



Private Bag 12003 Windhoek Namibia | (Tel) +264 61 702 212 | Web: <http://www.dca.com.na>

**Request for Sealed Quotations
For Goods**

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF 15 LAPTOPS TO NCAA

Bidder Name: _____	Bidder Representative: _____
Tel: _____	Mobile: _____
Email: _____	Fax: _____
Delivery period (days): _____	
Bid amount Lot 1:	
Bid Amount Lot 2:	

Procurement Reference No: G/RFQ/NCAA-07/2023

Due date for Submission: 19 October 2023

Due time for submission: 11h30



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Letter of Invitation

09 October 2022

Dear Sirs,

Request for Quotations

SUBJECT: SUPPLY AND DELIVERY OF 15 LAPTOPS AND 5 DESKTOPS COMPUTERS

The Namibia Civil Aviation Authority (NCAA) 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, **E-mail: PMU@ncaa.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.

.....
Mr. Mweutota Shonghela

Email address: PMU@ncaa.na

Tel no: +264 83 235 2122

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The NCAA reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or Lot
- (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.

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
- (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 **60 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 an original valid good Standing Tax Certificate.
- (c) have an original valid 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 certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Attach three (3) traceable reference letters signed by an Authorised person
- (g) Bidders Company Profile
- (h) Attach Manufacturers Authorisation letter or certificate
- (i) Proof of Warranty

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be within 30 days after acceptance/issue of Purchase Order.

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:

NCAA Head Office,

No.12 Rudolph Hertzog Street

In a Quotation Box at the Reception

Date: 19 October 2023

Time: 11h30 am

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 Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

Preliminary Examination of Bids

#	Description	Yes	No
1	Bidder has submitted the duly filled in, signed, stamped, and dated Bid Submission Form.		
2	Original and all copies of the bid are typed or written in indelible ink and signed by a person duly authorized to sign on behalf of the Bidder.		

3	The bidding document is signed, and all pages of the bid are initiated by the person signing the bid.		
4	Bid is written in English language		
5	Offered period of validity of the bid is in line with the period stipulated in the bid document		
6	Bidder has completed, signed and submitted a bid securing declaration.		

Bidder's that do not comply with the stipulated requirements will be deemed not substantially responsive, therefore disqualified, and excluded from further evaluation and comparison.

2.1.1 Legal Admissibility Evaluation

#	Description	Yes	No
1	Bidder has submitted a certified copy of company registration / founding statement.		
2	Bidder has an original or certified copy valid good Standing TAX Certificate. In case of a JV, both parties must submit.		
3	Bidder has an original or certified copy valid good Standing Social Security Certificate		
4	Bidder has a valid certified copy of Affirmative Action Compliance Certificate or in its absence, proof from Employment Equity Commissioner stating that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998 or equivalent from country of origin.		
5	Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015		
6	In case of Joint Venture, duly completed, initialed, and signed Joint Venture Agreement outlining the managing structure of the JV and power of attorney for the signatory of the joint venture		
7	Quotation letter completed and authorized		

Failure to submit legal documents, the bidder shall be deemed not substantially compliant, therefore disqualified, and excluded from technical evaluation and price comparison.

11. Technical Compliance

#	Description	Score points	No
1	Bidder has at least five 5 years' experience	20	
2	Bidder has attached at least 3 traceable reference letters (reference check)	10	
3	The quotation complied with the specifications	15	
4	Bidder has submitted proof of warranty	15	
5	Bidders has submitted the company profile and Goods catalogue	10	
6	Bidder has Attached Manufacturers Authorization letter.	20	
7	Margin of Preference	10	

Failure to score at least 65 score points, the bidder shall be deemed not substantially compliant, therefore disqualified, and excluded from price comparison.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

MARGIN OF PREFERENCE	POINTS	REQUIREMENT	SCORE
<i>100% Namibian shareholder</i>	<i>4</i>	<i>Full company registration and IDs</i>	
<i>Company owned by youth</i>	<i>1</i>	<i>Company registration and IDs</i>	
<i>Company owned by women</i>	<i>1</i>	<i>Company registration and IDs</i>	
<i>Service rendered by Namibian (key employees)</i>	<i>2</i>	<i>Employee with Namibian citizenship</i>	
<i>SME Company</i>	<i>2</i>	<i>SME Certificate</i>	
<i>Total</i>	<i>10</i>		

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.

	Rank	
lowest supplier	1	
Second lowest supplier	2	
Third lowest supplier	3	

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.

16. Scope/ specifications and requirements

SUPPLY AND DELIVERY OF 15 LAPTOPS TO NCAA

Lot 1: Supply and delivery of 15 laptops

SPECIFICATIONS: The laptops should be Vostro 5510: 11th Gen Intel Core i5-11320H (8M Cache, upto 4.5 GHz), 15.6" FHD (1920x1080) Ant-Glare Narrow Border Display, 8GB (1x8BG) 3200MHz DDR4, 512GB M.2 PCIe NVMeSSD, Intel Iris XE Graphics with shared graphics memory, No optical drive, Intel Wi-Fi 2x2 (Gig+) & Bluetooth, English International Backlit Keyboard, Windows 11 Professional (64Bit), 3Yr ProSupport

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:	Namibia Civil Aviation Authority
Procurement Reference Number:	G/RFQ/NCAA-07/2023
Subject matter of Procurement:	Supply and Delivery of laptops

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 ____60____ 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:[Day/month/year].....

Procurement Ref No.:

To: Namibia Civil Aviation Authority, P/Bag 12003 Ausspannplatz, Rudolph Hertzog Street.....

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***

Written undertaking



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2007 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.:.....
ProcurementDescription:
.....
.....
.....
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*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE (SEE SCOPE)

QUOTATION FOR: Supply and Delivery of laptops to NCAA Procurement Ref No. G/RFQ/NCAA-07/2023

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.				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	Quantity required	Unit of measures	*	Price per unit NAD1	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
Lot1.	The laptops should be Dell Vostro 5510: 11th Gen Intel Core i5-11320H (8M Cache, upto 4.5 GHz), 15.6" FHD (1920x1080) Ant-Glare Narrow Border Display, 8GB (1x8BG) 3200MHz DDR4, 512GB M.2 PCIe NVMeSSD, Intel Iris XE Graphics with shared graphics memory, No optical drive, Intel Wi-Fi 2x2 (Gig+) & Bluetooth, English International Backlit Keyboard, Windows 11 Professional (64Bit), 3Yr ProSupport.	15	item						
					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 : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

- Procurement Reference Number: **G/RFQ/NCAA-07/2023**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
Lot 1	<p><i>The laptops should be Dell Vostro 5510: 11th Gen Intel Core i5-11320H (8M Cache, upto 4.5 GHz), 15.6" FHD (1920x1080) Ant-Glare Narrow Border Display, 8GB (1x8GB) 3200MHz DDR4, 512GB M.2 PCIe NVMeSSD, Intel Iris XE Graphics with shared graphics memory, No optical drive, Intel Wi-Fi 2x2 (Gig+) & Bluetooth, English International Backlit Keyboard, Windows 11 Professional (64Bit), 3Yr ProSupport.</i></p>		

[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

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/NCAA-02/2022 on the website of the Public Entity www.ncaa.na except were 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: **G/RFQ/NCAA-07/2023**

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)	The purchaser is: Namibia Civil Aviation Authority (NCAA)
Site GCC 1.1(m)	The Site/destination for delivery of the Goods is: NCAA Head Office, No.12 Rudolph Hertzog Street
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the NCAA, the address and the contact name shall be: Namibia Civil Aviation Authority (NCAA) Executive Director Ms. Toska Sem 12003 Windhoek. For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) delivery note; (b)
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 (30) days after submission of an invoice and its certification by the Purchaser.

Subject and GCC clause reference	Special Conditions
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 <i>[insert percentage]</i> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation] 50 %. Goods must be produced in Namibia</i>
Transportation GCC 25	The Goods shall be delivered:
Inspection and Test GCC 26.1	<p>The inspection and tests shall be doing after installation of system</p> <ul style="list-style-type: none"> • Quality • Quantity
Location of Inspection and Tests GCC 26.2	<p>The inspections and tests shall be conducted at:</p> <p>NCAA Head Office, No.12 Rudolph Hertzog Street</p>

Subject and GCC clause reference	Special Conditions
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 4% per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: 2 years</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>[insert names(s) of location(s)]</i></p> <p>For item 1, the minimum period of warranty/shelf life shall be ____</p> <p>For item 2, the minimum period of warranty/shelf life shall be ____</p> <p>For item 3, the minimum period of warranty/shelf life shall be ____</p>
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: [21] day(s)

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P1 = P0 [a + bL1 + cM1] - P0$$

L0 M0

$$a+b+c = 1$$

in which:

P1 = adjustment amount payable to the Supplier.

P0 = Contract Price (base price).

a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.

b = estimated percentage of labor component in the Contract Price.

c = estimated percentage of material component in the Contract Price.

L0, L1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.

M0, M1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

a = *[insert value of coefficient]*

b = *[insert value of coefficient]*

c = *[insert value of coefficient]*

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = *2 weeks/* weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will,
- (b) however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
- (c) If the currency in which the Contract Price P0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to
- (d) the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (e) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

<p><u>COST STRUCTURE FOR VALUE ADDED CALCULATION</u> PER PRODUCT</p>
--

	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour
• Clerical Wages
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
<i>Q1</i> Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3
QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: G/RFQ/NCAA-07/2023

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Attachments of required documents:		
At least (3) three Traceable Reference (reference check)		
Company Profile		

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.*