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

Procurement Policy Unit

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

Ref: **G/RFQ/RTC-284/2026**

STANDARD BIDDING DOCUMENTS

for

Request for Sealed Quotations (Goods)

PROCUREMENT OF THREE (3) CONVERTIBLE ACER SPIN 14 NOTEBOOKS

Procurement Management Unit
Rehoboth Town Council
Private Bag2500
Rehoboth

Tel: +264 62 521800 / 807 **|Fax: +264 62 522090** **email: procurement @rtc.org.na**

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-284/2026

CLOSING DATE: 11H00 AM ON DAY, MONDAY 23 NOVEMBER 2026

DESCRIPTION: REQUEST FOR PROCUREMENT OF THREE (3) CONVERTIBLE ACER SPIN 14 NOTEBOOKS

NAME OF BIDDER: _____

ADDRESS: _____

TELEPHONE: _____ **CELLPHONE:** _____

FAX: _____ **EMAIL:** _____

TOTAL BID PRICE (including VAT): N$ _____

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-284/2026**

16 November 2026

Dear Sir / Madam,

DESCRIPTION: REQUEST FOR PROCUREMENT OF THREE (3) CONVERTIBLE ACER SPIN 14 NOTEBOOKS

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.	**Company Profile** (should have contact details, location, information on the company owner(s) and supplier's goods/service	
2.	**Valid original or certified Certificate of Good Standing for Procurement Purposes**, issued by the Council of Finance: Inland Revenue for Value Added Tax	
3.	**Valid Certified copy of BIPA Good Standing Certificate**	
4.	**Certified copy of a valid Affirmative Action Compliance Certificate** (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of1998, as amended); or **Letter from Employment Equity Commission** (letter should be on letterhead, stamped and signed by the EEC) (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	

	(iii) a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act;	
5.	**Original or Certified copy of a valid good Standing Certificate with the Social Security Commission** or, in the case where a company has no employees, confirmation letter from the Social Security Commission;	
6.	**Certified copy of the Close Corporation Certificate** (issued in terms of Act 26 of 1988) or **Founding Statement or any other Company Registration Certificate**. 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.	**Certified copy of a valid Certificate of Registration as an SME**, issued by the Council of Industrialisation, Trade and SME Development (if applicable)	

5. Bid Security/Bid Securing Declaration

To be completed

6. Delivery

Delivery shall be 7 days after acceptance/issue of the Purchase Order. Deviation in delivery period s*hall 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 ***Monday 23 November 2026 @ 11h00***. Quotations by post or hand-delivered should reach by the same date and time at the 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 quotation's 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 must be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall remain fixed 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*:*	**Rehoboth Town Council**
Procurement Reference Number:	**G/RFQ/RTC-284/2026**
Subject matter of Procurement:	**REQUEST FOR PROCUREMENT OF THREE (3) CONVERTIBLE ACER SPIN 14 NOTEBOOKS**

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: Instructions 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	

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

Date: *[Day|month|year]*

Procurement Ref No.: G/RFQ/RTC-284/2026

To: *[insert complete name of Public Entity and address]*

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

Bid Submission Form

The Bidder must prepare the Bid Submission Form on stationery with its letterhead clearly showing the Bidder's complete name and address.

Note: All italicized text is for use in preparing these forms and shall be deleted from the final document.

Date: _____
Bidder's Reference No.: _____
Procurement Reference No:**G/RFQ/RTC-284/2026**

To:

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 10;

(b) We offer to execute in conformity with the Bidding Documents the following Works: _____;

(c) The total price of our Bid after discounts, if any, offered in item (d) below is: _____

_____;

(d) The discounts offered and the methodology for their application are: _____

_____ ;

(e) Our bid shall be valid for a period of _____ *[insert validity period as specified in ITB 19.1.]* days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(f) We hereby confirm that we have read and understood the content of the Bid Securing Declaration attached hereto and subscribe fully to the terms and conditions contained therein, if required. We understand that non-compliance to the conditions mentioned may lead to disqualification.

(g) If our bid is accepted, we commit to obtain a Performance Security and a Preference Security (if applicable) in accordance with the Bidding Document;

(h) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 5.2;

(i) We are not participating, as a Bidder in more than one bid in this bidding process other than alternative offers submitted in accordance with ITB 15;

(j) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible under the laws of Namibia;

(k) We are not a government owned entity / We are a government owned entity but meet the requirements of ITB 5.4;[1]

(l) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(m) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and

(n) If awarded the contract, the person named below shall act as Contractor's Representative: _____

Name: .....

In the capacity of: .....

Signed: .....

Duly authorized to sign the Bid for and on behalf of: .....

Date: .....

Seal of Company .....

[1] ***Use one of the two options as appropriate.***



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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, …… owner/representative of ……..

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

DESCRIPTION: REQUEST FOR PROCUREMENT OF THREE (3) CONVERTIBLE ACER SPIN 14 NOTEBOOKS

..... Procurement Ref No. G/RFQ/RTC-284/2026

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to D shall be filled in by the Council. [*To be filled by the Public Entity*]				Bidders shall fill-in columns F, G & H 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 NAD[1]	Total price without VAT NAD	VAT: NAD	Total Price (including VAT)
1.	**Laptops:** The solution must be Acer Aspire Spin 14 Notebook with the following minimum specifications: ▪ Operating System – Least Windows 11 Professional 64-bit, pre-installed operating system). ▪ Processor: Intel® Core™ Ultra processor 115U (8 Cores, to 4.2GHz) or Ultra 7 processor ▪ Hard Drive: 1TB, M.2, PCIe NVMe, SSD ▪ Memory: 16GB, LPDDR5X or better ▪ Display: 14”(1920 X 1200) IPS 120Hz, Multi-Touch Display with Active Stylus Support ▪ Graphics: Intel ® Graphics ▪ 3-year warranty	03	Each					
2	Wireless mouse	03	Each					
3	Kingston or Targus Backpacks	03	Each					
					TOTAL			

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.	**Laptops:** The solution must be Acer Aspire Spin 14 Notebook with the following minimum specifications: ▪ Operating System – Least Windows 11 Professional 64-bit, pre-installed operating system). ▪ Processor: Intel® Core™ Ultra processor 115U (8 Cores, to 4.2GHz) or Ultra 7 processor ▪ Hard Drive: 1TB, M.2, PCIe NVMe, SSD ▪ Memory: 16GB, LPDDR5X or better ▪ Display: 14”(1920 X 1200) IPS 120Hz, Multi-Touch Display with Active Stylus Support ▪ Graphics: Intel ® Graphics 3-year warranty
2.	
3.	
4.	
5.	

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*
	Laptops: The solution must be Acer Aspire Spin 14 Notebook with the following minimum specifications: ▪ Operating System – Least Windows 11 Professional 64-bit, pre-installed operating system).		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
	▪ Processor: Intel® Core™ Ultra processor 115U (8 Cores, to 4.2GHz) or Ultra 7 processor ▪ Hard Drive: 1TB, M.2, PCIe NVMe, SSD ▪ Memory: 16GB, LPDDR5X or better ▪ Display: 14”(1920 X 1200) IPS 120Hz, Multi-Touch Display with Active Stylus Support ▪ Graphics: Intel ® Graphics ▪ 3-year warranty		

Procurement Reference Number: **G/RFQ/RTC-284/2026**

[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-284/2026**

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
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is Central Stores of Rehoboth Town Council
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 Council, the address and the contact name shall be: Private Bag 2500, Rehoboth Attention: Ms. M.S. Wemmert -Bruwer For the Supplier, the address and contact name shall be: _____ _____ _____ _____

Subject and GCC clause reference	Special Conditions
Delivery and Documents **GCC 13.1**	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
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 sixty (60) days after submission of an invoice and its certification by the Purchaser.
Terms of Payment **GCC 16.4**	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.
Performance Security **GCC 18**	(i) No performance security is required
Packing **GCC 23.2**	The packing, marking and documentation within and outside the packages shall be: **Product name and quantities**
Insurance **GCC 24**	*Bidder to bear costs of insurance*
Transportation **GCC 25**	The Goods shall be delivered: Delivery duty paid
Inspection and Tests **GCC 26.**	*Testing and commissioning of goods shall be at the suppliers expense*
Liquidated Damages **GCC 27**	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.
Warranty **GCC 28.3**	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

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	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	.....	.....
Depreciation	.....	
Interest on Loans	.....	
Rent	.....	.....
Other (please specify)		
• **.....**	.....	
• **.....**	.....	
• **.....**	.....	.....
TOTAL COST		

Local Value Added = Total Cost – Cost of imported inputs x 100
Total Cost

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-284/2026

Description	Attached	Not Attached
Bid document fully complete and all pages initialled		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidence for conformity of Goods		
Company Profile and certified copy of Company Registration Certificate (should have contact details, location, information on the company owner(s) and supplier's goods/service		
Valid original and/or certified copy of Good Standing for Procurement Purposes Certificate, issued by the Council of Finance: Inland Revenue for Value Added Tax		
Valid Certified copy of BIPA Good Standing Certificate		
Certified copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other Company Registration Certificate. These Certificates should clearly indicate the goods/services that the Supplier is registered to render.		
Certified copy of a valid Certificate of Registration as an SME, issued by the Council of Industrialisation, Trade and SME Development (if applicable)		
[Public Entity to insert any other]		

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.*

==========