



REPUBLIC OF NAMIBIA

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

Tel: (+264 61) 283 9111

Fax: (+26461) 221672

Ref:

Private Bag 13344

Windhoek

Namibia

PROCUREMENT MANAGEMENT UNIT

**Request for Quotations
For Non-Consultancy Services
Lump-Sum**

**Renewal License of Microsoft Teams and Procurement of QR Code
Generator Software**

Procurement Reference No: NCS/RFQ/29-75/2024

Name of the Bidder:	
Contact Number:	
Email Address:	
Total Bid Amount(N\$):	

Ministry of Information and Communication Technology
301 Trust Building, Independence Avenue 2nd floor
061 – 283 23408

REPUBLIC OF NAMIBIA
Ministry of Information &
Communication Technology
Procurement

2025 -01- 29

PRIVATE BAG 13344
WINDHOEK

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PROCUREMENT MANAGEMENT UNIT**Letter of Invitation**

All bidders,

27 January 2025

Procurement Reference No: **NCS/RFQ/29-75/2024**

Renewal License of Microsoft Teams and Procurement of QR Code Generator Software

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

Please, prepare and submit your quotation (**by 10h00 on Tuesday, 10 February 2025**), in accordance with the instructions given or inform the undersigned in writing 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 MICT reserves the right:

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

2. Preparation of Quotations

You are requested to quote for the 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 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 company Registration Certificate;(Indicating the nature of business)**
- (b) **have an original or certified valid good Standing Tax Certificate;**
- (c) **have an original or certified 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) **Submit a signed Bid-securing Declaration.**
- (g) **Submit a signed Written Undertaking**

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 10 days after issue and acceptance of the 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 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 -Trust Centre Building, 2nd Floor**, not later than **by 10h00 on Tuesday, 10 February 2025**. 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**

9 Opening of Quotations

Quotations will be opened internally by the Ministry immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, will be recorded by the Ministry 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. Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

12 Documents Establishing Conformity of Goods and Related Services

The list mentioned hereunder may be amended by the Ministry of Information and Communication Technology to supplement requirements for a specific procurement.

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 :	
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 I: 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 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 from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed 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	

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

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**

[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, 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.*



**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 were 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 III: SCOPE OF SERVICES

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/29-75/2024

[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: N\$ _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price N\$	Total Price N\$
A*	B*	C*	D*	E	F
1.	Microsoft Teams License Renewal 1 year (see below specs)	8	EA		
2.	QR Code Generator Software (see below specs)	1	EA		
<i>Enter 0% VAT rate if VAT exempt.</i>					Other additional costs
					Subtotal N\$
					VAT @ %
					Total N\$

* 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: **NCS/RFQ/29-75/2024**

[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.]

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	Microsoft Teams License: <ol style="list-style-type: none"> 1. Platform Compatibility: <ul style="list-style-type: none"> - Available on Windows, macOS, iOS, Android, and web browsers. - Cross-device syncing for seamless transitions between desktop, mobile, and web platforms. 2. Integration with Microsoft 365: <ul style="list-style-type: none"> - Deep integration with other Microsoft 365 apps (Word, Excel, PowerPoint, OneNote, Outlook, SharePoint, and OneDrive). - Direct access to cloud-stored files through OneDrive or SharePoint. - Ability to co-author documents in real-time during meetings. 3. Collaboration and Communication Tools: <ul style="list-style-type: none"> - Chat: Persistent, searchable 1:1 and group chats with rich formatting. 4. Meetings: <ul style="list-style-type: none"> - HD audio and video calls. - Scheduling through Microsoft Outlook or Teams itself. - Capacity for up to 1,000 participants per meeting and live events for up to 20,000 attendees (dependent on plan). - Calling: VoIP calling, call queues, auto-attendant, and direct routing (with Phone System add-on). 5. Teamwork Features: <ul style="list-style-type: none"> - Customizable team workspaces with channels (standard and private). - Integration with third-party apps and Microsoft Power Platform for workflow automation. - File sharing with permissions control and versioning. - Polls and surveys with Microsoft Forms integration. 6. Security and Compliance: <ul style="list-style-type: none"> - Built-in data encryption in transit and at rest. - Multi-factor authentication (MFA) for secure access. - Compliance with industry standards like GDPR, ISO 27001, and HIPAA. 		

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>
	<ul style="list-style-type: none"> - Data retention, eDiscovery, and legal hold options for enterprise users. 7. Customization and Extensions: <ul style="list-style-type: none"> - App integrations from the Microsoft Teams App Store (e.g., Trello, Zoom, Adobe Sign). - Bots and connectors for workflow automation. - Support for custom apps using Power Apps or third-party APIs. 8. Analytics and Reporting: <ul style="list-style-type: none"> - Real-time usage analytics for admins via the Microsoft Teams Admin Center. - Insights on meeting participation, message activity, and device performance. 9. Plans and Licensing: <ul style="list-style-type: none"> - Microsoft Teams is included in several Microsoft 365 subscription plans: - Microsoft 365 Business Standard: Adds desktop apps and additional collaboration tools. 		
2	<p>QR Code Generator Software:</p> <ol style="list-style-type: none"> 1. Platform Compatibility: <ul style="list-style-type: none"> - Cloud-based, desktop application, or mobile app. - Compatibility with Windows, macOS, iOS, and/or Android. 2. QR Code Customization: <ul style="list-style-type: none"> - Support for dynamic and static QR codes. - Customizable designs (colors, logos, frames, patterns) - Adjustable size and resolution for various use cases (print, digital). 3. Supported Data Types: <ul style="list-style-type: none"> - URLs, contact information (vCard), text, email addresses, phone numbers, Wi-Fi credentials, and calendar events. 4. Output Formats: <ul style="list-style-type: none"> - Export QR codes in various formats (PNG, JPEG, SVG, PDF). - High-resolution export options for professional printing. 5. Batch Generation: <ul style="list-style-type: none"> - Ability to generate multiple QR codes simultaneously from a database or spreadsheet. 6. Analytics and Tracking (for Dynamic QR Codes): <ul style="list-style-type: none"> - Track scan counts, locations, devices, and timestamps - Editable target URLs for dynamic QR codes. 7. Security and Privacy: <ul style="list-style-type: none"> - Data encryption for sensitive information. - Compliance with data protection regulations (e.g., GDPR). 8. Ease of Use: <ul style="list-style-type: none"> - Intuitive interface with clear instructions. 		

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>
	<ul style="list-style-type: none"> - Templates for frequently used QR code types. <p>9. Integration Capabilities:</p> <ul style="list-style-type: none"> - API access for integrating with other software (e.g., CRM, marketing tools). - Compatibility with productivity tools like Microsoft Office or Adobe Suite. <p>10. Cost or Licensing:</p> <ul style="list-style-type: none"> - One-time purchase or subscription-based pricing. - Licensing enterprise-wide usage. <p>11. Optional Advanced Features:</p> <ul style="list-style-type: none"> - QR code scan verification for ensuring data integrity - Multi-language support for text-based QR codes. - Built-in error correction for damaged or partially obscured codes. - AR or VR support for innovative use cases. 		

* 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: NCS/RFQ/29 –153/2023 for procurement of services (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: NCS/RFQ/29-75/2024

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
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: MICT @ 283 9111
Definitions GCC 1.1(o)	The Service Provider is:
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the MICT, the address and the contact name shall be: For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i> : _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: For the Service Provider <i>[to be inserted at contract signing]</i> : _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is
Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is
Intended Completion Date GCC 2.3	The intended completion date is _____.

Prohibition GCC 3.2.3(c)	List of Activities:
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____.
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: Refer to Section 1 point 4 on the instruction to bidders.
Payments of Liquidated Damages GCC 3.10.1	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
Lack of Performance Penalty GCC 3.10.3	n/a
Performance Security GCC 3.11	(i) No Performance Security is required * Delete as appropriate

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are (<i>where applicable</i>): n/a
Contract Price GCC 6.2(a)	The amount in local currency is N\$_____.
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC.
Interest on Delayed Payments GCC 6.5	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 _____.

Price Adjustment GCC 6.6.1	Price adjustment <i>not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: N/A The defect liability period is: N/A
Dispute Settlement GCC 8.2	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.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	n/a)
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**

PROCUREMENT REFERENCE NO: NCS/RFQ/29-75/2024

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security/Bid securing declaration	
Eligibility criteria	
Margin of Preference	

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.

