



Request for Sealed Quotations for Goods

Supply and delivery of Laptops and ICT Accessories

Procurement Reference No: G/RFQ/NASRIA-03/2025

Namibia Special Risks Insurance Association Limited (Nasria Ltd), P. O. Box 417 Windhoek Namibia,

Tel: +264 61 229 207

E-mail: procurement@nasria.com.na

Issued on: 07 July 2025



Letter of Invitation

Procurement Reference No: G/RFQ/NASRIA-03/2025

07 July 2025

Dear Sir/Madam

Request for Quotations for the Supply and delivery of Laptops and ICT Accessories

The Namibia Special Risks Insurance Association Limited 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. Deolinda Fernandes at 061-229 207 or via email procurement@nasria.com.na.

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,

Deolinda Fernandes

Head of Procurement Management Unit (PMU)

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

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 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 60 days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a valid certified copy of company Registration Certificate;
- (b) have an original valid or certified copy of Good Standing Tax Certificate;
- (c) have an original valid or certified copy 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) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit a signed Bid-securing Declaration.
- (g) 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;

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be 2 – 4 weeks after acceptance/ issue of a Purchase Order. Deviation in delivery shall not be accepted/shall be considered if such deviation is reasonable *[NASRIA to select as appropriate]*.

- 6.1. The following tests and inspections will be conducted on the goods at delivery:
- *The technical specifications will be verified.*

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity 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 Reception area at The Namibia Special Risks Insurance Association Limited, Head Office, 333 Independence Avenue, Namlex Chambers 5th Floor, Windhoek not later than **Friday, 18 July 2025 at 12h00 PM**.

Quotations by post or hand delivered should reach Namibia Special Risks Insurance Association Limited, situated at 333 Independence Avenue, Namlex Chambers 5th Floor, Windhoek by the same date and time at latest. 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 Security/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 quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications 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

13.1 The applicable margins of preference and their application methodology are as follows:

- (a) MSME – (Certified Copy of SME registration certificate)
- (b) Minimum equity is 51% owned by Namibians

13.2 Bidders applying for the Margin of Preference **MUST** complete the declaration form below:

**Declaration to Qualify for Margin of Preference
under Paragraph 6, 9 and 10 of the Code of Good Practice on Preferences, No 13 of 2023**

I, _____ (*insert full name of authorized representative*) hereby declare that I/we/it qualify for the preferences marked below.

Category of bidder	Criteria	Tick the box if you qualify for the Criteria
Manufacturer	a bidder who is a manufacturer as defined in paragraph 1	
MSME	a bidder who is a MSME as defined in paragraph 1 whose minimum equity is 51% owned by Namibians	
Women owned enterprise	a bidder who is 100% women - owned or whose minimum equity is 51% owned by Namibian women	
Youth owned enterprise	a bidder who is 100% youth - owned or whose minimum equity is 51% owned by Namibian youths	
PDP owned enterprise	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs	
Suppliers providing environment protection	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document	
Suppliers providing employment to Namibians	A bidder who employs 50% or more Namibian citizens	

You are required to submit the following documentary evidence in support of your above selection and margin of preference will be allocated according to the percentages below. If you do not provide the required information you will not qualify for the margin of preference.

Category	Margin of preference	Documentary evidence
Manufacturer	2 percent	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
MSME	1 percent	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned Enterprise	1 percent	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
Youth owned Enterprise	2 percent	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
PDP owned Enterprise	2 percent	-IDs of all shareholders - Founding statement/company registration indicating

		ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting Environmental Protection	1 percent	-declaration and proof that the bidder meets the requirements set out in the bidding document
Service rendered by Namibian Citizens	1 percent	-declaration that the bidder employs 50% or more Namibian citizens
TOTAL	10%	

14. Award of Contract

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

15. Performance Security

N/A

16. Notification of Award and Debriefing

The Public Entity 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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:	Namibia Special Risks Insurance Association Limited
Procurement Reference Number:	G/RFQ/NASRIA-03/2025
Subject matter of Procurement:	Supply and delivery of Laptops and ICT Accessories

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 disqualification on the grounds mentioned in the BSD and even debarment in instances of violations as may be determined by the NASRIA.

The validity period of the Quotation is 90 days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

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

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

Date: _____[Day/month/year]

Procurement Ref No.: G/RFQ/NASRIA-03/2025

To: _____[insert complete name of Public Entity]

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.: **G/RFQ/NASRIA-03/2025**

Procurement Description: *SUPPLY AND DELIVERY OF LAPTOPS AND ICT ACCESSORIES*

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I *[insert full name]*, owner/representative

of*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: The procurement of 10x laptops & ICT Accessories

Procurement Ref No. G/RFQ/NASRIA – 07/2024/25

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]				<u>Bidders shall fill-in columns E - I and fill the total</u> E= mark with a *if an equivalent is quoted (N/A) F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ₁	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/m onth	Country of Origin
1.	HP 450 G10 Laptop Core i5 - 1335U, 8GB RAM And 512GB SSD, 15.6 Inch FHD, Windows 11 Pro.,BackLit KeyBoard – 3 Year NBD OnSite Warranty	8							
2.	HP 150 Wireless Mouse	15							
3.	Laptop Backpack “15.6”	8							
4.	Dell MONITOR 24 inches - S2425H 23.8 FHD IPS Monitor (1920 x 1080) 2x HDMI (1x HDMI cable)	6							
5.	Nano Combination Laptop Security Cable Lock	30							

6	WINX DO Ergo Multi-Adjustable Laptop Stand	30							
7	SanDisk Extreme Pro Portable SSD 1TB	1							
8	TP-Link TL-SG1005D 5 Port Gb Switch	2							
9	CAT6 Network Cable 1m	10			TOTAL				
10	IT Toolkit - Sprotek 58-piece Pc Tech Toolkit	1							
11	Logitech H340 USB Headset with Noise-Cancelling microphone	5							
12	HDMI To VGA Adapter	5							
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder **(N/A)**:

Currency : Exchange Rate:

If no base rate of exchange is given, the 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

Procurement Ref: **G/RFQ/NASRIA-03/2025**

SUPPLY AND DELIVERY OF LAPTOPS AND LAPTOP ICT ACCESSORIES

Description of Goods	Quantity required
HP 450 G10 Laptop Core i5 - 1335U, 8GB RAM And 512GB SSD, 15.6 Inch FHD, Windows 11 Pro.,BackLit KeyBoard – 3 Year NBD OnSite Warranty	8
HP 150 Wireless Mouse	15
Laptop Backpack “15.6”	8
Dell MONITOR 24 inches S2425H 23.8 FHD IPS Monitor (1920 x 1080) 2x HDMI (1x HDMI cable)	6
Nano Combination Laptop Security Cable Lock	30
WINX DO Ergo Multi-Adjustable Laptop Stand	30
SanDisk Extreme Pro Portable SSD 1TB	1
TP-Link TL-SG1005D 5 Port Gb Switch	2
CAT6 Network Cable 1m	10
IT Toolkit - Sprotek 58-piece Pc Tech Toolkit	1
Logitech H340 USB Headset with Noise-Cancelling microphone	5

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NASRIA-03/2025**

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	HP 450 G10 Laptop Core i5 - 1335U, 8GBRAM And 512GB SSD, 15.6 Inch FHD, Windows 11 Pro.,BackLit KeyBoard – 3 Year NBD OnSite Warranty		
2	HP 150 Wireless Mouse		
3	Laptop Backpack “15.6”		
4	Dell MONITOR 24 inches S2425H 23.8 FHD IPS Monitor (1920 x 1080) 2x HDMI (1x HDMI cable)		
5	Nano Combination Laptop Security Cable Lock		
6	WINX DO Ergo Multi-Adjustable Laptop Stand		
7	SanDisk Extreme Pro Portable SSD 1TB		
8	TP-Link TL-SG1005D 5 Port Gb Switch		
9	CAT6 Network Cable 1m		
10	IT Toolkit - Sprotek 58-piece Pc Tech Toolkit		
11	Logitech H340 USB Headset with Noise-Cancelling microphone		

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

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of NASRIA LTD <https://www.nasria.com.na/procurement/> except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

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

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NASRIA-03/2025**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: <i>NASRIA LTD</i>
Site GCC 1.1(m)	The Site/destination for delivery of the Goods is NASRIA LTD, Head Office at 333 Independence Avenue, Namlex Chambers 5th Floor, Windhoek - Namibia
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For NASRIA LTD, the address and the contact name shall be: procurement@nasria.com.na or P. O. Box 417, Windhoek Namibia For the Supplier, the address and contact name shall be: _____

Subject and GCC clause reference	Special Conditions
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: As may be advised by the Minister of Finance through Procurement Policy Unit
Delivery and Documents GCC 13.1	The Goods are to be delivered within 2 – 4 weeks from the date of Purchase Order issuance. 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 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).
Performance Security GCC 18.1	N/A
Discharge of Performance Security GCC 18.4	N/A
Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: <u>Safe packaging to protect the laptops and all other documents relating to the goods as outlined in this document</u>
Insurance GCC 24.1	the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms
Transportation GCC 25	The Goods shall be delivered: responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms [<i>Incoterm for transportation</i>].

Inspection and Test GCC 26.1	The inspection and tests shall be but not limited to: - <i>Check if laptops delivered comply with specifications requirements as outlined in this document</i>
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: NASRIA Office.
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 2% per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be as indicated in the specifications provided for in this document
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 30 days(s)

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)		
• Local (VAT & Excise Duty Fee)		
Labour Cost		
• Direct Labour		.
• Clerical Wages		.
• Salaries to Management		
Utilities		
• Electricity		
• Water		
• Telephone		
Depreciation		
Interest on Loans		
Rent		
Other (please specify)		
•		
•		
•		

TOTAL COST		
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$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NASRIA-03/2025

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidence for conformity of Goods		
All documentary evidence outlined by the requirements in this document to make your bid responsive		

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.