

# **Request for Sealed Quotations for Goods**

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**Procurement of Laptops (Including Extra Accessories)**

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**Procurement Reference No: G/RFQ/NACC-15/2022**

**Namibian Competition Commission  
No. 15 Eugene Marais Street  
Namibia Trade Forum Building  
P.O. Box 2104  
Windhoek, Namibia  
Tel: +264 61 224 622  
Fax: +264 61 401 900  
Website: [www.nacc.com.na](http://www.nacc.com.na)**

## Letter of Invitation

TO:

**Procurement Reference No: G/RFQ/NACC-15/2022**

Dear Sir/Madam,

### **Request for Quotations for Procurement of Laptops (Including Extra Accessories)**

The Namibian Competition Commission (NaCC) invites you to submit your best quote for the items described in detail hereunder.

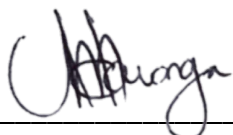
Your offer should be made on **Section II: Quotation Letter** (on your letterhead), with the compulsory documents listed in **Schedule 3: Quotation Checklist** and any other documents which you may wish to submit attached thereto. **Kindly ensure that you initial every page except the signature pages.**

Your offer should be addressed to **Ms. Martha Hawanga, Head: Procurement Management Unit**, and sent to [NaCCProcurement@nacc.com.na](mailto:NaCCProcurement@nacc.com.na) or delivered at the **NaCC's Reception at No. 15 Eugene Marais Street, Windhoek.**

Your quotation should reach the NaCC on or before **Wednesday, 19<sup>th</sup> October 2022 at 17:00.**

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation. Queries, if any, should be addressed to **Ms. Martha Hawanga** in writing and sent to [NaCCProcurement@nacc.com.na](mailto:NaCCProcurement@nacc.com.na).

Yours faithfully,



**Martha Hawanga**  
**Head: Procurement Management Unit**  
[NaCCProcurement@nacc.com.na](mailto:NaCCProcurement@nacc.com.na)

19/09/2022

**Commissioners:** Mr Peter Carlson (Chairperson), Ms Grace Mohamed (Vice Chairperson), Mr Linus Garoeb, Ms Petronella Masabane and Ms Isabella Tjatjara

**EX Officio:** Mr. Vitalis Ndalikokule (CEO & Secretary to the Commission)

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

The NaCC reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation;
- (c) to award a contract to more than one bidder;
- (d) to cancel the quotation process and reject all quotations at any time prior to contract award; and
- (e) reduce or increase the number of laptops to be supplied by the successful bidder.

## 2. Preparation of Quotations

You are requested to quote for the items mentioned in **Section III: List of Goods and Price Schedule** by completing, signing and returning (or attaching thereto):

- (a) **Section II: Quotation Letter** with its attachments, the **Schedule 1: Bid Securing Declaration** and **Schedule 2: Written Undertaking in terms of Section 138 of the Labour Act**;
- (b) **Section III: List of Goods and Price Schedule**;
- (c) **Section V: Specifications and Compliance Sheet** (bidder should submit any 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);
- (d) **Schedule 3: Quotation Checklist**;
- (e) A certified copy of a valid **Company Registration Certificate**;
- (f) a certified copy of a valid **Good Standing Tax Certificate**;
- (g) a certified copy of a valid **Good Standing Social Security Certificate**;
- (h) a certified copy of a valid **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;
- (i) Any other attachment deemed appropriate.

You are advised to carefully read the complete this document, including the **Section VIII: Special Conditions of Contract**, 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 **60 days** from the date of submission deadline.

### 4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate (if applicable);
- (b) have a valid Good Standing Tax Certificate;
- (c) have a valid Good Standing Social Security Certificate;
- (d) have a valid Affirmative Action Compliance Certificate (in the event that the Affirmative Action Compliance Certificate is older than 12 months from the date of issue, a confirmation letter from the 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;
- (e) submit a Bid Securing Declaration;
- (f) submit an 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 (i.e. Written undertaking in terms of section 138 of the Labour Act).

### 5. Bid Securing Declaration

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

### 6. Delivery

Delivery and installation shall be **within 3 days** after issue of Purchase Order or a shorter period if the goods are urgently required. Deviation in delivery period shall be considered if such deviation is reasonable and requested in writing.

### 7. Submission of Quotations

Quotations should be deposited in the Bid Box located at **NaCC's Reception at No. 15 Eugene Marais Street, Windhoek** or emailed to **Ms. Martha Hawanga, Head of Procurement Management Unit:** and sent to [NaCCProcurement@nacc.com.na](mailto:NaCCProcurement@nacc.com.na). not later than **Wednesday, 19<sup>th</sup> October 2022 at 17:00**.

Late quotations will be rejected.

## **8. Sealing and Marking of Quotations**

Where hard copies of the quotation are delivered, they 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.

## **9. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 7 above.

## **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 price to determine the lowest evaluated quotation.

## **11. Technical Compliance**

**Section V: Specification and Compliance Sheet** details the minimum specifications of the goods/items to be supplied. The specifications must be met but no credit will be given for exceeding the specifications.

The bidder should submit any 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.

## **12. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

## **13. Award of Contract & Duration**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods shall be selected for award of contract. Award of contract shall be by an Award Letter in accordance with terms and conditions contained in **Section VI: General Conditions of Contract and Contract Agreement and Section VIII: Special Conditions of Contract**.

**14. Notification of Award**

The Public Entity shall after award of the Contract promptly inform all unsuccessful bidders in writing of the name of the successful bidder and the contract amount.

## SECTION II: QUOTATION LETTER

*[to be completed by Bidder on own letterhead]*

*[Complete this form with all the requested details and submit it on your letterhead as the first page of your quotation with all the documents requested in "Section I: Instructions to Bidders" attached. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]*

Quotation addressed to:	Namibian Competition Commission
Procurement Reference Number:	G/RFQ/NACC-15/2022
Subject matter of Procurement:	Procurement of Laptops (Including Extra Accessories)

We offer to supply the items listed in the attached **Section III: List of Goods and Price Schedule** as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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: Instructions to Bidders**.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of the Quotation is **60 days** from the date of the bid submission deadline.

We confirm that the prices quoted in **Section III: List of Goods and Price 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.

**Please tick the applicable box:**

- Small and Medium National Enterprise
- Large National Firm
- Foreign Firm
- None of the above

**Quotation Authorised by:**

<b>Name of Bidder:</b>	
<b>Contact Person:</b>	
<b>Position:</b>	
<b>Phone No. &amp; Email Address:</b>	
<b>Name of Person Authorising the Quotation:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Phone No. &amp; Email Address:</b>	
<b>Date:</b>	
<b>Company Seal (if applicable or appropriate):</b>	



**SCHEDULE 1  
BID SECURING DECLARATION**

(Section 45 of Act)  
(Regulation 37(1)(b) and 37(5))

**Procurement Ref No.: G/RFQ/NACC-15/2022**

**To: Namibian Competition Commission**

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 indicated below]

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:.....  
[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**

**SCHEDULE 2**



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015**

**1. EMPLOYERS DETAILS**

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tel No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

**2. PROCUREMENT DETAILS**

Procurement Reference No.: G/RFQ/NACC-15/2022

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:** .....

**Name of Authorised Signatory:**.....

**Date:** .....

**Seal (if applicable/appropriate):**.....

*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 of Laptops (Including Extra Accessories)

**PROCUREMENT REF NO.** G/RFQ/NACC-15/2022

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to C shall be filled in by the Public Entity. [To be filled by the Public Entity]				Bidders shall fill-in columns D - H and fill the total D= mark with a *if an equivalent is quoted • If an equivalent is quoted, <b>please attach to your quote appropriate technical information &amp; specification</b> • Bidders shall fill in and sign the bottom section of this page				
A	B		C	D	E	F	G	H
Item no.	Description of Goods	Size	Quantity required	*	Price per unit: NAD	Total price excluding VAT: NAD	VAT: NAD	Total price including VAT: NAD
1.	HP ProBook 250 G9 UMI 17-1135G7 i7 intel Core 16.6 FHD UWVA		5					
2.	Additional HP Chargers or Universal Chargers (AC Adapter -HP 65/90W, 18.5V 3.5A)(the Supplier is expected to provide cost for both type of chargers)		4					
3.	Ordinary/Standard Laptop Bags		5					
<b>TOTAL:</b>								
<b>NAME:</b>			<b>POSITION:</b>		<b>SIGNATURE:</b>			<b>DATE:</b>
<b>NAME OF BIDDER:</b>				<b>ADDRESS:</b>				

- Cost of delivery: \_\_\_\_\_ *[Bidder to indicate the cost of delivery of the Goods to the NaCC's premises]*
- Warranty period offered on Laptops: \_\_\_\_\_
- Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1. The NaCC requires, *inter alia*, the following goods:

Item no.	Description of Goods	Size	Quantity required
1.	HP ProBook 250 G9 UMI I7-1135G7 i7 intel Core 15.6 FHD UWVA		5
2.	16GB Memory DDR4		
3.	SSD hard drive 512GB		
4.	Window 11pro 64bit with webcam and wi-fi +BT		
5.	HDMI port		
6.	Ethernet Port (RJ-45)		
7.	USB ports		3
8.	HP Chargers or Universal Chargers (AC Adapter; HP 65/90W, 18.5V 3.5A)		4
9.	Ordinary/Standard laptop bags		5

2. The goods are to be delivered at the Commission's premises.
3. Once the Quotation is accepted, a Purchase Order shall be issued by the NaCC and the Supplier shall deliver and install the Goods within 3 days from the time the Purchase Order issued.
4. 1 year warranty on all the laptops.

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NACC-15/2022

*[Bidder 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.]*

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
1	HP ProBook 250 G9 UMI I7-1135G7 i7 Intel Core 15.6 FHD UWVA		
2	16GB Memory DDR4		
3	SSD hard drive 512GB		
4	Window 11pro 64bit with webcam and Wi-Fi + BT		
5	HDMI port		
6	Ethernet port (RJ-45)		
7	USB ports		
8	HP chargers or Universal chargers (AC Adapter; HP 65/90W, 18.5V 3.5A) – The Supplier is expected to provide cost for both type of chargers)		
9	Ordinary/Standard laptop bags		
10	Goods to be delivered to the NaCC's premises		
11	Delivery of goods shall be within 3 days after issue of Purchase Order		

<b>Item No</b>	<b>Technical Specification Required</b>	<b>Compliance of Specification Offered</b>	<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
12	Testing of laptops once delivered to ensure functioning properly		
13	Minimum Warranty		

**Specifications and Compliance Sheet Authorised By:**

<b>Name:</b>		<b>Signature:</b>	
<b>Position:</b>		<b>Date:</b>	
<b>Authorised for and on behalf of:</b>		<b>Company:</b>	

## **SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT**

Any resulting contract shall be placed by means of an Award Letter 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 Ministry of Finance except where modified by the Special Conditions below.

## **SECTION VII: CONTRACT AGREEMENT**

Any resulting contract shall be placed by means of an Award Letter and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

The following documents form part of the Contract:

- Award Letter;
- Purchase Order;
- Quotation (i.e. Sections II – V);
- General Conditions of Contract; and
- Special Conditions of Contract.



## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/NACC- 15/2022

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 the <b>Namibian Competition Commission</b>
<b>Site GCC 1.1(m)</b>	<p>The site/final destination for delivery of the Goods is at the NaCC's Offices:</p> <p><b>No. 15 Eugene Marais Street Namibia Trade Forum Building Windhoek, Namibia</b></p> <p>and</p> <p><b>No. 145 Marien Ngouabi Street Windhoek, Namibia</b></p> <p><b>Or such other address as indicated by the NaCC when the purchase order is issued.</b></p>
<b>Notices GCC 8.1</b>	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer: <b>Vitalis Ndalikokule (CEO &amp; Secretary to the NaCC) Namibian Competition Commission No. 15 Eugene Marais Street Namibia Trade Forum Building P.O. Box 2104 Windhoek, Namibia</b></p> <p>For the Supplier, the address and contact name shall be: As indicated in <b>Section II: Quotation Letter</b></p>
<b>Delivery and Documents GCC 13.1</b>	Once the Quotation is accepted, a Purchase Order shall be issued by the NaCC and the <b>Supplier shall deliver the Goods within 3 days from the time the Purchase Order issued.</b>

Subject and GCC clause reference	Special Conditions
<b>Terms of Payment GCC 16.1</b>	The structure of payments shall be: <b>full payment following delivery of the Goods; testing of that the Goods are working properly; and submission of an invoice by the Supplier.</b>
<b>Terms of Payment GCC 16.3</b>	Payments shall be made <b>not later than thirty days after submission of an invoice and its certification by the Purchaser.</b>
<b>Performance Security GCC 18.1</b>	No performance security is required
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be carried out after delivery of the Goods.
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at the Purchasers premises where the Goods are delivered.
<b>Warranty GCC 28.3</b>	The period of validity of the warranties shall be as offered by the Supplier Section III: List of Goods and Price Schedule.
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be within 48 hours from notice to the Supplier stating the nature of any such defects.

**SCHEDULE 3  
QUOTATION CHECKLIST**

No.	Description	Attached	Not Attached
1	Section II: Quotation Letter		
2	Schedule 1: Bid Securing Declaration		
3	Schedule 2: Written Undertaking in terms of Section 138 of the Labour Act		
4	Section III: List of Goods and Price Schedule		
5	Section IV: Specification and Compliance Sheet (The bidder should submit any 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.)		
6	Schedule 3: Quotation Checklist		
7	A certified copy of a valid company Registration Certificate		
8	A certified copy of a valid good Standing Tax Certificate		
9	A certified copy of a valid good Standing Social Security Certificate		
10	<p>A certified copy of a valid Affirmative Action Compliance Certificate (in the event that the Affirmative Action Compliance Certificate is older than 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued)</p> <p style="text-align: center;">OR</p> <p>Proof from Employment Equity Commissioner that bidder is not a relevant employer</p> <p style="text-align: center;">OR</p> <p>An exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.</p>		

**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.