



# Otjozondjupa Regional Council



Tel: (067) 303702/303619/304168  
Fax: (067) 302760/302742

P.O. Box 1682  
Otjiwarongo  
NAMIBIA

## Request for Quotations for Non-Consultancy Services

**NCS/RFQ/OTRCED-26/2024/2025**

### SUPPLY, DELIVERY & INSTALLATION OF PASTEL SERVER AT DIRECTORATE EDUCATION ARTS & CULTURE

Name of Bidder: .....  
Contact Number of Bidder: .....  
Email Address of Bidder: .....  
Authorized Representative: .....  
Total price: .....  
Signature: .....

**Closing Date & Time:** 10 October 2024; 10h00

**Procurement Management Unit  
Otjozondjupa Regional Council  
P.O. Box 1682  
Otjiwarongo  
Namibia**



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## Letter of Invitation

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

**Procurement Reference Number: NCS/RFQ/OTRCED-26/2024/2025**

Dear Sir/Madam,

**Otjozondjupa Regional Council**, invites you to submit your best quote for the items described in detail hereunder.

### **SUPPLY, DELIVERY & INSTALLATION OF PASTEL SERVER AT DIRECTORATE EDUCATION ARTS & CULTURE**

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

Queries, if any, should be addressed to *Mr. M. Kamatjipose via email [mkamatjipose@gmail.com](mailto:mkamatjipose@gmail.com)*

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

Yours Faithfully

**MRS S.M.K. TUAHUKU**

**HEAD: PROCUREMENT MANAGEMENT UNIT.**



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The **Otjozondjupa Regional Council** reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 *[60]* 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 copy company Registration Certificate;
  - i. an entity incorporated or registered under the company or close corporation laws in Namibia;*
  - ii. Co-operative registered under the laws regulating co-operatives in Namibia;*
  - iii. Document serving as of registration as a Trust and Trust deed for a trust registered under laws regulating trusts in Namibia;*
- (b) have an original / certified copy valid good Standing Tax Certificate;
- (c) have an original / certified copy 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) have or sign a written undertaking as contemplated in section 138(2) of the Labour
- (f) sign the Bid Securing Declaration;

- (h) Bidder should attach authorised certificate as a distributor for that particular item/model/brand-name;
- (i) All equipment should be covered by a full part & labour warranty for three (3) years after installation & commissioning;
- (j) Attach Company profile;
- (k) (2) two references letter where similar services have been provided;
- (l) Initial all pages of the bid;

## **5. Bid Securing Declaration**

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

## **6. Services Completion Period**

The completion period for services shall be *[30 days]* after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

## **7. Documents to be submitted**

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

## **8. 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.

## **9. Submission of Quotations**

Quotations should be deposited in the Bid Box located at Otjozondjupa Regional Council's head Quarters at 22 Henk Willems Street, Otjiwarongo; new building ground floor, block B not later than **10 October at 10h00**. Bids by post should reach Otjozondjupa Regional Council; by the same date and time at latest. Late bids will be rejected and returned to the bidder unopened. Bids received by e-mail or fax will not be considered.

## **10. Opening of Quotations**

Bids will be opened internally by the OTRC immediately after the closing time referred to in section 9 above. Bidders or their representatives may attend the Bid Opening if they choose to do so.

## **11. Evaluation of Quotations**

Otjozondjupa Regional Council 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.

## **12. 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 substantially 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.

## **13. 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.

## **14. Margin of Preference**

Not Applicable

## **14. Award of Contract**

The Bidder having submitted the substantially responsive bid and qualified to perform the service shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

## **15. Notification of Award and Debriefing**

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

## 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 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 \_\_\_\_\_ days *[insert number of 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 \_\_\_\_\_ days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within \_\_\_\_\_ 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		

**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]*

*[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.]*



**Republic Of Namibia**

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

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

**1. EMPLOYERS DETAILS**

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....



**2. PROCUREMENT DETAILS**

Procurement Reference No.:.....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

**3. UNDERTAKING**

I .....[insert full name], owner/representative

of .....[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

### SECTION III: SCOPE OF SERVICE

### SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: \_\_\_\_\_

*[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	Total Price
A*	B*	C*	D*	E	F
1	Form factor – Rack or Tower	1			
2	Processor - 2 x Intel Xeon Silver 4309Y 8C 2.8GHz 105W	1			
3	Memory – 64GB DDR4	1			
4	Storage capacity -14T	1			
5	Supported Hard Disk – 2.5 or 3.5 SATA/SAS/NVMe	1			
6	RAID Support – Software RAID supporting 5,6,10,50	1			
7	Network Interface – 2 x 1Gbe 4-Port Base-T network card	1			
8	Power Supplies & Fans – Two hot-swap/redundant power supplies; two integrated fans per power supply	1			
9	OS Supported – Microsoft Windows Server, Red Hat Enterprise Linux, SUSE Linux Enterprise Server, VMware ESXi	1			
10	Support License – Up to 5 Years Support Services License	1			
11	Warranty – 3 years	1			
<b>Labour (installation) costs</b>					
<b>Subtotal</b>					
<b>VAT @ 15 %</b>					
<b>Total Amount</b>					

**Priced Activity Schedule Authorised By:**

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: \_\_\_\_\_

*[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	Form factor – Rack or Tower		
2	Processor - 2 x Intel Xeon Silver 4309Y 8C 2.8GHz 105W		
3	Memory – 64GB DDR4		
4	Storage capacity -14T		
5	Supported Hard Disk – 2.5 or 3.5 SATA/SAS/NVMe		
6	RAID Support – Software RAID supporting 5,6,10,50		
7	Network Interface – 2 x 1Gbe 4-Port Base-T network card		
8	Power Supplies & Fans – Two hot-swap/redundant power supplies; two integrated fans per power supply		

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>
9	OS Supported – Microsoft Windows Server, Red Hat Enterprise Linux, SUSE Linux Enterprise Server, VMware ESXi		
10	Support License – Up to 5 Years Support Services License		
11	Warranty – 3 years		

**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/OTRCED-26/2024/2025 for procurement of services available on the website ([otjozondjuparc.gov.na](http://otjozondjuparc.gov.na))

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: \_\_\_\_\_

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC

Subject and GCC Reference	Special Conditions
<b>Definitions</b> GCC 1.1(a)	Adjudicator is Not Applicable for this contract
<b>Definitions</b> GCC 1.1(l)	The Member is: .....
<b>Definitions</b> GCC 1.1(o)	The Service Provider is: ..... .....
<b>Notices</b> GCC 1.4	Any notice shall be sent to the following addresses: <b>Procurement Management Unit</b> <b>Otjozondjupa Regional Council</b> <b>P.O. Box 1682</b> <b>Otjiwarongo</b> <b>Namibia</b> <b>Mrs. S.M.K Tahuku</b>
<b>Authorised Representatives</b> GCC 1.6	The Authorised Representatives are: For <b>Otjozondjupa Regional Council</b> : Mrs. S.M.K Tahuku  For the Service Provider .....
<b>Effectiveness of Contract</b> GCC 2.1	Contract shall come into effect after the issue of the Purchase order

<b>Starting Date</b> <b>GCC 2.2.2</b>	The intended starting date for the commencement of Services is 7 days after the issue of the Purchase Order.
<b>Prohibition</b> <b>GCC 3.2.3(c)</b>	Not Applicable
<b>Documents Prepared by Service Provider to be the Property of the Public Entity</b> <b>GCC 3.9</b>	Not Applicable
<b>Payments of Liquidated Damages</b> <b>GCC 3.10.1</b>	Not Applicable
<b>Lack of Performance Penalty</b> <b>GCC 3.10.3</b>	Not Applicable
<b>Performance Security</b> <b>GCC 3.11</b>	Not Applicable

<b>Assistance and Exemptions</b> GCC 5.1	Not Applicable
<b>Contract Price</b> GCC 6.2(a)	The amount in local currency is <i>Namibian Dollars</i> .
<b>Terms and Condition of Payment</b> GCC 6.4	Payment shall be made within 30 days of receipt of the invoice and the relevant documents after completion of the service rented.
<b>Price Adjustment</b> GCC 6.6.1	Price adjustment <i>not</i> applicable.
<b>Identifying Defects</b> GCC 7.1	The following inspections shall be carried out:  IT Personnel shall inspect all delivered equipment and software to ensure that they comply with tender specifications.
<b>Dispute Settlement</b> 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.
<b>Dispute Settlement</b> GCC 8.2.3	Not Applicable
<b>Dispute Settlement</b> GCC 8.2.4	Not applicable
<b>Dispute Settlement</b> GCC 8.2.5	Not Applicable

## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No:** .....

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Sign Bid securing declaration	
Company profile, past experience and references where similar services have been provided	
have a valid certified copy of Affirmative Action Compliance Certificate or 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;	
Initial all pages of the bid;	
have an original / certified copy valid good Standing Tax Certificate;	
have a valid copy company Registration Certificate;	
have an original / certified copy valid good Standing Social Security Certificate;	
Bidder should attach authorised certificate as a distributor for that particular item/model/brand-name;	