



REPUBLIC OF NAMIBIA

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

PROCUREMENT MANAGEMENT UNIT

Request for Sealed Quotations (Goods)

**Supply and Delivery of IT Equipment of the New
Regional Office at Mariental, Hardap Region**

Procurement Reference No: G/RFQ/29-20/2025

Name of the Bidder:	
Contact Number:	
Email Address:	
Total Bid Amount(NS):	

Ministry of Information and Communication Technology
Trust Building, Independence Avenue 2nd floor
061 – 283 9111

REPUBLIC OF NAMIBIA
Ministry of Information &
Communication Technology
Procurement

2025 -07- 31

PRIVATE BAG 13344
WINDHOEK

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

Tel: (+264 61) 283 9111

Fax: (+26461) 221672

Private Bag 13344

Windhoek

Namibia

PROCUREMENT MANAGEMENT UNIT**Letter of Invitation****30 July 2025****To: All Bidders**Procurement Reference No: **G/RFQ/29-20/2025****Supply and Delivery of IT Equipment of the New Regional Office at Mariental, Hardap Region**

Dear Sir/Madam

The Ministry of Information and Communication Technology invite you to submit your best quote for the goods 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 at MICT- Trust Building – 2nd floor (**by 10h00 on Tuesday, 19 August 2025**), in accordance with the instructions given or inform the undersigned if you will not be submitting your quotation.

Yours faithfully,

MS. GERHARDA MULUNGA
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;
- (b) To accept or reject any quotation;
- (c) To cancel the quotation process and reject all quotations at any time prior to contract award;
- (d) To reduce or increase the quantity of items.

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 **120 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 the business)
- (b) Have an original/certified copy of a valid good Standing Tax Certificate;
- (c) Have an original/certified copy of a valid good Standing Social Security Certificate;
- (d) Have a valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Have a valid certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-Securing Declaration;
- (g) Bid reserved for suppliers in the business of supply and delivery of ICT equipment and Software;
- (h) Have a proof that the supplier is a certified reseller / distributor of the HP brands (a certified copy official letter from the principal dealer/distributor to be attached);

- (i) Have three (3) or more certified copied of reference letters for similar goods successfully delivered in the past five (5) years with contact details.
- (j) Initialise all pages of the bidding document and sign where the signature is required;
- (k) Principal business should be in line with the nature of this procurement.

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 - Trust Building, 2nd Floor**, not later than **19 August 2025 at 10H00**. Quotations by hand delivered should reach **The Ministry of Information and Communication Technology -Trust Building, 2nd Floor** 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 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.

Evaluation Methodology

Evaluation is going to be conducted by Procurement Committee (PC) accordance to the following criteria as stated in table 1 and 2 in three phases. Bidders must meet the criteria of each phase in order to proceed to the next phase. Bidders who fail to meet the criteria will be disqualified.

Phase 1: Mandatory Documents

The eligibility criteria will be assessed based on a **Yes or No**. All bidders that pass with Yes in all the required documents as stated in table 1, will proceed to the next phase (phase 2 - technical evaluation). A bidder that obtains a “NO” in any of the criteria shall be deemed non-responsive and will be disqualified.

Phase 2: Technical Evaluation

Bidders will be assessed against the technical evaluation criteria as stated in table 2 as per the weights stated therein. The total technical evaluation is out of 50 marks. For a bidder to proceed to the next phase (phase 4 – financial evaluation), the bidder must score 45 marks and above. Bidders who fail to achieve the required minimum score of 45 will be deemed as “technically non-responsive”. Such bidders will be excluded from being considered for further evaluation.

Phase 3: Financial Evaluation

The Bidder having submitted the lowest evaluated responsive quotation and qualified to deliver the goods shall be selected for award of contract.

Phase 1: Mandatory Documents

The eligibility criteria will be assessed based on a Yes or No. All bidders that pass with Yes in all the required documents as stated in table 1, will proceed to the next phase (phase 2 - technical evaluation). A bidder that obtains a “NO” in any of the criteria shall be deemed non-responsive and will be disqualified.

Table 1:

Document Description	Yes/No
A certified copy of proof of business (form/type) registration / founding statement indicating their business operations (depending on the type of business entity, proof can be either BIPA documents or a partnership agreement)	
An original (or certified copy) of a <u>Valid</u> Good Standing Certificate: Social Security Commission (SSC certificates are valid only for 1-month from date of issue unless stated otherwise)	
An original (or certified copy) of a <u>Valid</u> Certificate of Good Standing for Tax from the Ministry of Finance: Inland Revenue (the validity period of the tax certificate is stated in the document). If the bidder claims VAT on the price quoted, then the certificate of good standing for Tax provided must include the bidder's status on VAT)	
An original (or certified copy) of a Valid Affirmative Action Compliance Certificate, or exemption in terms of Section 42 of the Affirmative Action Act, 1998 (these certificates are valid for 12-months from date of issue unless stated otherwise)	
100% Namibian owned SME's only or the entities is registered in Namibia with no less than 51% equity owned by Namibian citizens of which no less than 30% is owned by previously disadvantaged persons	
Complete all spaces provided and initial each page of the bidding document	
Company principal business is the same as the one of the bid (Attach founding statement)	

Phase 2: Technical Evaluation

For Bids to be deemed substantially responsive, in addition to the provisions of the Instructions to Bidders, the combined total score obtained from the different categories listed in the table below must be **minimum 45 marks**. Bids achieving a combined evaluation score **below 45 marks** will be deemed non-responsive and will not be evaluated further.

Table 2:

S/ N	Description	Source of Verification	Scoring Notes	Scores(Points)	Total
1.	Material offered	Specification	Scoring Notes	Scores	Total
	Full compliance with Specifications	Attached Full detailed company quotation with specifications and comply with Specification and compliance sheet	Full compliance with specification sheet and detailed quotation attached	20	20
			Deviation with specification sheet offering lower specification	5	
2.	Working experience	Reference letters attached for similar goods successfully delivered in the past 5 years	Three (3) or more reference letters attached	10	10
			One (1) reference letter attached	5	
3.	Proof that the supplier is a certified reseller / distributor of the brands requested	Official letters signed and sealed from principal/distributor dealer on the brand for HP and Apple	Letters attached	10	10
			No letter attached	0	
4.	Delivery schedule schedules	Detailed Delivery schedule period.	Detailed Delivery schedule period as per required delivery not exceeding 30 days after contract award.	10	10
			No detailed Delivery schedule period. attached	0	
				Total	50

I Have read through the Evaluation Criteria and fully understand, for the criteria that I did not understand I seek clarity on the following date..... and was assist by.....

Name:		Signature:	
Position:		Date:	

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 ☒ 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;	☐
(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 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.	☐
(d)	Evidence of the bidder's technical capacity to be furnished by one or more of the following means: (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 (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.	☐ ☐
(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.	☐

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. Notification of Award and Debriefing

The Public Entity shall after award of contract 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 on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

17. 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 120 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:.....

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 ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/m onth	Country of Origin
1.	Full Desktops Computers (Preferably HP)	13	Ea						
2.	Office Mono Printer (black and white) (Preferably HP)	2	Ea						
3.	Colour Office Printer (Preferably HP)	1	Ea						
4.	Projector Oamp light source	1	Ea						
	NB: See Specification Compliance Sheet								
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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

[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.]

1. Full Desktops Computers (Preferably HP):

Full Desktops Computers (Preferably HP)	FOR OMAs TO COMPLETE		FOR TENDERER TO COMPLETE		
	Quantity	13			
Feature	Description		Yes	No	Deviation(if any)
Operating system	Microsoft Windows 11 Professional 24H2 (64 bit) or latest version				
Processor	14th Generation Intel Core i5 Processor (12M Cache, up to 4.60 GHz, 10 cores)				
Memory	8 GB DDR4 SDRAM				
Hard drive	512 GB SSD				
Optical Drives	Slim DVD+/-RW DVD Combo				
Audio	Integrated High Definition Realtek HD Audio				
I/O Ports	Front: 1 x headset connector; 3 USB 3.2 (1 Charging) 1x USB-C Rear: 1 x audio-in; 1x audio-out; 1x serial; 1x RJ-45; 4 x USB 3.2, 1 x VGA or Display port, 1x HDMI				
Display	24'' Widescreen 1080p TFT Flat LED				
Graphics	Integrated Intel UHD Graphics				
Input devices	USB Optical Scroll Mouse & Standard Keyboard				
Speakers	Build-in or External				
Network Interface	Gigabit Ethernet				
Wireless	Wireless 802.11 ac				
Warranty	Three (3) years				

2. Office Mono Printer (black and white) (Preferably HP)

Office Mono Printers (black & white) (Preferably HP)	FOR OMAs TO COMPLETE		FOR TENDERER TO COMPLETE		
	Quantity	2			
Feature	Description		Yes	No	Deviation(if any)
Print Speed, black	20 to 60+ Pages per minute (PPM)				
Print Resolution	1200 x 1200 dpi				
Recommended Print Volume	250-2500 Pages per month				
Expected en2ine Life	250 000 pages				
Memory, standard	128MB				
Processor speed	600MHz				
Print Languages, Standard, input	PCL Sc;PCL6;postscript level 3 emulation with automatic language switching				
Paper Tray (s),standard	2				
Paper handling standard, input	SO-sheet multipurpose tray,250-sheet input tray 2				
Paper handling standard, output	150-sheet output bin				
Duplex printin 2	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 and Wi-Fi for network sharing				
Compatible operating system	Windows Server 2016/2012; Windows 11, Windows 10,8,7 Professional x64;Mac OS				
Accessories	USB Cable and all necessary accessories should be included				
Warranty	Three (3) years				
OPTIONAL FEATURES					
Media Sizes	A3				

3. Colour Office Printer (Preferably HP)

Colour Office Printer (Preferably HP)	FOR OMAs TO COMPLETE	FOR TENDERER TO COMPLETE		
	Quantity: 1			
Features	Description	Yes	No	Deviation(if any)
Print speed	20-60 ppm mono/ 20-60 ppm colour			
Print resolution, color	1200 x 1200 DPI			
Print technology	Laser or Ink			
Recommended Print Volume	250-2500 pages			
Expected Engine Life	250 000			
Print languages	PCL 6, PCL Sc postscript level 3 emulation			
Processor speed	600MHz			
Memory	128MB			
Paper tray(s)	2			
Paper handling input	SO-sheet multipurpose tray 1,250- sheet input tray 2			
Paper handling output	150-sheet output bin			
Duplex Printing	Yes, automatic			
Media sizes	Letter: legal; statement; executive; 3x5 in; 4x6 in; 5x7 in Sx 8 in; 4x10 in; 4x1 in;4x12 in; 8x10 in;			
Media types	Paper, envelopes ,labels, cardstock, transparencies, heavy media			
Document finishing	Sheet feed			
Connectivity	Hi-Speed USB –Compatible with USB 3.0 specification ,Ethernet and Wi-Fi			
Minimum systems requirement	Microsoft ® Windows 11, Windows® I 0,8,7(32-bit/64-bit),Mac OSX v10.5, v 10.6 or higher			
Accessories	USB Cable and all necessary accessories should be included			
Warranty	Three(3) years			
OPTIONAL FEATURES				
Media Sizes	A3			

4. Projector Oamp light source- (Recommended for small venues)

Projector	FOR OMAs TO COMPLETE	FOR TENDERER TO COMPLETE		
	Quantity: 1			
Feature	Description	Yes	No	Deviation(if any)
Projection System	3LCD (or latest technology)			
Projection Method	Front/Rear/Ceiling Mount			
Color Light Output	3,600 lumen- 2,235 lumen (economy)			
White Light Output	3,600 lumen- 2,235 lumen (economy)			
Aspect Ratio	16:10			
Resolution	WXGA (1280 x 800) HD Ready			
Light source	Lamp			
Lamp Life	2000 to 6000			
Keystone Correction	Automatic Vertical: ± 30 degrees			
	Manual: Horizontal: ± 30 degrees			
Contrast Ratio	15,000:1			
Speakers	In-build, 2 Watt speakers			

Input/output Ports	USB 2.0 Type B			
	1 x HDMI in			
	1 x RGB in			
	1 x VGA in			
	Computer/Component Video: D-sub			
	Wireless LAN IEEE 802.11b/g/n (WiFi4)			
	1 x Audio in			
	1 x Composite video: RCA			
	Ethernet interface (100 Base-TX/10 Base-T)			
	1xMHL			
	1 x S-Video			
Security	Kensington lock			
	Wireless LAN security			
	Password protection			
Accessories	Remote control and Pointer			
	All required cables(RGB ,HDMI, MHL, USB ,POWER, etc)			
	Carry Bag			
Warranty	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 (*insert website address*) 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
Purchaser GCC 1.1(h)	The purchaser is: Ministry of Information and Communication Technology
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is: 2nd Floor, 301 Trust Building, Independence Avenue
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Ministry of ICT, the address and the contact name shall be: Head of PMU Private Bag 13344 Windhoek Email: PMU@mict.gov.na For the Supplier, the address and contact name shall be: _____

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within <u> 30 </u> days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note & invoice;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
Terms of Payment GCC 16.1	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
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price “ shall not be ” adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: 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.
Performance Security GCC 18.1	(i) No performance security is required * Delete as appropriate
Transportation GCC 25	The Goods shall be delivered: [Incoterm for transportation].
Inspection and Test GCC 26.1	The inspection and tests shall be: Shall be carried out upon delivery
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: 301 Trust Building, Independence avenue, 2nd Floor.
Warranty GCC 28.3	The period of validity of the warranty shall be: 3 Years

Subject and GCC clause reference	Special Conditions
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: [366] day(s)

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		
Have a proof that the supplier is a certified reseller / distributor of the HP brands (a certified copy official letter from the principal dealer/distributor to be attached)		

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.

