



PROCUREMENT MANAGEMENT UNIT

Request for Sealed Quotations Non -Consultancy Services

**PROCUREMENT FOR PROVISION OF SOFTWARE ANNUAL LICENSES
RENEWAL FOR A PERIOD OF THREE (3) YEARS 2024-2027 Procurement
Reference No: **NCS/RFQ/OSHTC-01/2024/2025****

Bid Submission:

1. This is a hard copy request, and responses must be submitted in the Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road, Oshakati.
2. Deadline for request for clarifications from Bidders: **Thursday 27 June 2024**
3. Quotation Submission must be submitted before the closing date and time:
4. Closing Date and Time of Bids: **Friday 05 July 2024 @ 12h00**
5. Bidders must register their bids in the bid submission register at PMU Office before submitting their bids in the bid box.

Name of Bidder: _____

Email address: _____

Contact Number: _____

	FortiGate 100f Annual License Renewal	MICROSOFT O365 BUSINESS STANDARD	ESSET END POINT ANTIVIRUS
Year 1: Total Amount VAT inclusive			
Year 2: Total Amount VAT inclusive			
Year 3: Total Amount VAT inclusive			

Oshakati Town Council (Osh-TC) gives notice of the following Request for Sealed Quotations – Goods

Procurement Ref No	June_RFQ_NCS-01
RFQ Reference Number	NCS/RFQ/OSHTC-01/2024/2025
Description of Goods	PROCUREMENT FOR PROVISION OF SOFTWARE ANNUAL LICENSES RENEWAL FOR FORTIGATE, MS OFFICE 365 & ESET ANTIVIRUS FOR A PERIOD OF THREE (3) YEARS 2024-2027.
Closing Date & Time	05 July@ 12h00
Quotation Submission Address	Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road,
Validity Period of Quote	90 Days (from closing date)
Lead Time	1-2 Weeks
Incoterm	DDP

- a) This is a hard quotation request and responses must be submitted to the address stated in the Quotation Submission Address before the closing date and time.
- b) Under no circumstance should the response be submitted, copied, or forwarded to any email address of any Oshakati Town Council employee prior to the deadline for submission of responses. This may result in disqualification of your quotation.
- c) This Request for Quotation (RFQ) is accompanied by and comprises the following documents: **None**
- d) The above documents comprise the RFQ Documents and are provided as a basis for the preparation of your Submission Response. They are confidential and are provided to you on the terms and conditions set out in this Quotation Invitation Document
- e) If any clarification is required, kindly contact the Procurement officers below in writing.
- f) The Company reserves the right to amend the whole or any part of the RFQ at any time prior to the deadline for submission.
- g) Please note that this is a Request for Quotation/Proposal only. All responses to this document will be treated as strictly confidential and will be used for the evaluation of this RFQ only. Oshakati Town Council may at its sole discretion, accept or reject any quotation. Therefore, there is no obligation on Oshakati Town Council to accept the lowest or any bid. Oshakati Town Council may accept or reject any part of a quotation without being obliged to accept such quotation in its entirety.

Contact Person for Enquiries and Clarifications:

Name	Anna-Liisa Korea	Timoteus Amunyela
Designation	Head of Procurement	ICT Officer
Telephone	+264 65 229500/535/536	+264 65 229500/539
Email	akorea@oshtc.na / procurementunit@oshtc.na	timoa@oshtc.na

**Letter of Invitation****24 June 2024****Company Name:** _____**Postal Address:** _____**Contact No:** _____**Contact Person:** _____**Procurement Ref. No. NCS/RFQ/OSHTC-01/2023/2024**

Dear Sirs/ Madams,

PROCUREMENT FOR PROVISION OF ANNUAL LICENSES RENEWAL FOR FORTIGATE, MS OFFICE 365 & ESET ANTIVIRUS FOR A PERIOD OF THREE (3) YEARS 2024-2027.

1. Bidders are invited to submit their quotation for the **Procurement for Provision of Antivirus License Renewal.**, required by Oshakati Town Council. This RFQ constitutes a solicitation and contract agreement.
2. Bidders are requested to submit one quotation for **Procurement for Provision of Antivirus License Renewal**, as per the specifications in this RFQ. Following an evaluation of the received quotations, Oshakati Town Council may select one or more of the bidders per Lot for the **Procurement for Provision of Antivirus License Renewal**, Only quotations for the entire nomenclature as described in the Quotation Submission Form will be accepted.
3. Any resulting contract shall be subject to the terms and conditions referred to in the document.
4. Queries or clarification, if any, should be addressed to the Procurement Officials on the front page.
5. Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Oshakati Town Council would like to thank you for considering this invitation for Request for Quotation.

Yours faithfully,

Anna-Liisa Korea
Head of Procurement
Oshakati Town Council

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Oshakati Town Council 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.

2. Form of bid

This is a hard copy bid submission and responses must be submitted to the delivery address stated on the cover page. Bidders are required to complete the envelop cover page and paste it on top of their bid envelop.

3. Preparation of Quotations

Bidders 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.

Bidders 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.

4. Validity of Quotations

The Quotation validity period shall be **90** days from the date of submission deadline.

5. Eligibility Criteria (Mandatory Legal Document)

To be eligible to participate in this Quotation exercise, bidder the bidder shall submit with this bid document:

- (a) A certified copy of a valid company Registration Certificate.
- (b) An original or certified copy of a valid good Standing Tax Certificate; **(Valid at the deadline of submission of bid)**
- (c) An original or certified copy of a valid good Standing Social Security Certificate; **(Valid at the deadline of submission of bid)**
- (d) A certified copy of a valid 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; **(Valid at the deadline of submission of bid)**

- (e) A certified copy of a valid “Registration Certificate” from a Local Authority Health Department or Ministry of Health & Social Services. **(Valid at the deadline of submission of bid)**
- (f) Bidder submitted Written statement by a power of attorney (or notary statement, etc.) proving that the person, who signed the bid on behalf of the company, is duly authorized to do so.
- (g) Bidder must submit Catalogues and any other literature to substantiate compliance with the required specifications.
- (h) Microsoft Authorized partner/Reseller certificate from Microsoft
- (i) Fortigate Authorized partner/Reseller certificate Fortinet.
- (j) ESET Authorized partner/Reseller certificate from ESET
- (k) Company profile and reference proof (at least three) of similar work done.
- (a) Requested certified copies of documents shall only be considered if **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)**
- (b) All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.

6. Mandatory Administrative Documents

- (a) Bid Securing Declaration
- (b) Bid Submission Form
- (c) A written undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws as contemplated in section 138(2) of the Labour Act, 2007
- (d) Microsoft Authorized partner/Reseller certificate from Microsoft.
- (e) Fortigate Authorized partner/Reseller certificate from Fortinet.
- (f) ESET Authorized partner/Reseller certificate from ESET

7. Validity of Document

Any bid document, as a condition for its validity:

- a. Must comprise the original bid document supplied by the Procurement Management Unit and shall be duly filled in, duly signed, and date at each place (so indicated). Any annexures that a bidder submits, inclusive of all coloured brochures, shall all signed or initiated.
- b. Must be filled in and signed using indelible ink (no correction fluid or pencil may be used); if this condition is not applied such bid will be viewed as incomplete/invalid and will not be considered.
- c. All corrections made shall be crossed out an initialled next to the correction

8. Capability of Bidders

The Bidder warrants that it has/will have the capacity to deliver the Supply, as well as to provide the related support services in Namibia, where applicable.

The Bidder shall furnish, as part of the response, documents establishing the bidder's eligibility to propose and to deliver the goods as required. The documentary evidence shall establish to Oshakati Town Council's satisfaction that:

- a) In the case of a bidder offering to supply goods under the eventual Contract or Purchase Order, which the bidder did not manufacture or otherwise produce or where the bidder obtained the goods from another source, the bidder has been duly authorized by the manufacturer or producer of the goods to supply the goods in the Republic of Namibia.
- b) The Bidder has the financial and technical capacity necessary to fulfil its obligations under the eventual Contract or Purchase Order.
- c) The bidder has established the necessary infrastructure and has adequate equipment, resources, and such other facilities as required to fulfil its obligations under the eventual Contract or Purchase Order.
- d) Bidders must, upon request, furnish such additional information that Oshakati Town Council may reasonably **require as to their ability to provide the goods.**

8. Enquiries

- a) All enquiries in connection with this bid document shall be directed in writing (e-mail is acceptable) to the person(s) as listed in the invitation Letter with a cut-off date of three calendars before the bid submission deadline.
- b) Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.
- c) Any verbal information given or perceived to have been given shall not be binding to the Oshakati Town Council.

9. Site Visits

No site visit required.

10. Extensions of Time

Oshakati Town Council may in its absolute discretion by written notice to all Bidders extend the submission closing time. If any bidder applies for and is granted an extension of time to lodge its submission, the extension so granted shall apply to all bidders who will be advised of the extended closing date for receipt of quotations whether their submissions have or have not been lodged. If a bidder has already lodged a submission, it may revise that submission and resubmit it no later than the extended submission closing time.

9. Addenda

Oshakati Town Council may, from time to time, clarify any aspects of the RFQ documentation, which require clarification and will issue addenda to all bidders detailing such clarifications.

10. Bid Security/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 this document.

11. Delivery

Delivery shall commence One to two weeks after acceptance/issue of Purchase Order. Deviation in delivery if such deviation is reasonable.

12. Tests and Inspections

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

a) Verification for quantity provided, All Licenses key files should only be send to an administrator account that's timoa@oshtc.na directly from ESET, Fortinet and Microsoft. Leaked/disclose licenses will not be accepted.

13. Submission of Quotation

Quotations should be submitted to Procurement Management Unit, Oshakati Town Council, Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road, Oshakati, Namibia. not later than

Closing date: Friday 05 July 2024

Closing time: 12:00

- a) Quotations by e-mail would not be considered
- b) Late quotations will be rejected

14. Opening of Quotations

Quotations will be opened internally by the Oshakati Town Council. A record of the Quotation Opening Report stating the name of the bidders and the amount quoted will be available to any bidder on request within three working days of the Opening.

15. Evaluation of Quotations

The Oshakati Town Council 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.

16. 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 Oshakati Town Council'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.

Additional Criteria

- a) Three (3) customers' reference letters with contact details of similar service rendered.
- b) Submission must include a comprehensive company profile,
- c) NB: Service is offered based on purchase order and No deposit will be made**

17. Prices and Currency of Payment

To ensure comparative and competitive pricing, the bidders must provide a fixed price quotation for each of the items specified in the Scope of Work of this request for quotation document. All prices shall be in Namibian dollars.

The bidders must provide a price exclusive of any General Sales Tax or Value Added Tax for each item and all delivery points detailed in the Quotation Response Document.

18. Margin of Preference

#	Category of Local Supplier	Margin of Preference
1	Manufacturer	2%
2	Micro, Small & Medium Enterprise (SME)	1%
3	Women Owned Enterprise	1%
4	Youth Owned Enterprise	2%
5	Previously Disadvantaged Person Owned Enterprise	2%
6	Suppliers providing environmental protection	1%
7	Suppliers providing employment to Namibian citizens	1%
Total	10%	

- A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications.
- Share Certificates
- Proof of Qualification for categories (i.e ID of youth and woman, SME Certificate, employee list and nationality)

The following documentary evidence in support of the grounds for qualification must be submitted

#	Category of Local Supplier	Documentary Evidence
1	Manufacturer	<ul style="list-style-type: none"> • Certificate of registration from a registering authority • Declaration that the manufactured goods meet the local content as determined and certified by an accountant
2	Micro, Small & Medium Enterprise (SME)	<ul style="list-style-type: none"> • SME registration certificate • Declaration indicating the percentage of

3	Women Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian female ownership
4	Youth Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company

		registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian youth ownership
5	Previously Disadvantaged Person (PDP) Owned Enterprise	• ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian PDP ownership
6	Suppliers providing environmental protection	• Declaration and proof that the bidder meets the requirements set out in the bidding document
7	Suppliers providing employment to Namibian	• Declaration that the bidder employs 50% or more Namibian citizens

19. Language

Bidder responses shall be submitted in the English language.

20. Award of Contract

- The Bidder having submitted the lowest evaluated responsive quotation, most economical beneficial to Council and qualified to perform the 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.

21. Performance Security

No performance security is required.

22. Notification of Award and Debriefing

Oshakati Town 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 within seven (7) days for all bids after request from the bidder. Furthermore, Oshakati Town Council shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

23. Costs

Any costs incurred by a Bidder, in the preparation and submission of its response must be borne by the Bidder.

24. Final Check

Please check that you have attached all documents, details or additional information that are related or requested in this document before submitting your responses.

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:	
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 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 **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	

Appendix to Quotation Letter

**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:

Capacity of:.....

Name:

(Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder])

Dated on _____ day of _____, _____

Corporate Seal

[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.]



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 of:.....

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.

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION 1: Procurement for Provision of FortiGate 100f Annual License Renewal

Procurement Ref No. NCS/RFQ/OSHTC-04/2023/2024

INSTRUCTIONS TO THE PUBLIC BODY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity. [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	Unit of measures	Country of Origin	Delivery Period) (days/month	Unit Price (N\$)	VAT (N\$)	Total Price Excl VAT (N\$)
1	FortiGate-100f 1 YR Renewal S/N: FG100FTK19024405 Expiry Date: 02 Aug 2024	100	Licenses					
2	FortiGate new License ACTIVATION via AnyDesk/TeamViewer	1	Labour Hours					

NB: Please attach your quotation/Estimate to this document.

Year 1(2024)	Sub Total	
	VAT	
	Total	
Year 2(2025)	Sub Total	
	VAT	
	Total	
Year 3(2026)	Sub Total	
	VAT	
	Total	

QUOTATION 2: Procurement for Provision of MS 365 BUSINESS STANDARD Procurement Ref No. NCS/RFQ/OSHTC-04/2023/2024

INSTRUCTIONS TO THE PUBLIC BODY					INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity. [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	Unit of measures	Country of Origin	Delivery Period (days/month)	Unit Price (N\$)	VAT (N\$)	Total Price Excl VAT (N\$)	
1	MICROSOFT 365 BUSINESS STANDARD WITH EXCHANGE ONLINE 1 YEAR SUBSCRIPTION Expiry Date: 17 July 2024	80	Licenses						
NB: Please attach your quotation/Estimate to this document.								SUB TOTAL	
							YEAR 1(2024)	VAT	
								TOTAL	
								SUB TOTAL	
							YEAR 2(2024)	VAT	
								TOTAL	
								SUB TOTAL	
							YEAR 3(2024)	VAT	
								TOTAL	

QUOTATION 3: Procurement for Provision of ESET Endpoint Antivirus

Procurement Ref No. NCS/RFQ/OSHTC-04/2023/2024

INSTRUCTIONS TO THE PUBLIC BODY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity. [To be filled by the Public Entity]	<p>Bidders shall fill-in columns F, G & H and fill the total</p> <p>E= mark with a *if an equivalent is quoted</p> <p>F= Rate per unit G=Total price for one item (C x F)</p> <ul style="list-style-type: none"> If an equivalent is quoted, please attach to your quote appropriate technical information & specification <p>Bidders shall fill in and sign the bottom section of this page</p>

A	B	C	D	E	F	G	H	I
Item No	Description of Goods	Quantity	Unit of measures	Country of Origin	Delivery Period) (days/month	Unit Price (N\$)	VAT (N\$)	Total Price Excl VAT (N\$)
1	ESET ENDPOINT ANTIUVIRUS + ESET SERVER SECURITY 1 YEAR LICENSE RENEWAL Public ID: 33C-WS7-V6R Expiry date: 02 Nov 2024	100	Licenses					
2	LOADING of New License file to the ESET WEBCONSOLE via AnyDesk/TeamViewer	1	Labour Hours					

NB: Please attach your quotation/Estimate to this document

Year 1(2024)	Sub Total	
	VAT	
	Total	
Year 2(2025)	Sub Total	
	VAT	
	Total	
Year 3 (2026)	Sub Total	
	VAT	
	Total	



SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/OSHTC-01/2024/2025**

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.

*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*

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	FortiGate-100f 1 YR Renewal Unified Threat Protection (UPT)(IPS, Advance Malware Protection, Application Control, URL, DNS) Serial Number: FG100FTK19024405 FortiGate new License ACTIVATION via AnyDesk/TeamViewer for Y1, Y2 & Y3		
2	MICROSOFT 365 BUSINESS STANDARD WITH EXCHANGE ONLINE 1 YEAR SUBSCRIPTION for Y1, Y2 & Y3		
3	ESET ENDPOINT ANTIUVIRUS + ESET SERVER SECURITY 1 YEAR LICENSE RENEWAL public ID: 33C-W57-V6R ESET WEBCONSOLE LICENSE ACTIVATION via Andes/TeamViewer for Y1, Y2 & Y3		

Entity.

Specifications and Compliance Sheet Authorised By:

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

EVALUATION CHECK LIST

Table 1: Mandatory Documentation and eligibility criteria

Bidders must submit all the required documents listed below to advance to the next step in the evaluation process. Bidder's that do not comply with the stipulated requirements will be deemed non-responsive, therefore disqualified and excluded from further evaluation and comparison.

LEGAL REQUIREMENTS:	Yes/No
1. A certified copy of the Company Registration Certificate issued by the Ministry of Industrialization, Trade and SME development or BIPA, certified by the Namibian Police / Commissioner of Oath. Bidders shall provide certified copies of Identification Documents (IDs) of the shareholders, members	
2. A valid original or certified copy of a Good Standing Tax Certificate from the Receiver of Revenue certified by the Namibian Police / Commissioner of Oath; (Valid at the deadline of submission of bid)	
3. A valid original or certified copy of a Good Standing Certificate from Social Security Commission certified by the Namibian Police / Commissioner of Oath. (Valid at the deadline of submission of bid)	
4. an Affirmative Action Compliance Certificate or in its absence, 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 certified by the Namibian Police / Commissioner of Oath; (Valid at the deadline of submission of bid)	
5. A valid certified copy of; Fitness Certificate from the Local Authority and Ministry of Health and Social Services Valid at the deadline of submission of bid)	
6. An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, wage determinations, and Award, where applicable and that it will abide to sub-clause 6.2 of the General Conditions of Contract if it is awarded the Contract or part thereof.	
7. Has the Bidder provided a written Special Power of Attorney that the undersigned person is herewith granted a special power of attorney to initial and sign the standard bidding document for the purposes of procurement process (Completion of Form-Special Power of Attorney)	
NB: (Not applicable to sole owners of entities who are signing their own bids, however required if a sole owner is using someone else to sign on their behalf)	
OVERALL LEGAL COMPLIANCE	

TABLE 2 ADMINISTRATIVE COMPLIANCE

ADMINISTRATIVE REQUIREMENTS:	Yes/No
1. Has the Bidder submitted the duly filled in, signed and/or stamped, and dated Bid Submission Sheet Form.	
2. Has the Original copy of the bid been typed or written in indelible ink, initialled and signed by a person duly authorized to sign on behalf of the Bidder.	
3. Has the Bidder offered period of validity of the bid (90) days in line with the period stipulated in ITB.	
4. Has the Bidder completed, signed and submitted a bid securing declaration	
5. Has the Bidder completed and signed Self-Declaration form;	
6. Has the Bidder completed and signed Self-Declaration form- Margin of Preference	
7. Has the bidder completed and signed Price schedule or the cost rates	
8. Has the bidder completed and signed Specifications and Compliance	
OVERALL ADMINISTRATIVE COMPLIANCE	

TABLE 3 TECHNICAL COMPLIANCE

TECHNICAL REQUIREMENTS:	Yes/No
1. Bidder must Submit Three (3) customers' reference letters with contact details of similar service rendered.	
2. Bidder must Submit FortiGate Authorized partner/Reseller certificate from Fortinet	
3. Bidder must Submit Microsoft Authorized partner/Reseller certificate from Microsoft	
4. Bidder must Submit ESET Authorized partner/Reseller certificate from ESET	
5. Bidder must Submit a comprehensive company profile	

Table 4: Financial Evaluation

Oshakati Town Council shall select bid for award to the lowest arithmetically corrected evaluated, substantially, responsive bidder. However, the final award will be determined after the application of Margin of Preference as per **Section IV Phase 3**

(a) Margin of Preference

Exclusive Preference will be allowed for the following categories:

#	Category of Local Supplier	Margin of Preference
1	Manufacturer	2%
2	Micro, Small & Medium Enterprise (SME)	1%
3	Women Owned Enterprise	1%
4	Youth Owned Enterprise	2%
5	Previously Disadvantaged Person Owned Enterprise	2%
6	Suppliers providing employment to Namibian citizens	1%
7	Suppliers providing environmental protection	1%
	Total	10%

- 1.1. The applicable margins of preference and their application methodology are as follows:

**A=MP x BP in which formula
100**

- (a) **“A” represents the amount to be determined:**
- (b) **“MP” represents the total percentage of all margins of preferences granted in respect**
- (c) **“BP” represents the bid price.**



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** on the website of the Public Entity www.oshtc.na except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFQ/OSHTC-01/2024/2025

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a)	The Adjudicator is TBC (To Be Communicated)
1.1(c)	The Contract Period is: 36 Months
1.1(d)	The contract name is PROVISION OF ANNUAL LICENSES RENEWAL FOR FORTIGATE, MS OFFICE 365 & ESET ANTIVIRUS FOR A PERIOD OF THREE (3) YEARS 2024-2027.
1.1(g)	The Employer is: Oshakati Town Council
1.1(k)	The Member in Charge is <i>[name of Member Leader of the Joint Venture]</i> .
1.4	<p>The addresses for delivery of notices are:</p> <p>Oshakati Town Council:</p> <p>906 Sam Nujoma Drive</p> <p>Attention: Ms. Anna-Liisa Korea</p> <p>Email: akorea@oshtc.na</p> <p>Service Provider: _____</p> <p>Attention: _____</p> <p>email: _____</p>
1.6	<p>The Authorized Representatives are:</p> <p>For Oshakati Town Council: Mr. Timoteus Namwandi</p> <p>Chief Executive Officer</p> <p>For the Service Provider: _____</p>
2.1	The date on which this Contract shall come into effect is July 2024
2.2.2	The Intended Starting Date for the commencement of Services is: TBC (to be communicated) upon contract signature.

2.3	The Intended Completion Date is: 2026
2.5.1.	Public Entity to define was considered as extreme conditions: to be communicated if any occur
2.6	Oshakati Town Council must terminate the Contract if: <ul style="list-style-type: none"> • If the Contractor (Service Provider) did not lender the service as required.
3.6	The bidder shall provide Liability Insurance: N/A
3.2.3	Activities prohibited after termination of this Contract are: Not Applicable
3.7(d)	The service Provider shall obtain prior written approval from Oshakati Town Council taking action as per N/A
3.9	Restrictions on the use of documents prepared by the Service Provider are : N/A
3.10.1	The liquidated damages rate N/A
3.10.3	As per Section III – Scope of Service and Performance Specifications No.4
5.1	The assistance and exemptions provided to the Service Provider are Not applicable
6.4	Payments shall be made according to the following schedule: <ul style="list-style-type: none"> • No advance payment
6.5	Payment shall be made within 30days after service delivery
6.6.1	Price adjustment the bid price shall be fixed for the first year of which escalation may be applied after an anniversary of the contract and shall be based on the local consumer price index, but not exceeding 5%.)
7.1	The procedures for inspection of the Services by the Oshakati Town Council are as per inspection Check list
8.2.3	The Adjudicator is TBC.
8.2.4	The arbitration procedures of the following institutions will be used: Following notice of intention to commence arbitration issued by either party an Arbitrator shall be appointed by both parties to the dispute or in any case of disagreement, by an Arbitrator to be appointed by a judge in Chambers of Namibia. The Arbitrator fees will be borne by the losing party. Any decision of the Arbitrator shall be final and binding to both

	parties”.
8.2.5	The designated Appointing Authority for a new Adjudicator is not applicable

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/OSHTC-01/2024/2025

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Specification and Compliance Sheet		
Delivery Period		
Shall be duly filled in, duly signed, and dated at each place (so indicated)		
Indelible ink used, no correction fluid used, and all corrections crossed out and initialled or signed		
Any annexures that a bidder submits, inclusive of all coloured brochures, shall all be signed or initialled		
Bid Validity Period		
A certified copy of a valid company Registration Certificate		
An original or certified copy of a valid good Standing Tax Certificate; (Valid at the deadline of submission of bid)		
An original or certified copy of a valid good Standing Social Security Certificate;(Valid at the deadline of submission of bid)		
A certified copy of a valid Affirmative Action Compliance Certificate.		
A written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
A signed Bid Securing Declaration.		
A certified copy of a valid "Registration Certificate" from a Local Authority Health Department or Ministry of Health & Social Services. (Valid at the deadline of submission of bid).		
Bidder submitted Written statement by a power of attorney (or notary statement, etc.) proving that the person, who		

signed the bid on behalf of the company, is duly authorized to do so.		
Requested certified copies of documents shall only be considered if (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963		
fortiGate Authorized partner/Reseller certificate from FortiNet		
Microsoft Authorized partner/Reseller certificate from Microsoft		
ESET Authorized partner/Reseller certificate from ESET		
All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.		

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.*

Contract Agreement

THIS AGREEMENT made on the _____ day of _____ between _____ (hereinafter “**the Employer**”), of the one part, and _____ hereinafter “**the Contractor**”), of the other part:

WHEREAS the Employer desires that the Works known as _____

_____ should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

- (a) the Notification of award
- (b) the Bid
- (c) the Addenda Nos _____
- (d) the Appendix to the General Conditions of Contract
- (e) the General Conditions of Contract;
- (f) the Specification
- (g) the Drawings; and
- (h) the completed Schedules,

3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.



IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

Signed by: _____

For and on behalf of the Employer

In the presence of _____

Witness Name, Signature, Address, Date

Signed by: _____

For and on behalf of the Contractor

In the presence of: _____

Witness Name, Signature, Address, Date



ENVELOP COVER

PROCUREMENT FOR PROVISION OF SOFTWARE ANNUAL LICENSES RENEWAL FOR A PERIOD OF THREE (3) YEARS 2024-2027 Procurement Reference No: **NCS/RFQ/OSHTC-01/2024/2025**

DELIVERY ADDRESS FOR:

**Oshakati Town Council
906 Sam Nuyoma Road
Private Bag 5530
Oshakati
Tel:065-229500**

CLOSING TIME AND DATE: Friday, 05 JULY 2024 at 12h00

FROM:

COMPANYNAME: _____

CONTACT NUMBER _____

P. O. BOX: _____

CONTACT PERSON: _____

EMAIL: _____