



**Request for Quotations
for**

Supply and Delivery of five (5) Telephone sets

Bidder Name: _____	Bidder Representative: _____
Tel: _____	Mobile: _____
Email: _____	Fax: _____
Bid Amount: _____	Contract period (days): _____

Procurement Reference No: G/IQ/NCAA-53/2023

Closing date: 31 January 2024

Issuing date: 24 January 2024

Time: 15H00

Namibia Civil Aviation Authority
Head Office
No.4 Rudolph Hertzog street
Aussapanplatz
Windhoek Namibia

|Email: PMU@ncaa.na
|Website: www.ncaa.com.na
|Tel: +264 832 352166/7/2201

INFORMAL QUOTATION (GOODS)

Procurement Ref. No. **G/IQ/NCAA-53/2023**

To

The Namibia Civil Aviation Authority hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent or addressed to the Procurement Management Unit at Namibia Civil Aviation Authority in a sealed envelope marked Quotation Reference No **G/IQ/NCAA-53/2023** or email it to **PMU@ncaa.na** Your quotation should reach the NCAA on or before the **31 January 2024 by 15h00** at latest. **Emailed quotations will be accepted.**

Full Name of Head of Procurement Management Unit: Mweutota Shonghela

Date: 24/01/2024

Signature



Item No	Description	Quantity *	Unit of Measure	Rate N\$	Amount without VAT NAD	VAT NAD	Make & Model	Country of Origin
1.	<p>Corded telephones Specs</p> <p>1. Hands free function to organize conference calls</p> <p>2. Direct memory keys to call rapidly top contacts</p> <p>3. Last number redial and A call log to control missed calls</p> <p>4. A legible display with caller identification</p> <p>5. Freedom and audio quality in headset mode</p>	3						

	6. Must have 2+ year warranty 7. Plug-and-play - very easy installation 8. Multi-lingual							
	<p>The Cordless should have the following additional specs</p> <ol style="list-style-type: none"> 1. Automatic reduction of the transmitting power depending on the distance between the handset and the base station (ECO DECT) 2. Interface a/b (analog), to be connected to the PBX system 3. Handset should have at least Standby: up to 200 hours <ol style="list-style-type: none"> a. Talk time: up to 18 hours b. Batteries: 2 x AAA (NiMH) c. Range <ol style="list-style-type: none"> i. - in buildings: up to 50 m ii. - outdoors: up to 300 m d. Dimensions: 159 x 48 x 30 mm (H x W x D) (Optional) e. Weight: 114 g (incl. batteries) (Optional) 4. Base station (Optional) <ol style="list-style-type: none"> a. Power supply: 230 V plug-in power adapter 	2						

	<ul style="list-style-type: none"> b. Dimensions: 97 x 81 x 55 mm (H x W x D) c. Weight: 69 g d. Base station suited for wall mounting 5. Charger (Optional) <ul style="list-style-type: none"> a. Power supply: 230 V plug-in power adapter b. Dimensions: 75 x 69 x 38 mm (H x W x D) c. Weight: 34 g 6. Scope of supply <ul style="list-style-type: none"> a. 1 Base station Gigaset A280 b. 1 Handset Gigaset A280H c. 1 Plug in power adaptor d. 1 Telephone connection cable e. 2 AAA rechargeable batteries (NiMH) f. 1 Battery compartment cover g. 1 User manual 							
3.	Both (Corded and Cordless) should have Appliance color Black and if possible, quote for supply of telephone earpiece (hand free telephone earphones)							
	<i>Delivery should be at HQ.</i>							

Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order.

- (a) The NCAA requests delivery within *14* days as from the date of placement of order.
- (b) Delivery Date: within days from date of placement of order.
- (c) The following tests and inspections will be carried conducted on the goods at delivery:
Quantity as per price schedule.
- (d) Validity of offer: *30* days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Date..... Bidder's signature and seal

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]

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]

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.*

General Terms and Conditions Applicable

1. Purchaser

The Public Entity inviting the Informal Quotation is the Purchaser for the purpose of entering into a contract with the successful bidder.

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of the contract and referred to as the Supplier.

3. Rights of the Public Entity

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

A Purchaser shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) have a certified copy company Registration Certificate.
- (b) have an original valid/ certified copy Good Standing Tax Certificate.
- (c) have an original valid/ certified copy of a good Standing Social Security Certificate.
- (d) have a valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant with the relevant laws, Remuneration Order, and Award, where applicable, and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof, and.
- (h) *Bank confirmation letter not older than 3 months.*
- (i) Catalogue of the quoted items with descriptions

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document.

6. Prices

Prices shall be quoted in Namibia Dollars. Prices quoted shall be firm and fixed during the validity period of quotation and for execution of the contract.

7. The Contract

The letter of Acceptance/Purchaser Order Form together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

8. Purchase order

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order.

- (a) may not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the goods on or before the date set in the purchase order for delivery of the goods.
- (c) The purchase order shall be valid for 30 days only and will be canceled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No.- G/RFQ-GCC posted on the website of the Policy Unit and on the [insert public entities name] website.

10. Warranty

- (a) The Supplier warrants that the goods shall conform to the standards, specifications, and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

11. Payment

The Purchaser undertakes to effect payment within 30 days after the supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.