

---

**OFFICE OF THE PRESIDENT**  
**GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE**

---

# **Request for Sealed Quotations For NCS**

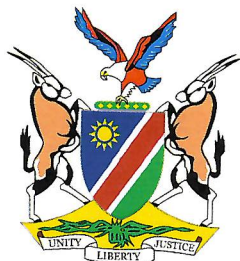
---

**REQUEST TO PROCURE MICROSOFT WINDOWS 11 PROFESSIONAL  
LICENSES FOR THE MINISTRY**

---

**Procurement Reference No: NCS/RFQ/36—39/2023**

Office of the President  
Gender Equality, Poverty Eradication & Social Welfare  
Juvenis Building, Independence Avenue  
Private Bag 13359  
Windhoek  
Tel +264-61- 2833111  
Fax +264-61-283941/240898



**OFFICE OF THE PRESIDENT  
GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE**

**Letter of Invitation**

**TO:** .....  
.....  
.....  
.....

*NCS/RFQ/36-39/2023*

**20 July 2023**

Dear Sirs/Madam

**REQUEST TO PROCURE MICROSOFT WINDOWS 11 PROFESSIONAL FOR THE  
MINISTRY**

The Office of the President: Gender Equality, Poverty Eradication and Social Welfare invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to Ms. J. Ashipembe Tel: 061 2833254 or Ms. A. Ndakalako  
Tel: 061-2833210

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,

  
**J.K. Embula**  
**HEAD: PROCUREMENT MANAGEMENT UNIT**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Ministry of Gender Equality and Child Welfare 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

### 2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for *Bid Security/Bid Securing Declaration [Public Entity to select as appropriate]*;
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 **30 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 certified company Registration Certificate;**
- (b) **Have an original valid good Standing Tax Certificate;**

**OR**

**A valid certified copy of an original document, as certified by the Namibian Police.**

- (c) **Have an original valid good Standing Social Security Certificate;**

**OR**

**A valid certified copy of an original document, as certified by the Namibian Police**

- (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;**

**NB: Kindly do not charge VAT if you are not VAT registered.**

## 5. Bid Securing Declaration

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

## 6. Delivery

Delivery shall be 7 days after acceptance/issue of Purchase Order. Deviation in delivery period **shall not be considered**.

6.1. The following tests and inspections will be conducted on the goods at delivery:

- **Substandard products, right products and correct quantities etc.**

## 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 Office of the President: Gender Equality, Poverty Eradication and Social Welfare Head Office, not later than 31 July 2023 12H00. Quotations by post or hand delivered should reach Office of the President: Gender Equality, Poverty Eradication and Social Welfare, Ground floor Reception, Northern Tower, not later than the same date by the same date and time. 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 instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the **Office of the President: Gender Equality, Poverty Eradication and Social Welfare** requirements 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## 11. 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 **Office of the President: Gender Equality, Poverty Eradication and Social Welfare** 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.

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

## 13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

*No technical compliance shall apply under this bidding process*

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

*[To be inserted if applicable]*

## 14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related 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 Agreement and General Conditions of Contract.

## 15. 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.



## 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 Price list and documents requested above. 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:	<b>Office of the President Gender Equality, Poverty Eradication and Social Welfare</b>		
Procurement Reference Number:	<b>NCS/RFQ/36-39/2023</b>		
Subject matter of Procurement:	<b>REQUEST TO PROCURE MICROSOFT WINDOWS 11 PROFESSIONAL FOR THE MINISTRY</b>		

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, 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 1: Instruction 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 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 to [forfeiture of the security amount / disqualification on the grounds mentioned in the BD].

The validity period of the Quotation is **thirty 30 days** from the date of the bid submission deadline.

We confirm that the prices quoted in the 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.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### 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(5)(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*



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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:** .....

**SECTION III: LIST OF GOODS AND PRICE SCHEDULE**  
**QUOTATION FOR: REQUEST TO PROCURE MICROSOFT WINDOWS 11 PROFESSIONAL FOR THE MINISTRY**  
**LOCATION: WINDHOEK**  
**Procurement Ref No. NCS/RFQ/36-39/2023**

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/Services	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/mo nth	Country of Origin
1.	Microsoft Windows 11 Professional Licenses 64-Bit, English	150	Each						
				Total	N\$	N\$	N\$		
				Grand Total	N\$				
NAME:				POSITION:					
NAME OF BIDDER:				ADDRESS:		DATE			
				SIGNATURE					

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

*[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]*

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/36-39/2023

*[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.]*

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	<b>SEE SECTION III for the description of items/products</b>		

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

### 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 **Ministry of Gender Equality and child welfare** 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: *NCS/RFQ/36-39/2023*

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
<b>Purchaser</b> GCC 1.1(h)	The purchaser is: <b>Ministry of Gender Equality, Poverty Eradication and Social Welfare</b>
<b>Site</b> GCC 1.1(m)	The Site/final destination for delivery of the service, Windhoek
<b>Incoterms Edition</b> GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> GCC 8.1	<p><b>Any notice shall be sent to the following addresses:</b></p> <p><b>For the:</b></p> <p><b>Office of the President</b></p> <p><b>Gender Equality, Poverty Eradication and Social Welfare</b></p> <p><b>Juvenis Building, Independence Avenue ,1st floor</b></p> <p><b>Contact: Ms Jane Ashipembe at 061 2833254</b></p>
<b>Delivery and Documents</b> GCC 13.1	<p>The Goods are to be delivered within 7 days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed delivery note;</p> <p>(b) Invoice</p>



Subject and GCC clause reference	Special Conditions
<b>Price Adjustment</b> GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
<b>Terms of Payment</b> 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
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than <b>thirty (30) days</b> after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> GCC 16.4 (a)	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of requirements.
<b>Performance Security</b> GCC 18.1	(i) No performance security is required
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: <b>properly indicate the procurement ref no.</b>
<b>Insurance</b> GCC 24.1	(Where goods are ordered from oversea suppliers, insert percentage type of insurance required for transportation)
<b>Transportation</b> GCC 25	The Goods shall be delivered: to the address indicated above.
<b>Inspection and Test</b> GCC 26.1	The following tests and inspections of goods will be conducted during delivery:  ➤ <b>Substandard products, right products and correct quantities etc.</b>
<b>Liquidated Damages</b> GCC 27.1	Liquidated damages for the whole contract are 1% per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.
<b>Warranty</b> GCC 28.3	For item 1, the minimum period of warranty/shelf life shall be ____ For item 2, the minimum period of warranty/shelf life shall be ____ For item 3, the minimum period of warranty/shelf life shall be ____
<b>Repair and Replacement</b> GCC 28.5	The period for repair or replacement shall be: <i>[insert number]</i> day(s)

**Procurement Reference No. NCS/RFQ/36-39/2023**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
Valid Mandatory Documents		