEAD: 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 award of the contract as per the lowest evaluated cost per item, or;
- (b) To reduce or increase the quantity of items where applicable;
- (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 services mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration,
- (b) The Priced Activity Schedule in Section IV;
- (c) The Specifications and Performance Standards Compliance Sheet 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 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 bid submission deadline.

### 4. Eligibility Criteria

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

- (a) Have a valid certified copy of Company Registration Certificate/Founding Statement. **Core business should be in line with this bid.**
- (b) Have an original or valid certified copy of Good Standing Tax Certificate; **(should be valid upon bid closing date)**
- (c) Have an original or valid certified copy of Good Standing Social Security Certificate; **(should be valid upon bid closing date)**
- (d) Have a valid certified copy of Affirmative Action Compliance Certificate, a confirmation letter from employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued, 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; **(should be valid upon bid closing date)**

- (e) Have a certificate indicating SME Status (for Bids reserved for SMEs); (Optional); **(should be valid upon bid closing date)**
- (f) Submit signed a written undertaking as contemplated in section 138(2) of the Labour Act, 2007.
- (g) Submit signed Bid-Securing Declaration.
- (h) Submit 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.
- (i) Submit two (2) or more reference letters for similar goods and service (supply, delivery and installation of CCTV cameras) performed in the past 5 years with contact details certified by the Namibian police.
- (j) Bid reserved for businesses in the industry of installation of CCTV cameras accessories and features attach proof e.g company profile.
- (k) Complete all spaces provided and initial each page of the bidding document.
- (l) **Site inspection is mandatory before quoting and it is scheduled on Friday, 29 November 2024 at 10H00, Ministry of Information and Communication Technology, 301 Trust Building, 2nd Floor.**

**NB: Copies should be certified by the Namibian Police, failure to provide certified copies or originals of the above mandatory documents will result in disqualification of your bid. Also ensure that the mandatory documents are valid upon the bid closing date.**

## **5. Bid Security/Bid Securing Declaration**

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

## **6. Delivery**

Delivery shall be **strictly within 30 days** after acceptance/issue of Purchase Order.

**6.1** Deviation in delivery period shall be considered if such deviation is reasonable.

**6.2** The tests and inspections will be conducted on the goods at delivery:



## 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 *The Ministry of Information and Communication Technology – 301 Trust Building, 2<sup>th</sup> Floor*, not later than **17 December 2024 at 10H00**. Quotations by post or hand delivered should reach the Ministry by the same date and time at latest. Late quotations will be rejected.

**NB: 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 section 8 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put 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 evaluated cost to determine the lowest evaluated quotation.

## 11. 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.

## 12. Documents Establishing Conformity of Goods and Related Services

[the list mentioned hereunder may be amended by Public Entity to supplement requirements for a specific procurement]

Bidders shall submit along with their bids the documents 

x
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 marked hereunder:

(a)	Documents to establish conformity of goods as specified in Schedule of Requirements, highlighting deviations, if any, so as to establish substantial responsiveness of the proposed goods item;	<input type="checkbox"/>
(b)	A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the Specification and	<input type="checkbox"/>

	Performance Requirement Sheet, following commencement of the use of the goods.	
(c)	Documentary evidence to establish to the satisfaction of the Purchaser that goods proposed, as per other than the brand name, catalogue numbers or standard as specified by the Purchaser, ensures substantial equivalence or are superior.	<input type="checkbox"/>
(d)	Evidence of the bidder's technical capacity to be furnished by one or more of the following means: <ul style="list-style-type: none"> <li>(i) a list of the principal deliveries effected in the past three years, with the sums, dates and recipients, whether public or private, involved; and</li> <li>(ii) Type test certificates drawn up by official quality control institutes or agencies of recognized competence attesting the conformity of the goods with respect to specifications conformity.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
(e)	Documentary evidence to establish Bidder's ability to provide the service or to execute the installation with regard to their skills, efficiency, experience and reliability.	<input type="checkbox"/>

### 13. 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.

### 14. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. 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.

### 15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

## 16. 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



**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%.

## 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 employee 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 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 :	
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 Security/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]*

The validity period of our Quotation is 90 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 30 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:**

.....  
 [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, 2007 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: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR:** Supply, delivery and installation of CCTV cameras and biometric system at MICT Head office.

**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. [To be filled by the Public Entity]				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item ( C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E	F	G	H	I
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Country of Origin
1.	Hikvision Double Door Access Controller (Floor 2 to 10 Fingerprint Reader)	10	Ea					
2.	7.2A Battery 12V	8	Ea					
3.	Hikvision Fingerprint and Card Reader (Floor 2 to 10: 1 FP Reader each; Reader IN & Reader OUT)	14	Ea					
4.	No-Touch Door Release Exit Button with Backlight	9	Ea					
5.	ML600 12/24V DC 300kg Magnetic Lock	12	Ea					
6.	Hikvision 2L Bracket for Magnetic Lock	12	Ea					
7.	Green Break Glass Unit (Resettable)	12	Ea					
8.	Door Closure Arms	12	Ea					
9.	CAT6 UTP 500M Grey Cable	15	Ea					

10.	Ripcord 0.5mm2 2-core	350 meters	Ea						
11.	Key Tags	50	Ea						
12.	Fingerprint Scanner/Enrollment Reader	3	Ea						
13.	Tag/Card Enrollment Reader	2	Ea						
14.	Hikvision 16-Port Fast Ethernet Smart Switch (Hikvision POE Smart managed switch L2, 16x 100M PoE Port, 2x Gigabit Combo uplink ports, 802.3af/at, AF/AT camera reach 300m in extend mode, 230W POE power)	10	Ea						
15.	Hikvision IP 8MP Min Dome Camera (2.0+ Gen with AcuSense, 2.8mm lens, up to 30m IR)	25	Ea						
16.	Hikvision IP 8MP EXIR Bullet Camera (4.0 Gen, Darkfighter, 4mm lens, up to 80m IR, False Alarm Filter by Target Classification)	30	Ea						
17.	Hikvision IP NVR, AcuSense, 4k (320Mbps Bit Rate Input Max, 64-ch IP Video, 8 SATA Interface, Alarm I/O: 16/4, 2U Case, 19")	1	Ea						
18.	Seagate 6TB Hard Drive (7200RPM, 256MB Cache, SATA)	9	Ea						
19.	50-Inch UHD Monitor ( <b>Preferably Skyworth</b> )	2	Ea						
20.	32-Inch HD Monitor	1	Ea						
21.	USB-C to HDMI Converter	1	Ea						
22.	DisplayPort to HDMI Converter	1	Ea						
23.	Black view i5 Mini PC ( <b>see separate specification sheet</b> )	1	Ea						
24.	HDMI 5m Cable	4	Ea						
25.	Wireless Mouse	3	Ea						
26.	Wall Mount Brackets	2	Ea						
27.	Cat6 Patch Panel 24 Port	3	Ea						
28.	Cat6 Patch Cord 1m	55	Ea						
29.	Brush Panel	6	Ea						
30.	UPS 1000VA	1	Ea						

31.	Trunking and Workshop Consumables (PVC conduit installation for Parking 1,2,3, Tray Installation in Shaft)	1	Ea						
32.	Hikvision P24 Port Fast Ethernet Smart POE Switch (24x 10/100Mbps PoE Port, 1x Gigabit Combo, 1x Gigabit RJ45)	1	Ea						
33.	Door Bell	9	Ea						
34.	Installation Rate and Sundries	1	Ea						
						Subtotal			
						VAT @ %			
						Total			
NAME:		SIGNATURE		DATE					
NAME OF BIDDER:		POSITION:		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

Supply, delivery and installation of CCTV cameras and biometric system at MICT Head office.

## 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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Hikvision Double Door Access Controller (Floor 2 to 10 Fingerprint Reader)		
2	7.2A Battery 12V		
3	Hikvision Fingerprint and Card Reader (Floor 2 to 10: 1 FP Reader each; Reader IN & Reader OUT)		
4	No-Touch Door Release Exit Button with Backlight		
5	ML600 12/24V DC 300kg Magnetic Lock		
6	Hikvision 2L Bracket for Magnetic Lock		
7	Green Break Glass Unit (Resettable)		
8	Door Closure Arms		
9	CAT6 UTP 500M Grey Cable		
10	Ripcord 0.5mm2 2-core		
11	Key Tags		
12	Fingerprint Scanner/Enrollment Reader		
13	Tag/Card Enrollment Reader		
14	Hikvision 16-Port Fast Ethernet Smart Switch (Hikvision POE Smart		

	managed switch L2, 16x 100M PoE Port, 2x Gigabit Combo uplink ports, 802.3af/at, AF/AT camera reach 300m in extend mode, 230W POE power)		
15	Hikvision IP 8MP Min Dome Camera (2.0+ Gen with AcuSense, 2.8mm lens, up to 30m IR)		
16	Hikvision IP 8MP EXIR Bullet Camera (4.0 Gen, Darkfighter, 4mm lens, up to 80m IR, False Alarm Filter by Target Classification)		
17	Hikvision IP NVR, AcuSense, 4k (320Mbps Bit Rate Input Max, 64-ch IP Video, 8 SATA Interface, Alarm I/O: 16/4, 2U Case, 19")		
18	Seagate 6TB Hard Drive (7200RPM, 256MB Cache, SATA)		
19	50-Inch UHD Monitor ( <b>Preferably Skyworth</b> )		
20	32-Inch HD Monitor		
21	USB-C to HDMI Converter		
22	DisplayPort to HDMI Converter		
23	Black view i5 Mini PC ( <b>see below separate specification sheet</b> )		
24	HDMI 5m Cable		
25	Wireless Mouse		
26	Wall Mount Brackets		
27	Cat6 Patch Panel 24 Port		
28	Cat6 Patch Cord 1m		
29	Brush Panel		
30	UPS 1000VA		
31	Trunking and Workshop Consumables (PVC conduit installation for Parking 1,2,3, Tray Installation in Shaft)		
32	Hikvision P24 Port Fast Ethernet Smart POE Switch (24x 10/100Mbps		

	PoE Port, 1x Gigabit Combo, 1x Gigabit RJ45)		
33	Door Bell		
34	Installation Rate and Sundries		

[Bidders should complete columns C and D with the specification of the goods offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

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

### Item 23: Blackview Mini PC – Entry-Level PC Specifications Sheet for Tender

<u>Entry Level PCs</u>	<u>FOR OMAs TO COMPLETE</u>		<u>FOR TENDERER TO COMPLETE</u>		
	Quantity	<u>1</u>			
Feature	Description		Yes	No	Deviation(if any)
<b>Operating system</b>	Microsoft Windows 11 Professional (64-bit) or latest version				
<b>Processor</b>	13th Generation Intel Core i5 Processor (12M Cache, up to 4.60 GHz, 10 cores)				
<b>Memory</b>	16 GB DDR4 SDRAM				
<b>Hard drive</b>	1TB GB SSD				
<b>Optical Drives</b>	Slim DVD+/-RW DVD Combo				
<b>Audio</b>	Integrated High Definition Realtek HD Audio				
<b>I/O Ports</b>	<b>Front:</b> 1 x headset connector; 4 USB 3.1 (1 charging) <b>Rear:</b> 1 x audio-in; 1 x audio-out; 1 x serial; 1x RJ-45 ; 4 x USB 3.1 , 1 x VGA, 1x HDMI				
<b>Graphics</b>	Dedicated				
<b>Input devices</b>	USB Optical Scroll Mouse & Standard Keyboard				
<b>Speakers</b>	Build-in or External				
<b>Network Interface</b>	Gigabit Ethernet				
<b>Wireless</b>	Wireless 802.11 ac				
<b>Warranty</b>	Three (3) Years				



**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 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
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: <b>Ministry of Information and Communication Technology</b>
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is: 301 Trust Building, 2 <sup>nd</sup> Floor.
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact's name shall be: Head of Procurement Management Unit at <u><b>PMU@mict.gov.na</b></u>  For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be _____
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> <b>GCC 13.1</b>	<p>The Goods are to be delivered within <b>30 days</b> from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <ul style="list-style-type: none"> <li>(a) signed delivery note;</li> <li>(b) signed invoice;</li> <li>(c) signed purchase order.</li> </ul>
<b>Price Adjustment</b> <b>GCC 15.1</b>	<p>The price charge for the Goods supplied and the related Services performed <b>shall not</b> be adjustable.</p>
<b>Terms of Payment</b> <b>GCC 16.1</b>	<p>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</p>
<b>Terms of Payment</b> <b>GCC 16.3</b>	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
<b>Terms of Payment</b> <b>GCC 16.4 (a)</b>	<p>The price <b>shall not be</b> adjustable to the fluctuation in the rate of exchange.</p>
<b>Payment Period</b> <b>GCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p style="padding-left: 40px;">i) <b>On Acceptance:</b> 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.</p>
<b>Performance Security</b> <b>GCC 18.1</b>	<p>(i) No performance security is required</p>
<b>Packing</b> <b>GCC 23.2</b>	<p>The packing, marking and documentation within and outside the packages shall be: _____</p>
<b>Transportation</b> <b>GCC 25</b>	<p>The Goods shall be delivered: <i>[Incoterm for transportation]</i>.</p>
<b>Inspection and Test</b> <b>GCC 26.1</b>	<p>The inspection and tests shall be done on delivery.</p>
<b>Location of Inspection and Tests</b> <b>GCC 26.2</b>	<p>The inspections and tests shall be conducted at: 301 Trust Building, 2<sup>nd</sup> floor.</p>

Subject and GCC clause reference	Special Conditions
<b>Warranty</b> <b>GCC 28.3</b>	The period of validity of the warranty shall be: 3 Years.
<b>Repair and Replacement</b> <b>GCC 28.5</b>	The period for repair or replacement shall be: 366 day(s) after installation.

## SCHEDULE 3

## QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: \_\_\_\_\_

Description	Attached	Not Attached
Bid Letter		
Price Activity Schedule		
Specification and Compliance Sheet		
Bid- Securing Declaration		
Written undertaking in terms of section 138 of the Labour Act, 2007		
Original / Valid certified copy of a Tax Good Standing Certificate – NAMRA		
Original / Valid certified copy of Good Standing Social Security Certificate		
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;		
Valid Company Registration Certificate (Indicating the nature of the business)		
A valid SME Certificate (for bids reserved SME)		
Company profile, experience and references where similar services have been provided		
Submit 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.		
Submit two (2) or more reference letters for similar goods and service (supply, delivery and installation of CCTV cameras) performed in the past 5 years with contact details certified by the Namibian police		

Bid reserved for businesses in the industry of installation of CCTV cameras accessories and features attach proof e.g company profile.		
Complete all spaces provided and initial each page of the bidding document.		
<b>Attend mandatory Site inspection scheduled on Friday, 29 November 2024 at 10H00, Ministry of Information and Communication Technology, 301 Trust Building, 2nd Floor.</b>		

**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.