



Request for Quotation

For

The Supply and Installation of Network Cabling and Data Network Points

Procurement Reference No: NCS/RFQ/NASRIA – 07/2023

Issued on: 22 August 2023

BIDDER'S NAME: _____

PHYSICAL ADDRESS: _____

TEL/CELL NO: _____

CONTACT PERSON: _____

E-MAIL: _____



Letter of Invitation

NCS/RFQ/NASRIA – 07/2023

22 August 2023

Dear Service Provider,

Re: Request for Quotations for the Supply and Installation of Network Cabling and Data Network Points

The Namibia Special Risks Insurance Association Limited (NASRIA Ltd) invites you to submit your best quote for the works 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. Anna Green, Head of Procurement Management Unit, email: anna@nasria.com.na; Telephone number +264 61 229207.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Ms. Anna Green

Head of Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Namibia Special Risks Insurance Association Limited (NASRIA Ltd)** 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 works mentioned in Section III, by completing, signing, and returning (or attaching thereto):

- (a) The Quotation letter in Section II with its Annex for Bid Securing Declaration, where applicable.
- (b) The Priced Activity Schedule in Section IV.
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your Quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be **30 days** from the date of the bid submission deadline.

4. Eligibility Criteria

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

- (a) have a valid certified copy of the Company Registration Certificate;
- (b) an original or certified valid copy of a good Standing Tax Certificate;
- (c) an original or certified valid copy of a good Standing Social Security Certificate;
- (d) a valid certified copy of the Affirmative Action Compliance Certificate, 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;
- (e) submit a signed Bid-Securing Declaration;
- (f) 3 references letters (certified copies) attesting to the bidder's experience in completing similar works;

(g) Submit Quotation on Company letterhead.

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be within **7 days** after acceptance and issue of the Purchase Order. Deviation in the completion period shall not be accepted.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to **NASRIA Ltd** with the Bidder's name at the back of the envelope.

8. Submission of Quotations

The quotation should be deposited in the Bid Box located at **NASRIA Ltd, 3rd-floor Namlex Chambers Building, 333 Independence Avenue, Windhoek**, no later than **20 September 2023 at 12h00**. Quotations by post or hand delivered should reach the same address by the same date and time indicated above. Late quotations and quotations received by email will not be considered.

9. Opening of Quotations

Quotations will be opened internally by NASRIA Ltd immediately after the closing time referred to in section 8 above.

10. Evaluation of Quotations

NASRIA Ltd shall have the right to request clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

12.1. Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

12.2. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

13.1. Margin of Preference shall not be applicable for this procurement.

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for the award of the contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Performance Security

No Performance Security shall be required for this procurement.

16. Notification of Award and Debriefing

NASRIA Ltd shall after the award of the 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 7 days. Furthermore, **NASRIA Ltd** shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule 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>	NASRIA Ltd
Procurement Reference Number:	NCS/RFQ/NASRIA – 07/2023
Subject matter of Procurement:	Supply and Installation of Network Cabling and Data Network Points

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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.

Works will commence within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

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:

The location where work will be done, goods/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 by such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which includes but is not limited to the cancellation of the contract/license/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 relation to the goods and services being procured under this contract.*

SECTION III: STATEMENT OF REQUIREMENTS

We are pleased to invite you to submit a quotation for the provision of CAT6 structured cabling services to establish a 1Gbps capable data and telephony network at Namibia Special Risks Insurance Association Limited's (NASRIA Ltd) new premises located at Namlex Chambers, 5th Floor, 333 Independence Avenue, Windhoek.

Scope of Work:

The scope of this project encompasses the design, installation, testing, and documentation of a CAT6 structured cabling infrastructure to support a 1Gbps capable data and telephony network. The work shall include, but is not limited to, the following:

- **Design Phase:**

Develop a comprehensive cabling layout plan, considering optimal cable routes, distribution points, and equipment locations. Ensure compliance with industry standards such as ANSI/TIA-568-C.2 and ISO/IEC 11801 for CAT6 cabling.

- **Installation Phase:**

Supply and install CAT6 cables of suitable lengths for data and telephony connections. Implement efficient cable management solutions to ensure a neat and organized cabling infrastructure. Install appropriate wall outlets, patch panels, and connectors, as well as suitable network racks to accommodate all existing networking, telephony, and server equipment.

- **Testing and Certification:**

Conduct testing of each cable run to verify adherence to 1Gbps performance standards. Utilize testing equipment to measure cable performance metrics, including attenuation, NEXT, and other critical parameters. Provide test reports for each cable run, showcasing post-installation results.

- **Documentation:**

Deliver detailed as-built drawings illustrating the cabling layout, including cable paths, termination points, and patch panel assignments. Supply all test reports, certification documentation, workmanship and manufacturer warranties.

- **Quotation Requirements:**

We kindly request that you provide a detailed quotation for the CAT6 structured cabling services in line with the outlined scope of work. The quotation should incorporate the following elements:

- **Cost Breakdown:**

Clearly itemize costs for materials, labour, testing, and any additional services.

- **Project Timeline:**

Provide an estimated project timeline, outlining milestones for design, installation, testing, and project completion.

- **Warranty:**

Specify any warranties offered for materials and workmanship.

- **Company Experience:**

Highlight your company's relevant experience, certifications, and qualifications in delivering similar projects.

Where possible, the reutilization of existing equipment should be considered and incorporated in your quotations. We encourage you to arrange a site visit at your earliest convenience to gain a better understanding of the project requirements and site conditions. Please contact Anna Green at +264 61 229207 to schedule a suitable time for the visit.

A. SCOPE OF WORKS, SPECIFICATIONS, AND PERFORMANCE REQUIREMENTS

LOT 1: NETWORK CABLING & DATA NETWORK POINTS INSTALLATION	
Units	Description
1700	CAT6 UTP Solid Cable
35	CAT6 Keystone (Endpoint)
35	CAT6 Keystone (Patch Panel)
35	CAT6 1m Patch Lead (Cabinet)
35	CAT 6 3m fly lead (End-user)
2	Data Patch Panel – 24 Port
4	1 U Brush Panel
	Labour

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NASRIA – 07/2023**

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
	Network cabling & data network points installation	As per Section III Lot 1			
Subtotal					
VAT @ %					
Total					

Enter 0% VAT rate if VAT exempt.

*Columns A to D to be completed as applicable by the Public Entity

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **NCS/RFQ/NASRIA – 07/2023**

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	Network cabling & data network points installation		

* Columns A and B to be completed by Public Entity.

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **W/RFQ-GCC**) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NASRIA – 07/2023**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Namibia Special Risks Insurance Association Limited (NASRIA Ltd)
Intended Completion Date GCC	The intended completion date is: 7 (seven) working days.
Project Manager GCC 1.1(y)	The Project Manager is: Ms. Anna Green – 061 229207
Site GCC 1.1(aa)	The Site is located at 5 th Floor, Namlex Chambers Building, 333 Independence Avenue, Windhoek.
Start Date GCC 1.1(dd)	The Start Date shall be: Immediately after Acceptance of Purchase Order.
The Works GCC 1.1(hh)	The Works consist of: Works as per Section III Lot 1.
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.

GCC Clause Reference	Special Conditions
Delegation GCC 5.1	The Project Manager may delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>For the Public Entity, the address and the contact's name shall be:</p> <p>Ms. Anna Green, 3rd Floor Namlex Chambers Building, 333 Independence Avenue Windhoek</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact's name shall be _____</p>
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 60 days.
Payments GCC 40	<p>The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by:</p> <ul style="list-style-type: none"> (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	N/A
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	No proportion of any payments shall be retained.
Advance Payment GCC 48.1	No advance payment shall be made* or

GCC Clause Reference	Special Conditions
Performance Security GCC 49.1	No Performance Security is required*or

QUOTATION CHECKLIST SCHEDULE

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

Procurement Reference No.: NCS/RFQ/NASRIA – 07/2023

Description	Attached	Not Attached
Quotation letter (Section II)		
Priced Activity Schedule (Section IV)		
Specification and Compliance Sheet (Section V)		
Bid Securing Declaration		
Valid Certified copy of Company Registration Certificate		
Certified valid good Standing Tax Certificate		
Valid good Standing Social Security Certificate		
Valid 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		
3 reference letters of similar works done (original copies)		
Quotation on company letterhead		

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.*