



REPUBLIC OF NAMIBIA

MINISTRY OF FISHERIES AND MARINE RESOURCES

Request for Sealed Quotations For Goods

**SUPPLY AND DELIVERY OF
MICROSOFT OFFICE LICENSES**

Procurement Reference No: G/RFQ/022-91/2023

Ministry of Fisheries
Brendan Simbwaye Square
C/o Uhland & Goethe street
Windhoek

21 November 2023



REPUBLIC OF NAMIBIA

MINISTRY OF FISHERIES AND MARINE RESOURCES

Tel : 061 2053062/3069
Fax : 061 225613

Private Bag 13355
WINDHOEK

Letter of Invitation

To The Bidder:

Company Name: _____

Telephone Number: _____

Email Address: _____

G/RFQ/022-91/2023

21 November 2023

Dear Sir / Madam

Request for Quotations for Supply and Delivery of Microsoft Office Licenses

The Ministry of Fisheries and Marine Resources 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 Lange Oliwa Ndafyaalako 061 2053062/9**

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. Jessica Soja

HEAD OF PROCUREMENT MANAGEMENT UNIT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Fisheries and Marine Resources 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
- (c) To cancel the quotation process and reject all quotations at any time prior to contract award.
- (d) To reject a bidder who submits more than one bid.
- (e) To award a bid to bidders within the radius of the required service.
- (f) A Purchaser shall not be bound to accept the lowest or any quotation.

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 Securing declaration
- (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 original/certified copy of a company Registration Certificate indicating the nature of business and ownership;
- (b) have an original valid/certified copy Good Standing Tax Certificate;
- (c) have an original valid/certified copy 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 a 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);
- (g) Submit signed Bid-securing Declaration
- (h) Submit a valid certified copy Fitness Certificate;

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **5 Working days** after acceptance/issue of Purchase Order. Deviation in delivery period **shall be considered if such deviation is reasonable and communicated in writing.**

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

Check for any damages of the goods.

Check on delivery note if all goods are delivered.

Check the quality of good delivered.

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

8.1 Quotations should be deposited in the Quotation/Bid Box located at:

Ministry of Fisheries and Marine Resources,
Brendan Simbwaye Square,
C/o Kenneth Kaunda & Goethe Street,
Ground Floor, Room 003
Windhoek

Not later than 4 December 2023 at 10h00 a.m. or quotations can be posted to:

Ministry of Fisheries and Marine Resources
P/Bag 13355
Windhoek

To reach by the same date and time indicated above.

NOTE: Late quotations will be rejected and Quotations received by e-mail will not be considered.

All bidders are reminded to mark envelopes clearly. Envelopes should include reference number, company name and address and the closing date.

9. Opening of Quotations

Quotations will be opened internally by the Ministry of Fisheries and Marine Resources Windhoek 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 Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Ministry of Fisheries and Marine Resources 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 quotation's documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Ministry of Fisheries and Marine Resources 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. 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.

14. 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.

NB: If your quotation is not authorised, it will be rejected.

Quotation addressed to: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

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 BD]*.

The validity period of the Quotation is **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	

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

Date: 21 November 2023

Procurement Reference No: G/RFQ/022-91/2023

To: Ministry of Fisheries and Marine Resources, Windhoek.

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

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]

Here by 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:

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Reference No: G/RFQ/022-91/2023

QUOTATION FOR: Ministry of Fisheries and Marine Resources

INSTRUCTIONS TO THE PUBLIC ENTITY		INSTRUCTIONS TO BIDDERS							
<p>At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. Ministry of Fisheries and Marine Resources Private Bag 13355, C/o Kenneth Kaunda & Goethe Street, Windhoek</p>		<p>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 • NB! Bidders shall fill in the total column • NB! Bidder shall attach a quote with Detailed Technical specification, Delivery Period and if the price is Fixed.</p>							
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Unit of measures	Quantity required	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/m onth	Country of Origin
1.	Microsoft Office LTSC Professional 2021 One Volume license One-time purchase Package include Word, Excel, PowerPoint, and Outlook, plus Publisher and Access Compatible with Windows 11 and Windows 10	Each	20						
					VAT 15%				
					Total				
NAME:		POSITION:		SIGNATURE:		DATE			
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: Namibian Dollars

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The Ministry of Fisheries and Marine Resources 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 No: G/RFQ/022-91/2023

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.	Microsoft Office LTSC Professional 2021 One Volume license One-time purchase Package include Word, Excel, PowerPoint, and Outlook, plus Publisher and Access Compatible with Windows 11 and Windows 10		
2.			

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/022-91/2023** on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: 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: **G/RFQ/022-91/2023**

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
Purchaser GCC 1.1(h)	Ministry Of Fisheries and Marine Resources (Head Office), Windhoek
Site GCC 1.1(m)	Brendan Simbwaye Square, C/o Kenneth Kaunda & Goethe Street, Ground Floor, Room 003, Windhoek
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2021
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses:</p> <p>For the Ministry of Fisheries and Marine Resources, Kenneth Kaunda & Goethe street Windhoek, shall be: Mrs. Annely Haiphene, Executive Director)</p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p>
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Namibian law.
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered within 3 days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <ul style="list-style-type: none"> (a) Signed delivery note; (b) Tax invoice (c) Signed purchase order

Subject and GCC clause reference	Special Conditions
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment 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
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p> <p>ii) An interest rate of 0% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be packed in boxes marked for the Ministry of Fisheries and Marine Resources, (Head Office) Windhoek
Transportation GCC 25	Supplier transport within Windhoek
Inspection and Test GCC 26.1	<p>The inspection and tests shall be:</p> <p><i>Check the delivery of goods:</i></p> <ul style="list-style-type: none"> ➤ <i>against the specifications</i> ➤ <i>any damages of the goods.</i> ➤ <i>Verify if all goods are delivered.</i> <p><i>Verify the quality and quantity of good delivered.</i></p>
Location of Inspection and Tests GCC 26.2	<p>The inspections and tests shall be conducted at:</p> <p>Brendan Simbwaye Square, C/o Kenneth Kaunda & Goethe Street, Ground Floor, Room 003, Windhoek</p>
Liquidated Damages GCC 27.1	<p>Liquidated damages for the whole contract are <i>[4% of the final contract price]</i> per day.</p> <p>The maximum amount of liquidated damages for the whole contract is <i>[10%]</i> of the final contract price.</p>

Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: 1 years</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Brendan Simbwaye Square, C/o Kenneth Kaunda & Goethe Street, Ground Floor, Room 003, Windhoek</p>
Repair and Replacement GCC 28.5	<p>The period for repair or replacement shall be: <i>[14]</i> day(s)</p>

SCHEDULE 3
QUOTATION CHECKLIST SCHEDULE

Procurement Reference No: G/RFQ/022-91/2023

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		

***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.*