



# Otjozondjupa Regional Council

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

P.O. Box 1682  
Otjiwarongo  
NAMIBIA

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## Request for Sealed Quotations For Goods

Procurement Reference No:  
*G/RFQ/OTRC- 15 /2019*

### DESCRIPTION OF GOODS

**Supply and Delivery of nine HP  
Laptops and Five HP LaserJet printers to  
Otjozondjupa Regional Council**

Procurement Committee  
Otjozondjupa Regional Council  
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# Otjozondjupa Regional Council

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P.O. Box 1682  
Otjiwarongo  
NAMIBIA

## Letter of Invitation

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**Procurement Reference Number: G/RFQ/OTRC- 15/2019**

Dear Sir/Madam,

**Request for Quotations for Supply and delivery of nine HP Laptops and five HP LaserJet printers to Otjozondjupa Regional Council**

**Otjozondjupa Regional Council** 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 **Mrs. Mathilde Nomises at 067-303702.**

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**  
**SECRETARY: PROCUREMENT COMMITTEE**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

**Otjozondjupa Regional Council** reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, and
- (b) To accept or reject any quotation or 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 items mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II with its annexure for *Bid Securing Declaration*
- (b) The List of Goods and Price Schedule in 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 **[90]** 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;
- (b) have valid good standing Tax Certificate;
- (c) have a valid good Standing Social Security Certificate;
- (d) have 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;
- (e) sign the attached written undertaking as contemplated in Section 138(2) of the Labour Act, 2007;
- (f) have a certificate indicating SME Status (for Bids reserved for SMEs);

### 5. Bid Securing Declaration

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

## 6. Delivery

Delivery shall be **14 days** after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

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

### **Verification according to technical specifications**

## 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number**, addressed to **The Secretary; Otjozondjupa Regional Council Procurement Committee; P.O. Box 1682; Otjiwarongo**; with the Bidder's name and contact information at the back of the envelope.

## 8. Submission of Quotations

Quotations should be DEPOSITED in the Bid Box located at **Otjozondjupa Regional Council's head Quarters at 22 Henk Willemse Street, Otjiwarongo; Brown Building on the Second Floor** not later than **20<sup>th</sup> March 2019 at 14h00**. 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.

## 9. Opening of Quotations

Bids will be opened by the Bid Evaluation Committee together with the Procurement Committee Secretary in the Regional Council's Boardroom in the Brown Building at the Head Quarters in Otjiwarongo on the closing date at 15h00. Bidders or their representatives may attend the Bid Opening if they choose to do so.

## 10. 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 price, 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 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.

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

## 13. Margin of Preference

Not 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. Performance Security**

Not applicable

**16. Notification of Award and Debriefing**

Otjzondjupa Regional Council 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 days. Furthermore, the Otjzondjupa Regional Council shall attend to all requests for debriefing made in writing within (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:	Otjozondjupa Regional Council P.O. Box 1682 Otjiwarongo
Procurement Reference Number:	G/RFQ/OTRC - 15 /2019
Subject matter of Procurement:	Supply and delivery of nine HP laptops and five HP LaserJet printers to Otjozondjupa Regional Council

We offer to supply the items listed in the attached 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 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 BDS*.

The validity period of the Quotation is (90) days *[Public Entity to insert number of 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) and 56(2))**

**Date:** .....

**Procurement Ref No.:** G/RFQ/OTRC- 15/2019

**To:** Otjozondjupa Regional Council

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*





## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The bidders must ensure that materials quoted for are according to the technical specifications provided below.

Verification will be done at delivery

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/OTRC-15/2018

Item No	Technical Specification Required ( <i>Minimum</i> )	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
<b>1</b>	<p><b><u>HP Laptops x2 (8Gb Ram):</u></b></p> <p><b>Warranty:</b> Three (3) years  <b>Processor:</b> I5 Core 2 Duo  <b>CPU Clock Rate:</b> 2.6 GHz Minimum  <b>Wireless Compatibility:</b> integrated Intel PRO or Wireless network connection 802.11a, 802.11b, 802.11g minimum  <b>Chipset:</b> Intel  <b>RAM included in base system:</b> 8GB DDR4 – 1DIMM  <b>Hard Drive:</b> 500 GB SATA  <b>Integrated components:</b>            Integrated Secure Digital (SD) slot            Integrated Bluetooth            Integrated touchpad            Integrated audio playback/input            Integrated 10/100/1000 MB LAN  <b>Optical Drive:</b> LightScribe DVD+/RW SuperMulti with Double layer  <b>Display:</b> 15.6' diagonal LED-backlit (1366 x 768)  <b>Graphics:</b> Intel HD Graphics or Intel HD Graphics 520  <b>Battery type/life:</b> Li-ion / approx 4 hours discharge under normal use  <b>Battery Charger:</b> 110-250AC compatible  <b>Ports:</b> 3 x USB 3.0            1x VGA External output port            1x Audio/Video in/out ports</p>		

	<p>1x AC power 1x HDMI 1x Display port <b>Slots:</b> 1 media card reader, build-in 3G/4G sim slot, <b>Speakers:</b> Integrated standard speakers <b>Input Devices:</b> Optical mouse and Keyboard <b>Camera:</b> 720p HD webcam <b>Operating System:</b> Windows 10 Professional 64 bit <b>Extras:</b> Carry bag specifically designed for notebook</p>		
2	<p><b><u>HP Laptops x7 (4Gb Ram):</u></b></p> <p><b>Warranty:</b> Three (3) years <b>Processor:</b> I5 Core 2 Duo <b>CPU Clock Rate:</b> 2.6 GHz Minimum <b>Wireless Compatibility:</b> integrated Intel PRO or Wireless network connection 802.11a, 802.11b, 802.11g minimum <b>Chipset:</b> Intel <b>RAM included in base system:</b> 4GB DDR4 – 1DIMM <b>Hard Drive:</b> 500 GB SATA <b>Integrated components:</b> Integrated Secure Digital (SD) slot Integrated Bluetooth Integrated touchpad Integrated audio playback/input Integrated 10/100/1000 MB LAN <b>Optical Drive:</b> LightScribe DVD+/RW SuperMulti with Double layer <b>Display:</b> 15.6" diagonal LED-backlit (1366 x 768) <b>Graphics:</b> Intel HD Graphics or Intel HD Graphics 520 <b>Battery type/life:</b> Li-ion / approx 4 hours discharge under normal use <b>Battery Charger:</b> 110-250AC compatible <b>Ports:</b> 3 x USB 3.0 1x VGA External output port 1x Audio/Video in/out ports 1x AC power 1x HDMI 1x Display port <b>Slots:</b> 1 media card reader, build-in 3G/4G sim slot, <b>Speakers:</b> Integrated standard speakers <b>Input Devices:</b> Optical mouse and Keyboard <b>Camera:</b> 720p HD webcam <b>Operating System:</b> Windows 10 Professional 64 bit <b>Extras:</b> Carry bag specifically designed for notebook</p>		
3	<p><b><u>HP LaserJet Printer x5:</u></b></p> <p><b>Color/Monochrome:</b> Monochrome black <b>Print Speed:</b> up to 35 pages per minute black <b>Print Resolution:</b> up to 1200 x 1200 dpi</p>		

<p><b>Duty Cycle:</b> 50,000 pages per month  <b>Memory, standard:</b> 128 MB  <b>Processor speed:</b> 600 MHz  <b>Print languages, standard:</b> PCL 5c; PCL 6; postscript level 3 emulation with automatic language switching  <b>Paper tray(s), standard:</b> 2  <b>Paper handling standard, input:</b> 50-sheet multipurpose tray, 250-sheet input tray 2  <b>Paper handling standard, output:</b> 150-sheet output bin.  <b>Duplex printing:</b> Automatic  <b>Media sizes, standard:</b> Letter, Legal, A4, Envelopes, Legal, executive, statement, index cards  <b>Media Types:</b> Paper( bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, transparencies, heavy media  <b>Connectivity:</b> 1 Hi-Speed USB 2.0;  <b>Compatible operating system:</b> Window server 2016/2012; Windows 10,8,7 Professional x64  <b>USB Cable:</b> Included with Printer  <b>Warranty:</b> Three (3) years</p>		
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*[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.]*

*\* 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 and the bidder will deliver the equipment to Otjozondjupa Regional Council's head office.

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### **WRITTEN UNDERTAKING**

**(In terms of Section 138 (2) of the Labour Act, 2007(Act 11 of 2007)**

Bidders name: .....

Address: .....

Contact number: .....

I hereby undertake to obey all **Rules and Regulations** as provided in Section 138 (3) of the Labour Act, 2007(Act 11 of 2007).

I will ensure that every individual directly or indirectly employed by company or for the purpose of providing goods or services under the contract; is employed on terms and conditions not less favourable than:

(a) those provided for in a collective agreement in that industry or those prevailing for similar work in the industry and the region in which the employees are employed; or

(b) those prevailing in the nearest appropriate region, if similar work is not performed in the region.

**Name of owner or representative:** .....

**Signature:** .....

**Contact number:** .....

**SCHEDULE 2:**  
**QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.: G/RFQ/OTRC-15/2018**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Bid Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Securing Declaration	
Evidence for conformity of Goods	
Valid company Registration Certificate;	
Valid good Standing Tax Certificate;	
Valid good Standing Social Security Certificate;	
Valid 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;	
Signed written undertaking as contemplated in section 138(2) of the Labour Act, 2007	
Manufacturer's Certificate of Origin or Manufacturer's authorisation letter	

**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.*