



BE PART OF THE FIGHT!
REPUBLIC OF NAMIBIA

ANTI-CORRUPTION COMMISSION

Tel: (061) 4354000
Fax: (061) 4354124

P.O. Box 23137
Windhoek
Namibia

Request for Sealed Quotations (Goods)

**Supply and delivery of IT Equipment and accessories
for the Division Anti-Money Laundering and
Intelligence.**

Procurement Reference No: *G/RFQ/30-23/2024/25*

P.O. Box 23137 Windhoek, Tel: 061 4354000, ehamutenya@accnamibia.org



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P.O. Box 23137
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Namibia

20 November 2024

Letter of Invitation

TO ALL BIDDERS

Dear Sirs/Madam

Request for Quotations for the Supply and delivery of IT equipment and Accessories

The Anti-Corruption Commission 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 Ms **Elli-Helena Amutenya** or Ms **Martha Muteka** at **061 435 4000**

Please prepare and submit your quotation in accordance with the instructions given in this document.

Yours faithfully,

Elli-Helena Amutenya

Head: Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Anti-Corruption Commission 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. 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 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.

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 **90 days** from the date of submission deadline.

4. Eligibility Criteria

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

- (a) a valid certified copy of company registration certificate, (Certified by the Namibian Police or Commission of Oath)**
- (b) a valid original or certified copy of an original (certified by the Namibian Police or Commission Oath) of Good Standing Tax Certificate;**
- (c) a valid original or certified copy of an original (certified by the Namibian Police or Commission Oath) of 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) Submit signed Bid-securing Declaration.**
- (f) 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, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if**

it is awarded the contract or part thereof; and;

- g) **Proof of previous experience in supply and delivery of IT equipment's (three reference letter)**
- h) **Attach a quotation including all the specifications of the type of items you will be supplying**

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **15 days** after issue of Purchase Order. Deviation in delivery period shall not be accepted.

- 6.1. The following tests and inspections will be conducted on the goods at delivery:
Specification's check and quantity

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Anti-Corruption Commission 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 *Corner of Monte Blanc and Groot Tiras Street, Eros, Windhoek*, at the reception not later than **12 December 2024, 14H15**. 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 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

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 Anti-Corruption Commission'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

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

PRICE AND MARGIN OF PREFERENCE

The Margin of Preference on Price offered will be applied to the qualifying Bidders in accordance with the Code of Good Practice on Preference, issued by the Ministry of Finance and Public Enterprises through the Procurement Policy Unit (PPU).

If a bidder qualifies for margins of preferences on more than one basis, all such margins of preferences must be granted to the bidder and, when considering the bid, the bid price shall be reduced with the amount determined in accordance with the formula below for the price evaluation purposes.

$$\underline{A=MP \times BP}$$

100

in which formula

- (a) "A" represents the amount to be determined;
- (b) "MP" represents the total percentage of all margins of preferences granted in respect and
- (c) "BP" represents the bid price.

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
Small and Medium Enterprise	1%	<p>Submit a certified copy of a valid original SME certificate, duly certified by the Commissioner of Oaths as issued by the Ministry of Industrialization, Trade and SME Development</p> <p>Declaration indicating the percentage of Namibian SME ownership.</p> <p>Anti-Corruption Commission reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	a bidder who is an SME, means an enterprise that has a valid Micro, Small and Medium Enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51 % owned by Namibians.
Women owned enterprise	1%	<p>Submit a certified copy of Identification Documents (IDs) of all shareholders</p> <p>Founding statement/company registration indicating ownership</p>	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.

		<p>structure/shareholder certificate by the Commissioner of Oaths -declaration indicating the percentage of Namibian female ownership.</p> <p>Anti-Corruption Commission reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	
Youth Owned Enterprise	2%	<p>Submit a certified copy Identification Documents (IDs) of all shareholders</p> <p>-Founding statement/company registration indicating ownership structure/shareholder certificate by the Commissioner of Oaths</p> <p>In Namibia, individuals between the ages of 16 and 35 are classified as youth. According to Section 1 of the National Youth Council Act, 2009 Act 3 of 2009, "youth" refers to a person who is between the ages of 16 and 35. The age of an individual will be determined based on their Identification Document (ID).</p> <p>Declaration indicating the percentage of Namibian youth ownership.</p> <p>Anti-Corruption Commission reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths
Previously Disadvantaged Person owned enterprise	2%	<p>Submit a certified copy Identification Documents (IDs) of all shareholders</p> <p>Founding</p>	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs.

		statement/company registration indicating ownership structure/shareholder certificates by the Commissioner of Oaths Declaration indicting the percentage of Namibian Previously Disadvantaged Persons (PDP) ownership. Previously Disadvantaged Persons (PDP) is defined and referred to in Article 23(2) of the Namibian Constitution and affirmative Act	
Suppliers providing employment to Namibian	1%	Declaration that the bidder employs 50% or more Namibian citizens. Anti-Corruption Commission reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	A bidder who employs 50% or more Namibian citizens.
Total margin of preference	7%		

14. Evaluation Criteria

This Section complements the Instructions to Bidders. It contains the criteria that Anti-Corruption Commission will use to evaluate the bid and determine whether a bidder has the required qualifications. The Instructions to bidders, bidding data sheet and the below criteria will be used for evaluating this bid.

Evaluation Methodology

Evaluation will be conducted by an Ad hoc Bid Evaluation Committee (BEC) in accordance to the instruction to bidders, bidding data sheet and table 1, 2 and 3 in three phases.

Phase 1: Mandatory Documents

The eligibility criteria will be assessed based on a **Yes or No**. All bidders that pass with **Yes** in all the required documents as stated in table 1, will proceed to the next phase (phase 2 - technical evaluation).

Phase 2: Technical Evaluation

Bidders will be evaluated based on the technical evaluation criteria and weight as stated in table 2. The total technical evaluation is 100%. For a bidder to proceed to the next phase (phase 3 – financial evaluation), the bidder must score 70% and above. Bidders who fail to score the required minimum score of 70% will be deemed as “technically non-responsive”. Such bidders will be excluded from being considered for further evaluation.

Phase 3: Financial Evaluation

The lowest responsive evaluated bid price will be determined after the Margin of Preferences has been applied where applicable.

Procurement contract award

Anti-Corruption Commission intends to award the **Supply and Deliver of IT Equipment to a Bidder** deemed “technically and financially responsive”

Table 1

No	Document/ Criteria Description	Yes/No
1	A valid certified copy of the Company Registration Certificate or proof of registration of a defensive name, if applicable, issued by the Ministry of Industrialization, Trade and SME development or BIPA, certified by by the Namibian Police / Commissioner of Oaths, accompanied by the relevant CM forms and or members interest documents showing proof of equity.	
2	Certified copies of Identification Documents (IDs) of the shareholders, trustees or members of a Trust as certified by the Namibian Police / Commissioner of Oaths.	
3	A valid original or certified copy by the Namibian Police / Commissioner of Oaths of a Good Standing Tax Certificate from the Receiver of Revenue.	
4	A valid original or certified copy of a Good Standing Certificate issued by the Social Security Commission and certified by the Namibian Police / Commissioner of Oaths	
5	A valid certified copy by the Namibian Police / Commissioner of Oaths of 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;	
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	A duly completed and signed Bid Securing Declaration form	
8	Duly completed, initialled, and signed Joint Venture Partner Information Form (if applicable), or an Agreement indicating that the Parties will enter into a Joint Venture Agreement upon the awarding of the Bid for the duration of the Contract Period.	
9	To qualify, a Bidder, and all parties constituting the Bidder, must be a Namibian national(s). A Bidder shall be deemed to have the nationality of this country if the Bidder is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of Namibia with 100% equity owned by Namibian natural citizen (s). This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including Related Services	
10	In the case of a joint venture (JV), each party to the JV must provide the above supporting documents	

11	Submit as minimum, two (2) reference letters confirming that bidder had supplied and delivered computers and printers	
12	Duly signed and completed Manufacturer's Authorization form.	

Table 2: Technical Evaluation

Criteria		Sub-Scores	Total score
1. Experience of the company in proving IT equipment	5 years and more	10	10
	Between 3 - 4 years	5	
	Less than 3 years	0	
2. Reference Letters (minimum of 3)	Three reference letter as evidence of supply and delivery of IT equipment.		15
	3 and more letters	15	
	less than 3 letters	0	
3. Financial position of the company.(bank rating) A- Undoubted for Enquiry B- Good for amount quoted C- Good for amount quoted if strictly in way of business D- Fair trade risk E- Figures considered too high F- Financial position unknown G- Paper occasionally dishonoured	A- Undoubted for Enquiry	20	20
	B- Good for amount quoted	10	
	C- Good for amount quoted if strictly in way of business	0	
4. Availability of Office premises	Owned (Bidders are requested to provide Title Deed if owned by the bidder) or Lease agreement	5	5

5.	ManufactureAuthorisation	10	10
6.	Technical Warranty for 3 years	10	10
7.	Quoted according to the technical specification provided, bidder should include a quote with specifications of what they will supply and deliver	25	25
8.	Specify the toner cost and yield capacity for the printer	5	5
Total technical score			100%

15. 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 in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

16. Performance Security

Not applicable.

17. Notification of Award and Debriefing

The Anti-Corruption Commission 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.

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: <i>[name of Public Entity]</i>	
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 *[insert number of 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 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: [Day/month/year].

Procurement Ref No.:

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**



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 *[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.*

					TOTAL incl VAT	
NAME:		POSITION:		SIGNATURE		DATE
NAME OF BIDDER:		ADDRESS:				

Price 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


SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/30/30-23/2024/25

[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.]

Lot 1 Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)																						
A*	B*	C	D																						
1	Laptops																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item Feature</th> <th style="text-align: left;">Technical Specification Description</th> </tr> </thead> <tbody> <tr> <td>Operating system</td> <td>Microsoft Windows 11 Professional (64 bit) or latest version</td> </tr> <tr> <td>Processor</td> <td>14th Generation Intel® Core™ i9/ AMD Ryzen 9</td> </tr> <tr> <td>Memory</td> <td>16GB</td> </tr> <tr> <td>Hard drive</td> <td>512 GB SSD or more</td> </tr> <tr> <td>Audio</td> <td>Integrated Speakers</td> </tr> <tr> <td>1/0 Ports</td> <td>1/0 Ports 3 x USB 3.0 1x HDMI 1x combo stereo headphone/ mic jack 1 x RJ-45 1 DisplayPort or 1 VGA, (1) HDMI, (1) RJ45, (1) Stereo combo, AC power, speakers, Hinges flexible 180 degrees</td> </tr> <tr> <td>Graphics</td> <td>Nvidia, Radeon or Equivalent Dedicated Graphics</td> </tr> <tr> <td>Graphics Memory</td> <td>8 GB dedicated</td> </tr> <tr> <td>Camera</td> <td>720p High-Definition webcam</td> </tr> <tr> <td>Display</td> <td>15.6"</td> </tr> </tbody> </table>	Item Feature	Technical Specification Description	Operating system	Microsoft Windows 11 Professional (64 bit) or latest version	Processor	14th Generation Intel® Core™ i9/ AMD Ryzen 9	Memory	16GB	Hard drive	512 GB SSD or more	Audio	Integrated Speakers	1/0 Ports	1/0 Ports 3 x USB 3.0 1x HDMI 1x combo stereo headphone/ mic jack 1 x RJ-45 1 DisplayPort or 1 VGA, (1) HDMI, (1) RJ45, (1) Stereo combo, AC power, speakers, Hinges flexible 180 degrees	Graphics	Nvidia, Radeon or Equivalent Dedicated Graphics	Graphics Memory	8 GB dedicated	Camera	720p High-Definition webcam	Display	15.6"		
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Supported Document Size:	A4, AS, A6, BS, B6, Letter, Postcard, Business cards, Plastic cards, Legal, Executive																									
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	Document Size: ADF Maximum Document Size : Output Type: Grayscale Color Depth: Drivers: Interface Type: Features: 	215,9 mm x 6.096 mm (Horizontal x Vertical) Color Input:30 Bits Colour / 10 Bits Monochrome, Output: 24 Bits Colour / 8 Bits Monochrome TWAIN, WIA, ISIS USB 3.0, Ethernet Interface (1000 Base-TI 100-Base TX/ 10-Base-T) . Skip blank page, A3 stitching, Punch holes removal, Automatic de-skew, Automatic multidocument recognition, Dual Image Output (Windows only), Auto-rotation, Text enhancement, Unsharp Mask (USM), Descreening, Automatic Folder Creation, Barcode Recognition, Full Zonal OCR Three 3 Years																																			
4	Business\Enterprise Color AIO Printer																																				
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		Bidders Should Specify: Toner Cost & Yield capacity		
5	Office Auto Shredders			
	Item Feature	Technical Specification\Description		
	Usage:	Commercial/Shared use		
	Sheet Capacity/Cycle:	500		
	Cut Type:	Cross cut		
	Run Time:	Continuous		
	Also Shreds:	Staples,Credit Cards,Paper Clips,CDs/DVDs		
	Bin Capacity (litres):	100L		
	Bin Type:	Steel/removable		
	Warranty (Full/Cutter):	3/20years		
	Bags:	35000		
	Anti-Jam Technology:	Jam Guard System		
	Colour:	Black/Grey		
	Feed Type:	Auto Feed		
HXWXD (cm):	95.3x63.6x50.9			
weight(kg):	80			
1	Recording Pen Camera			
	Item Feature	Technical Specification\Description		
	Style	Hidden Camera		
	Technology	Wireless		
	Type	Spy Camera		
	Sensor	CMOS		
	Voice Recording	Yes		
	Resolution (p)	1920 x 1080		
	Range (m)	5-10		
	Battery Charging Time (Hr)	About 1hr		
	Memory (GB)	32GB		
	Battery Capacity (Hr)	200mAh		
	Camera	HD 2643 Lens		
	Mobile Access	No		
	Video Format	AVI		
Color	Black and Sliver			
Image Format	JPG			

2	Professional Digital Camera <table border="1"> <thead> <tr> <th data-bbox="129 203 555 259">Item Feature</th> <th data-bbox="555 203 1197 259">Technical Specification\Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="129 259 555 304">Compatible Mountings</td> <td data-bbox="555 259 1197 304">Canon RF, Canon EF</td> </tr> <tr> <td data-bbox="129 304 555 349">Aspect Ratio</td> <td data-bbox="555 304 1197 349">3:2</td> </tr> <tr> <td data-bbox="129 349 555 394">Photo Sensor Technology</td> <td data-bbox="555 349 1197 394">CMOS</td> </tr> <tr> <td data-bbox="129 394 555 439">Supported File Format</td> <td data-bbox="555 394 1197 439">C-Raw, HEIF, JPEG</td> </tr> <tr> <td data-bbox="129 439 555 483">Image Stabilization</td> <td data-bbox="555 439 1197 483">1/8000th second</td> </tr> <tr> <td data-bbox="129 483 555 528">Maximum Aperture</td> <td data-bbox="555 483 1197 528">3.5 Millimeters</td> </tr> <tr> <td data-bbox="129 528 555 573">Expanded ISO Minimum</td> <td data-bbox="555 528 1197 573">50</td> </tr> <tr> <td data-bbox="129 573 555 618">Metering Description</td> <td data-bbox="555 573 1197 618">Evaluative</td> </tr> <tr> <td data-bbox="129 618 555 663">Brand</td> <td data-bbox="555 618 1197 663">Canon</td> </tr> <tr> <td data-bbox="129 663 555 705">Model Name</td> <td data-bbox="555 663 1197 705">Canon EOS R6 Mark II Body</td> </tr> </tbody> </table>	Item Feature	Technical Specification\Description	Compatible Mountings	Canon RF, Canon EF	Aspect Ratio	3:2	Photo Sensor Technology	CMOS	Supported File Format	C-Raw, HEIF, JPEG	Image Stabilization	1/8000th second	Maximum Aperture	3.5 Millimeters	Expanded ISO Minimum	50	Metering Description	Evaluative	Brand	Canon	Model Name	Canon EOS R6 Mark II Body						
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		- Simple charge recording device		
		- Easy to figure out		
		- Voice Activated Recorder		
		- Easy File Management: time stamp		

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 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 Anti-Corruption Commission (<https://acc.gov.na/procurement>) except were modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except were modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/30-23/2024/25

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Anti-Corruption Commission
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Anti-Corruption Commission, c/o Mont blanc and Groot Tiras, Eros Windhoek
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: Anti-Corruption Commission, c/o Mont blanc and Greet Tiras, Eros Windhoek Attention: Elli-Helena Amutenya, Head of Procurement Management Unit 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 per the law of the Republic of Namibia

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 15 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
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.
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	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: 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. ii) An interest rate of 2% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	Not Applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: IT accessories
Insurance GCC 24.1	<i>Not applicable</i>
Transportation GCC 25	The Goods shall be delivered: <i>Incoterm for transportation: DAP.</i>

Subject and GCC clause reference	Special Conditions
Inspection and Test GCC 26.1	The inspection and tests shall be: Specification's check, quantity, warranty card, opening of inbox content
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Anti-Corruption Commission, c/o Mont blanc and Groot Tiras, Eros Windhoek
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 2% per day. The maximum number of liquidated damages for the whole contract is 4%.
Warranty GCC 28.3	The period of validity of the warranty shall be: [360] day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Anti-Corruption Commission, c/o Mont blanc and Greet Tiras, Eros Windhoek
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: <i>[insert number]</i> day(s)

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
References letter		
Attached quotation		
Warantee		
<p>To be eligible to participate in this Quotation exercise, you should:</p> <ul style="list-style-type: none"> (a) a valid certified copy of company registration certificate, (Certified by the Namibian Police or Commission of Oath) (b) a valid original or certified copy of an original (certified by the Namibian Police or Commission Oath) of Good Standing Tax Certificate; (c) a valid original or certified copy of an original (certified by the Namibian Police or Commission Oath) of 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; (f) 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, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and; 		

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.*