



NAMIBIA STATISTICS AGENCY

Request for Quotations For Non-Consultancy Services

**INSTALLATION OF DATA PORTS, TELEPHONE PORTS,
POWER SKIRTING REPLACEMENT AND SETUP
BOARDROOMS CONFERENCE SYSTEM**

Procurement Reference No: NSC/RFQ/NSA-38/2022

*Tel: +26461 431 3293 Fax: +26461 431 3253 P.O.Box.2133 Windhoek, FGI House,
Post Street Mall*

Letter of Invitation

Name and Address of Bidder.....

Procurement Reference Number: NSC/RFQ/NSA-38/2022

14 NOVEMBER 2022

Dear Sirs/Madam,

**RE: INSTALLATION OF DATA PORTS, TELEPHONE PORTS AND
POWER SKIRTING REPAIR.**

Namibia Statistics Agency invites you to submit your best quote for the services 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 *Namibia Statistics Agency @+264 61 431 3293, procurement@nsa.org.na*

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,

.....

Ms. R. Paulus

Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Namibia Statistics Agency 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 company Registration Certificate;
- (b) have an original valid Good Standing Tax Certificate;
- (c) have an original 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) have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) have a SME certificate;
- (g) 100% Namibian owned Companies, attach ID's of all shareholder/members/Owners;

5. Bid Securing Declaration

Bidders are required to **submit 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 be considered if such deviation is reasonable and provided that approval is granted by Namibia Statistic Agency.

7. Documents to be submitted

Bidders shall submit along with their quotation's documents.

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 Quotation/Bid Box located at **Namibia Statistics Agency, FGI House, Post street mall, Ground Floor at Reception area**,¹, not later than **22 November 2022, 11h00**. Quotations by post or hand delivered should reach **Namibia Statistics Agency**, by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a 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.

11. 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.

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. For any deviations 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.

14. Margin of Preference

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

Not applicable

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

Not applicable

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. Performance Security

Not Applicable

¹ Insert number of fax machine secured for quotations not to be disclosed before the set date and time.

17. 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. N/A

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 :	Namibia Statistic Agency
Procurement Reference Number:	NSC/RFQ/NSA-38/2022
Subject matter of Procurement:	Information Technology and Data Processing

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 **disqualification on the grounds mentioned in the BDS**

The validity period of our Quotation is **60 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 **5 days** from date of issue of Purchase Order.

The services will be completed within **30 days** from date of issue of Purchase Order.

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.: NSC/RFQ/NSA-38/2022

To.: Namibia Statistic Agency, FGI House, Post Street Mall.

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 III: SCOPE OF SERVICES

[Insert (a) a brief description of the services; and (b) the performance requirements and specifications of services and location where services should be performed. It is recommended to describe outputs and performances, rather than inputs, wherever possible.]

SECTION IV: PRICED ACTIVITY SCHEDULE

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[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].

LOT 1:

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	Data ports installation and repair	39			
2	Telephone ports installation and repair	17			
3	Skirting replacement and repair	1			
4	Cat6 ethernet cable drum	1			
5	Ethernet RJ 45 connectors	200			
6	Ethernet RJ45 cable boots	200			
7	Power skirting repair and installation	19			
8	Note: Inspection is required before closing of bid submission				
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

LOT 2:

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Electric screen 2440mm*1833mm	1			
2	Tripod electric screen 1700mm*1330mm	1			
3	Ceiling mount bracket projector	4			
4	Video conference webcam	4			
5	Video conference wireless audio / microphone	4			
6	Conferencing camera mounting bracket	4			
7	5M HDMI cable	4			
8	Labour and Installation	1			
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

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[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)
A*	B*	C	D
1	INSTALLATION OF DATA PORTS, TELEPHONE PORTS AND POWER SKIRTING REPAIR		
2	ELECTRIC SCREENS, BRACKETS, WEBCAMS AND MICROPHONES		

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

Specifications and Performance Standard Compliance Sheet Authorised by:

Name:	R. Paulus	Signature:	
Position:	Secretary to PC	Date:	14/11/2022
Authorised for and on behalf of:	Company	NSA	

SCHEDULE 4

QUOTATION CHECKLIST SCHEDULE

NSA to update this checklist to ensure that it contains the documents required from Bidders for the specific procurement.

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Description	Attached (please tick if submitted and cross if not)
Company's Quotation	
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioned	
Valid company Registration Certificate certified copy	
Valid Original Good Standing Tax Certificate;	
Valid Original Good Standing Social Security Certificate	
SME certificate	
Certified ID	
Three reference letters for similar work done	
Initial all pages	

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.