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# REHOBOTH TOWN COUNCIL

Tel: (062) 521800 Private Bag 2500 Fax (062) 522090, Rehoboth, Namibia, Email: [towncreh@mweb.com.na](mailto:towncreh@mweb.com.na)

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## Procurement Policy Unit

(Established under section 6 of the Public Procurement Act, 2015)

Ref: G/RFQ/RTC-174/2024

### STANDARD BIDDING DOCUMENTS

*for*

### Request for Sealed Quotations (Goods)

**REQUEST PROCUREMENT OF THREE (3) ACER SPIN 5  
CONVERTABLE LAPTOP MODELS AND THREE (3) HP PROBOOK  
G10 NOTEBOOKS**

*Procurement Management Unit  
Rehoboth Town Council  
Private Bag 2500  
Rehoboth*

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# REHOBOTH TOWN COUNCIL

Tel: (062) 521800 Private Bag 2500 Fax (062) 522090, Rehoboth, Namibia, Email: towncreh@mweb.com.na

Administrative Enquiries: MS. M.S. WEMMERT - BRUWER  
Technical Enquiries: MR. F. JAFET  
Telephone: (085) 3176212/ 062521807

**PROCUREMENT REFERENCE NUMBER: G/RFQ/RTC-174/2024**

**CLOSING DATE: 14H00 PM, FRIDAY 15 NOVEMBER 2024**

**DESCRIPTION: REQUEST FOR PROCUREMENT OF THREE (3) ACER SPIN 5 CONVERTIBLE LAPTOPS AND THREE (3) HP PROBOOK 440 G10 NOTEBOOK**

**NAME OF BIDDER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**CELLPHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TOTAL BID PRICE (including VAT): N\$** \_\_\_\_\_

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# REHOBOTH TOWN COUNCIL

Tel: (062) 521800 Private Bag 2500 Fax (062) 522090, Rehoboth, Namibia, Email: towncreh@mweb.com.na

## LETTER OF INVITATION

*Procurement Reference Number: G/RFQ/RTC-174/2024*

*24 October 2024*

Dear Sir / Madam,

**DESCRIPTION: REQUEST FOR PROCUREMENT OF THREE (3) ACER SPIN 5 CONVERTIBLE LAPTOPS AND THREE (3) HP PROBOOK 440 G10 NOTEBOOK**

The Rehoboth Town 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:

Administrative Enquiries: Ms. M.S. Wemmert - Bruwer  
Technical Enquiries: Mr. F. Jafet @ 085 3176212  
Telephone: (062) 52 1807

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. M.S. Wemmert - Bruwer**  
**Head of Procurement**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The 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;
- (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 please tick below, to indicate whether each of the following documents is attached:

	Document Name and title	Please tick
1.	<b>Company Profile</b> (should have contact details, location, information on the company owner(s) and supplier's goods/service)	
2.	<b>Certified copy of valid Certificate of Good Standing for Procurement Purposes</b> , issued by the Council of Finance: Inland Revenue	
3.	<b>Certified Copy of Valid BIPA Certificate</b>	
4.	<p><b>Certificate copy of a valid Affirmative Action Compliance Certificate</b> (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or <b>Letter from Employment Equity Commission</b> (letter should be on letterhead, stamped and signed by the EEC)</p> <p>(i) a valid affirmative action compliance certificate issued under section 41 of that Act;            (ii) an exemption issued under section 42 of that Act; or</p>	

	(iii) a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act;	
5.	<b>Certified copy of Certificate of valid good Standing Certificate with the Social Security Commission</b> or, in the case where a company has no employees, confirmation letter from the Social Security Commission;	
6.	<b>Certified copy of the Close Corporation Certificate</b> (issued in terms of Act 26 of 1988) or <b>Founding Statement or any other Company Registration Certificate</b> . These Certificates should clearly indicate the goods / services that the Suppliers is registered to render.  a valid - (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;  (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia;  (iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or  (iv) partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements	
7	<b>Certified copy of a valid Certificate of Registration as an SME</b> , issued by the Council of Industrialisation, Trade and SME Development (if applicable)	

## 5. Bid Security/Bid Securing Declaration

N/A

## 6. Delivery

Delivery shall be 7 days after acceptance/issue of the Purchase Order. Deviation in delivery period *shall not be accepted*. A penalty of 1% per week shall be instituted on late deliveries.

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

- *Check if correct goods are delivered according to specifications*
- *If delivery is on time*
- *If delivery note attached*

## 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Rehoboth Council 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 Main Office Building, Rehoboth Town Council, Reception Area, Rehoboth, not later than **Friday 15 November 2024 @ 14h00 PM**. Quotations by post or hand delivered should reach by the same date and time at latest. Late quotations will be rejected.

NB: **Quotations received by e-mail will not be considered.**

## 9. Opening of Quotations

Quotations will be opened internally by the Council 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 will be available to any bidder on request within three working days of the Opening.

## 10. 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 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 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

*Price shall remain fix for the duration of the period and quoted in Namibian Dollars. The Council shall not consider price increases due to exchange rates, therefore bidders are advised to make their own projections.*

## 13. Margin of Preference

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

*N/A*

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

*N/A*

## 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

*N/A*

## 16. Notification of Award and Debriefing

The 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 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:	<b>Rehoboth Town Council</b>
Procurement Reference Number:	<b>G/RFQ/RTC-174/2024</b>
Subject matter of Procurement:	<b>REQUEST FOR PROCUREMENT OF THREE (3) ACER SPIN 5 CONVERTIBLE LAPTOPS AND THREE (3) HP PROBOOK 440 G10 NOTEBOOK</b>

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.

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	





2	<b>HP Probook 440 G10 Notebook, with the following specifications:</b> <ul style="list-style-type: none"> <li>▪ Processor: 13th Gen Intel® Core™ i5-1335U Processor (12M Cache, up to 4.6 GHz)</li> <li>▪ Storage: 512GB SSD or higher</li> <li>▪ Display: “14”FHD</li> <li>▪ Operating System: Windows 11 Pro 64-bit.</li> <li>▪ Accessories: Targus Backpack bag and Wireless mouse should be included.</li> </ul>	03	Each					
					<b>TOTAL</b>			
NAME:			POSITION:		SIGNATURE			DATE
NAME OF BIDDER:			ADDRESS:					

1. Prices shall be treated as firm in Namibian Dollars for all intent and purpose.

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

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

*[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]*

Item No	Technical Specification Required
A*	B*
1.	<p><b>Acer Spin 5 Convertible Laptops, model SP513-55N, with the following specifications:</b></p> <ul style="list-style-type: none"> <li>▪ Processor: 13th Gen Intel® Core™ i7 or higher</li> <li>▪ RAM: 8GB or higher</li> <li>▪ Storage: 512GB SSD or higher</li> <li>▪ Display: 13.5-inch Full IPS touchscreen</li> <li>▪ Operating System: Windows 11 Pro 64-bit.</li> <li>▪ Additional Features: Acer Stylus Pen, Fingerprint reader, USB Type-C port, Wi-Fi 6 connectivity.</li> <li>▪ Accessories: Backpack Trolley bag and Wireless mouse should be included.</li> </ul>
2.	<p><b>HP Probook 440 G10 Notebook, with the following specifications:</b></p> <ul style="list-style-type: none"> <li>▪ Processor: 13th Gen Intel® Core™ i5-1335U Processor (12M Cache, up to 4.6 GHz)</li> <li>▪ Storage: 512GB SSD or higher</li> <li>▪ Display: “14”FHD</li> <li>▪ Operating System: Windows 11 Pro 64-bit.</li> </ul> <p>Accessories: Targus Backpack bag and Wireless mouse should be included</p>

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	<p><b>Acer Spin 5 Convertible Laptops, model SP513-55N, with the following specifications:</b></p> <ul style="list-style-type: none"> <li>▪ Processor: 13th Gen Intel® Core™ i7 or higher</li> <li>▪ RAM: 8GB or higher</li> <li>▪ Storage: 512GB SSD or higher</li> <li>▪ Display: 13.5-inch Full IPS touchscreen</li> <li>▪ Operating System: Windows 11 Pro 64-bit.</li> </ul>		

	<ul style="list-style-type: none"> <li>▪ Additional Features: Acer Stylus Pen, Fingerprint reader, USB Type-C port, Wi-Fi 6 connectivity.</li> <li>Accessories: Backpacks and Wireless mouse should be included</li> </ul>		
<p><b>2.</b></p>	<p><b>HP Probook 440 G10 Notebook, with the following specifications:</b></p> <ul style="list-style-type: none"> <li>▪ Processor: 13th Gen Intel® Core™ i5-1335U Processor (12M Cache, up to 4.6 GHz)</li> <li>▪ Storage: 512GB SSD or higher</li> <li>▪ Display: “14”FHD</li> <li>▪ Operating System: Windows 11 Pro 64-bit.</li> <li>Accessories: Targus Backpack bag and Wireless mouse should be included</li> </ul>		

Procurement Reference Number: **G/RFQ/RTC-174/2024**

*[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/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **G/RFQ-GCC**) (available at public entities physical address/website: Insert Public Entity address/website) except where 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/RTC-174/2024**

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
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is Central Stores of Rehoboth Town Council
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	<p>Any notice shall be sent to the following addresses:</p> <p>For the Council, the address and the contact name shall be: Private Bag 2500, Rehoboth Attention: <u>Mrs. M.S. Wemmert -Bruwer</u></p> <p>For the Supplier, the address and contact name shall be: _____ _____ _____ _____</p>

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> <b>GCC 13.1</b>	The Goods are to be delivered within 7 working days from the date of Purchase Order. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) invoice for payment
<b>Terms of Payment</b> <b>GCC 16.1</b>	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
<b>Terms of Payment</b> <b>GCC 16.3</b>	Payments shall be made not later than sixty (60) days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> <b>GCC 16.4</b>	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
<b>Performance Security</b> <b>GCC 18</b>	(i) No performance security is required
<b>Packing</b> <b>GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: <b>Product name and quantities</b>
<b>Insurance</b> <b>GCC 24</b>	<i>Bidder to bear costs of insurance</i>
<b>Transportation</b> <b>GCC 25</b>	The Goods shall be delivered: Delivery duty paid
<b>Inspection and Tests</b> <b>GCC 26.</b>	<i>Testing and commissioning of goods shall be at the suppliers expense</i>
<b>Liquidated Damages</b> <b>GCC 27</b>	Liquidated damages for the whole contract are 1% per week. The maximum amount of liquidated damages for the whole contract is 5% of the final contract price.
<b>Warranty</b> <b>GCC 28.3</b>	For item 1, the minimum period of warranty/shelf life shall be ____ For item 2, the minimum period of warranty/shelf life shall be ____

**SCHEDULE 2: COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

<b>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</b>		
	<b>N\$</b>	<b>N\$</b>
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	.
• Clerical Wages	.....	.
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

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

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

### SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

*[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.:** G/RFQ/RTC-174/2024

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
<i>[Public Entity to insert any other]</i>		

**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.*