



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

Procurement Reference No: *G/RFQ/30-22/2024/25*

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



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Namibia

08 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 **21 November 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.

$$\frac{A=MP \times BP}{100}$$

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 structure/shareholder</p>	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.

		<p>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 statement/company</p>	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs.

		<p>registration indicating ownership structure/shareholder certificates by the Commissioner of Oaths Declaration indicting the percentage of Namibian Previously Disadvantaged Persons (PDP) ownership.</p> <p>Previously Disadvantaged Persons (PDP) is defined and referred to in Article 23(2) of the Namibian Constitution and affirmative Act</p>	
Suppliers providing employment to Namibian	1%	<p>Declaration that the bidder employs 50% or more Namibian citizens.</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 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 providing 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	20	20
	A- Undoubted for Enquiry		
	B- Good for amount quoted	10	
	C- Good for amount quoted if strictly in way of business		
	D- Fair trade risk	0	
	E- Figures considered too high		
	F- Financial position unknown		
G- Paper occasionally dishonoured			
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.*

Lot 2									
1	Projector Tripod Stand, Foldable Laptop Tripod	2	each						
2	Tripod Screen for Projector with Carry Bag and Tripod Stand	2	each						
3	USB HEADSETS	10	each						
4	3M High speed HDMI cable	5	each						
5	High speed HDMI cable thickness	1	each						
6	2.5" SATA Enterprise SSD ASD+SDC12 Series	2	each						
7	VGA to HDMI converter	6	each						
8	Grammarly for business annual licenses	20	each						
9	Digital Watch Recorder (leather strap)	3	each						
10	USB Charging Station	4	each						
11	6-inch iPhone Charge Cable Short	1	each						
12	6 inch Short Fast Charging Cord	1	each						
13	Tableau Forensic TD4 Duplicator	3	each						
14	Digital Voice Recorder	2	each						
15	Group Video conferencing system: Group Or Rally Bar	1	each						
16	Pointers	5	each						
17	Laptop Charger adapter	2	each						
						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/30/30-22/2024/25

[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	Item Feature	Technical Specification Description		
	Operating system	Microsoft Windows 11 Professional (64 bit) or latest version		
	Processor	14th Generation Intel® Core™ i7/ AMD Ryzen 7		
	Memory	16 GB		
	Hard drive	512 GB SSD or more		
	Audio	Integrated Speakers		
	I/O Ports	1/I0 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	8 GB dedicated		
	Camera	720p High Definition webcam		
	Display	15.6"		
	Input devices	Keyboard with Numeric Keypad, Touchpad, Wireless Mouse , Touch Screen		

Network	Integrated 100/1000 Base-TX UTP
Wireless	IEEE 802.11b/g/n Wireless Bluetooth 5.0 wireless technology
Warranty	Three (3) years
Accessories	Protective Carry Bag and all necessary accessories should be included
Mouse	Wireless mouse

2

Item Feature**Technical Specification\Description****Print Speed**

683 (HS Draft), 513 (Draft), 137 (LQ) CPS at 12 CPI 600 (HS Draft), 513 (Draft), 114 (LQ) CPS at 10 CPI With bi-directional logic seeking

Resolution

Up to 360 x 360 dpi

Character Density

5, 6, 7.5, 8.6, 10, 12, 15, 17.1, 20 cpi

Line Density

2, 3, 4, 6, 8, 12 lpi

Printhead Life

500 mil dots/pin, 24 pin head

Memory

256 KBytes

Standard Connectivity

Parallel (Bi-directional), USB 2.0, USB-A Host, Ethernet

Options

Serial RS-232, Cutter, Front Auto Sheet Feeder

Standard Emulation

IBM ProPrinter XL24, Epson ESC/P, Epson ESC/P2, MTPL, Epson FX

Fonts

HS Draft, Draft, Courier, Roman, Sans Serif, Prestige, Script, OCR-A/B, 14 Barcodes and large character printing

Consumable Ribbon:

15 million characters

Standard Paper Handling

One tractor useable as push (front or rear) or pull (top) version, continuous paper with straight paper path and park position, cut sheet front insertion, tear or front off

Optional Paper Handling Additional push tractor (rear)

IEEE 802.11b/g/n Wireless Bluetooth 5.0 wireless technology

Number of Copies

1 original + 5 copies

Paper Type

Cut sheets, continuous forms, multi-part forms

Paper Weight

60-120 g/m²

Paper Size Width:

76 to 420 mm; Length: 76 to 599 mm

Physical Weight

10.6 kg

Physical Size


600 x 267 x 200 mm (W x D x H)

Acoustic <55 dB(A) Power Voltage 1

00 - 240 V wide range auto-sensing

Power Consumption

30 Watt Printing; <10 W Sleep Mode

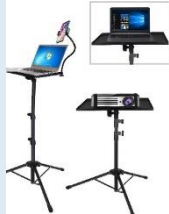

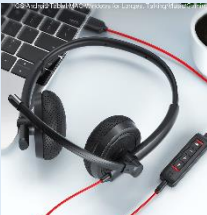




	Operating Environment	+10° to +35° C; 16% to 73% humidity		
	Workload	20,000 pages per month		
	MTBF	20,000 powers on hours, 25% duty cycle		
	Drivers	Windows 32/64 bit Standard		
	Warranty	(3) three Year with printhead inclusive		
3	Item Feature	Technical Specification\Description		
	Optical Resolution:	600 dpi x 600 dpi (Horizontal x Vertical)		
	Document Feeder Type:	Autoload		
	Feeder Capacity:	100 Sheets		
	Duplex:	Single Pass Duplex Scanning		
	Scanning Speed:	Monochrome: 4S pages/min - Colour: 4S pages/min, resolution: 200 / 300		
	Duty Cycle:	5000 pages per day		
	Supported Document Size:	A4, AS, A6, BS, B6, Letter, Postcard, Business cards , Plastic cards, Legal, Executive		
	ADF Minimum Document Size:	S0,8 mm x S0,8 mm (Horizontal x Vertical)		
	ADF Maximum Document Size:	21S,9 mm x 6.096 mm (Horizontal x Vertical)		
	Output Type:	Color		
	Grayscale Color Depth:	Input:30 Bits Colour / 10 Bits Monochrome, Output: 24 Bits Colour / 8 Bits Monochrome		
	Drivers:	TWAIN, WIA, ISIS		
	Interface Type:	USB 3.0, Ethernet Interface (1000 Base-TI 100-Base TX/ 10-Base-T) .		
	Features:	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		
				
	Warranty:	Three 3 Years		
4	Item Feature	Technical Specification\Description		
	Print,scan,copy, speed:	up to 40 ppm		
	Print resolution, color:	1200 x 1200 DPi		
	Print technology:	Laser or Ink		
	monthly duty cycle :	up to 4000 pages		
	Recommended duty cycle yield : 3500			
	number of print cartridges	4 toner cartridges (1 each for black, cyan, magenta, yellow)		


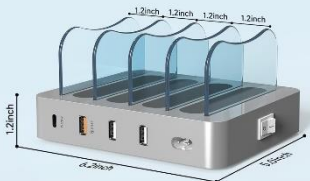



Print languages:	PCL 6, PCL Sc, postscript level 3 emulation		
Processor speed:	1200MHz		
Memory:	2000 MB		
Paper tray(s):	2		
Paper handling input:	600-sheet multipurpose tray 1		
Paper handling output:	250-sheet output bin		
Duplex printing:	yes automatic		
Media sizes:	Letter, A4,executive;3x5 in; 4x6 in..etc		
Minimum system requirements:	Microsoft® Windows® 10,8,7 (32/64-bit), Mac OSX v 10.5, v 10.6 or higher;		
Connectivity:	Hi-Speed USB - compatible with USB 3.0 specification, Ethernet Interface (1000 Base-TI 10-Base, TX/ 10-Base-T), Near Field Communication (NFC)		
Warranty:	Three (3) years		
Bidders Should Specify: Toner Cost & Yield capacity			

5	Item Feature	Technical Specification\Description	
	Display TypeLED-Viewable Size	backlit LCD monitor / TFT active matrix	32" inch
	Aspect	Ratio16:9	
	Color Support	16.7 million colors	
	Native Resolution	Full HD (1080p) 1920 x 1080 at 60 Hz	
	Contrast Ratio	PS - 300 cd/m ² - 1000:1 - 5 ms	
	Dimensions	(WxDxH)24 in x 7.3 in x 15.5 in – with stand	
	Horizontal Viewing	Angle178	
	Vertical Viewing	Angle178	
	OSD Languages	Chinese (simplified), Brazilian Portuguese, English, German, French, Russian, Spanish, Japanese	


6	Item Feature	Technical Specification\Description	
	Resolution	203 dpi/8 dots per mm Resolution can be factory installed or changed on site via accessory kits. Resolution can be changed from 300 dpi to 203 dpi, as well as from 203 dpi to 300 dpi	
	Maximum Print Width	4.09 in./104 mm for 203 d pi 4.27 in .108 mm for 300 dpi	
	Maximum Print Speed	6 in./152 mm per second (203 d pi) 4 in./102 mm per second (300 d pi)	
	Maximum Label Length	39.0 in./991mm	

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	<p>Projector Tripod Stand, Foldable Laptop Tripod,</p> 	<p>Multifunctional DJ Racks/Projector Stand, Adjustable Height 17.5 to 48 Inch with Phone Holder, Perfect for Office, Home, Stage or Studio and Movies</p>		
2	<p>Tripod Screen for Projector with Carry Bag and Tripod Stand</p> 	<p>HD Premium Wrinkle-Free Tripod Screen for Projector with Carry Bag and Tight Straps, Mounting Type Outdoor Bracket,Indoor Bracket,Tripod Stand Product Dimensions 80.7"W x 4"H Material Polyvinyl Chloride,60 Inch 16:9 Aspect Ratio</p>		
3	<p>USB HEADSETS</p> 	<p>Noise Cancelling Headphones with Microphone, PC Headset Wired for Computer/Mac/Laptop, with USB+3.5mm Jack, in-line Controls for Office Home Business</p>		
4	<p>High speed HDMI cable</p> 	<p>3m High speed HDMI cable x5 High speed HDMI cable thickness x1</p>	20m	
5	<p>2.5" SATA Enterprise SSD ASD+SDC12 Series</p> 	<p>ASDXS25SMC-1920TF 2.5" SSD ASD+SDC12 Series, BiCS5 3D TLC, 1 DWPD, 1920GB, 0°C ~ 70°C x 1 ASDXS25SMC-3840TF 2.5" SSD ASD+SDC12 Series, BiCS5 3D TLC, 1 DWPD, 3840GB, 0°C ~ 70°C x1</p>		
6	<p>VGA to HDMI converter x 6</p> 	<p>Audio Support Plug and Play Up to 1080p resolution Micro USB Power Supply No external power required</p>		
7	<p>Grammarly for business annual licenses x20</p> 	<p>Licences for 20 users, 2-year renewal annually</p>		

<p>8</p>	<p>Digital Watch Recorder (leather strap) x 3</p> <ul style="list-style-type: none"> - Memory: 8 GB; - Length: 26.5 cm; - Integrated speaker; - Playback function; - USB 2.0 interface; - Recording format: *.wav; - Playback format: *.mp3 / *.wma / *.flac / *.Mono / *.OGG; - Storage capacity: 20 h; - Recording autonomy: 10 h; - Battery: 250 mAh; - Headphone audio jack: Yes; 		
<p>9</p>	<p>USB Charging Station x 4</p> <p>One Charger Station For Many Devices</p>  <p>Charging Dock - 4-Port - Fast Charging Station for Multiple Devices - Docking Station - Smart Charging Station Dock - Multi Charging Station for Cell Phones and Tablets</p> 		
<p>10</p>	<p>6 inch iPhone Charge Cable Short</p>  <p>iPhone Charge Cable Short, 0.5ft 5Pack USB to Lightning Cord for Fast Charging Stations Compatible with Apple iPhone 12 11 Pro Max Xs 8 7 6 5 Plus, iPad Air/Mini</p>		
<p>11</p>	 <p>6 inch Short Fast Charging Cord, 5 Pack Durable USB A to USB Type C 3A Cable for Charging Station Compatible with Samsung Galaxy Note 9 10 S10 S20 S30 OnePlus 7T 8T LG V30 V40</p>		
<p>12</p>	<p>Tableau Forensic TD4 Duplicator:</p>  <ul style="list-style-type: none"> • Three write-blocked source ports: SATA/SAS, PCIe, and USB 3.2 (Type-C) • Five destination ports: SATA (x2), PCIe, and USB 3.2 (Type-C, x2) • One USB (Type-C) accessory port • Color, touch-screen LCD • SATA/SAS, USB, IDE, FireWire, m.2/NVMe forensic imaging support • Hot-swap PCIe source and destination devices • Single device imaging, output to up to five (5) destination devices 		

	<ul style="list-style-type: none"> • Audible and visual job status feedback • Administrative options to set features by user • Disk-to-disk (clone), disk-to-file (imaging), and logical device imaging • MD5, SHA-1, and SHA-256 hashing • Detailed job logs for view, print, and export • Encryption detection with key unlock • Secure output using AES-256 encryption • Multi-file system detection and browsing • Drive verification • Drive restore • AMA/HPA/DCO detection and hidden partition removal or unlock • 36 months manufacturer warranty 		
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<p>13</p>	<p>Digital Voice Recorder x2</p>  <p>Hardware Interface: Micro USB 2.0 Type B Microphone Form Factor Built in Format: WAV, MP3 Audio, WMA Headphones Jack :3.5 millimeters Item Dimensions LxWxH :3.98 x 1.06 x 0.43 inches Memory Storage Capacity :16 GB Screen Size :0.95 Inches Item Weight :62.8 Grams</p> <ul style="list-style-type: none"> - Dynamic noise cancellation microphone - Easy Transfer File to Computer - Mini recorder device can set recording quality at MP3 (128kpbs, 64kpbs) or WAV (1536kpbs) - Simple charge recording device - Easy to figure out - Voice Activated Recorder - Easy File Management: recordings with time stamp, when you recorded, what was recorded. 		
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<p>14</p>	<p>Group Video conferencing system: Group Or Rally Bar</p> <p>Plug-and-play USB connectivity, certified for Skype for Business, Teams and Zoom Speakerphone with Bluetooth, Camera: motorized pan, tilt and zoom controlled from remote or console, Height x Width x Depth: 240 mm x 65 mm x 240 mm Hub: Height x Width x Depth: 94 mm x 34 mm x 74 mm, Warranty card.</p>		
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<p>15</p>	<p>Pointers x 5</p> 	<ul style="list-style-type: none"> • Red Laser pointer for easy and enhanced presentations • RF 2.4GHZ Technology & USB receiver type • Page down and page up buttons • Lock/unlock switch • Page-turning Support • Battery operated (1 x 23A) • Remote control range - 15 meters • In the pack: 1 x Laser Pointer Flip Pen, 1 x USB Receiver, 1 x PU Leather Case 			
<p>16</p>	<p>HP Charger adapter x 2</p> 	<ul style="list-style-type: none"> • 65W Laptop Charger Fit for HP Probook 440 			

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/30-22/2024/25

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.

Subject and GCC clause reference	Special Conditions
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: <hr/>
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
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.

Subject and GCC clause reference	Special Conditions
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>
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] day(s)</i>

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; 		
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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.*