



ONGWEDIVA TRADE FAIR SOCIETY
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Ongwediva

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REQUEST FOR DIRECT PROCUREMENT OF GOODS

Bid NO: G/RFQ/OATF-4.1/2023
DESCRIPTION: SUPPLY OF COMPUTER EQUIPMENT AND SOFTWARE FOR OATF
CLOSING DATE AND TIME: 04 April 2023 at 14H30 at Ongwediva Trade Fair Centre
BID DOCUMENT LEVY:

PARTICULARS OF Bidder

Business Name :

Postal Address :

Contact No. :

Email address. :

Contact Person :

VAT Registration No :

Total Tender Amount (15% VAT Incl.) :

INFORMATION TO THE BIDDER

The original document, fully completed, initialled, and signed where applicable, shall be placed in a sealed envelope, marked, "**SUPPLY OF COMPUTER EQUIPMENT AND SOFTWARE FOR OATF**" and must be delivered unopened and deposited in the Bid Box, at Ongwediva Trade Fair Centre in Ongwediva not later than the closing date and time. Bids will be opened and read out to the public in the Board Room as from **04 April 2023** on the closing date.

PROCUREMENT REGULATIONS

A2 OTFS PROCUREMENT POLICY

- A2.1 These conditions of the bids are issued by the Ongwediva Trade Fair Society under Policy and Procedures Manual 2022(OTFS).
- A2.2 In terms of the Policy and Procedure 2 (2.3) all administrative work for this project in connection with the exercise of the powers and the performance of the functions of the OTFS shall be performed by the Preparatory Committees of the OTFS events. Administrative work shall include the technical and contractual administration of this contract.
- A2.3 A copy of the said Policy and Procedures manual may be obtained from the OTFS upon written request. It is recommended for Bidders to obtain such a copy for reference.

A3 BID DOCUMENTS

- A3.1 Bid Documents, shall be made available against a non-refundable levy as advertised and further subject to bid procedures of the OTFS.
- A3.2 It is the bidder's responsibility to check completeness of documents including number of pages, bid drawings etc.

A4 COST OF BIDDING

- A4.1 The cost of bidding is the bidder's responsibility.

A5 LODGING AND OPENING OF BIDS

- A5.1 The entire set of bid documents shall be sealed in an envelope marked with the bid number and title and handed in at the time, place and date as advertised including strict compliance with the following:
- A5.1.1 the original bid shall be duly completed and priced in an undeletable medium with all alterations initialled next to it (erasing fluid is prohibited).
- A5.1.2 each page and bid drawing shall be initialled.
- A5.2 Bids not completed in **all respects** may be disqualified at the sole discretion of the OTFS. Bidders' attention is drawn to the detailed completion of the bid's data sheets as part of this bid submission.

- A5.3 Telegraphic and facsimile bids are not acceptable and will be disqualified.
- A5.4 Bids will be opened and read out in public.

A6 COMPLIANCE AND ALTERNATIVES

- A6.1 Bids submitted must comply strictly with the requirements of these documents.
- A6.2 Alternative offers may be submitted, but only **in addition** to the Bids requirements.

A7 VALIDITY AND ACCEPTANCE

- A7.1 Bids to remain valid for acceptance after date of closing of bid for a period as contained in the Appendix to the Conditions of bid.
- A7.2 OTFS does not bind itself to accept the lowest or any other bid.

A8 CONFIDENTIALITY & COPYRIGHT

- A8.1 Bid documents issued by or on behalf of the Ongwediva Trade Fair Society shall remain copy right of OTFS.
- A8.2 Bidders shall treat all aspects pertaining to this Bid as confidential and shall not disclose details to third parties except for bona fide bidding purposes.

A9 COMPULSORY PRE-BID BRIEFING MEETING

- A9.1 No compulsory pre-bid briefing meeting.

A10 ADDITIONAL CONDITIONS OF BID

If additional conditions of bid are applicable, these are set out in the **Appendix to the Conditions of bid.**

A11 ENQUIRIES

- A11.1 All enquiries in connection with this bid shall be directed in writing (fax acceptable) to the contact person(s) as advertised with a cut-off date of seven calendar days before date of closing of bid.
- A11.2 Replies to enquiries will be issued to all bidders in the form of addenda to be initialled and submitted by bidders as part of the bid.
- A11.3 Any verbal information given or perceived to have been given shall not be binding on the OTFS or its consultants.

- A12 Payment terms

- A12.1 Payment for goods under this bid to the successful contractor is strictly 30 days after delivery. **NO DEPOSIT IS APPLICABLE.**
- A12.2 The bid shall not be qualified by the bidder's own condition of payment.

**END OF
SALE CONTRACT: SHORT FORM OF CONTRACT**

**ANNEXURE AA 1
APPENDIX TO THE CONDITIONS OF BID- SPECIFICATIONS**

The Goods and Related Services shall comply with following Technical Specifications and Standards:

Item No	Qty	Name of Goods or Related Service	Technical Specifications and Standards	Yes	No
1	1	Laptop	G11 - Core i5-1235U 8GB (1x 8GB) 256GB PCIe NVMe 15.6 HD AG UWVA 250 Win11 Pro (Win10 Downgrade) Dual AryMicUSB2 WFOV Camera Intel AX211 Wi-Fi 6e 160 MHz +BT 5.3 Pike Silver Aluminum 1Y NBD Onsite (SEA)		
2	1	Mouse	Slim Wireless Mouse		
3	1	Bag	15.6"		
4	1	LaserJet Colour Printers	Colour LaserJet MFP 179fnw Print, Copy, Scan and Fax. (4ppm in color and 18ppm in mono), 1-5 users Memory 128MB/800MHz. Control panel: 2-line LCD and keypad. Mobile printing: HP's best-inclass mobile app - HP Smart app; Mopria; AirPrint 1.8 enabled; Google Cloud Print. Connectivity: USB 2.0 high-speed; Wireless; Wi-Fi Direct; Ethernet.		

Software Specifications

Item No	Description	Quantity*	Comply	Not-Comply
1	Office 365 Business Standard	1		
2	Total Security Antivirus	1		

1. OBJECTIVE/PURPOSE

Bidder is invited to submit proposals for SUPPLY OF COMPUTER EQUIPMENT AND SOFTWARE FOR OATF,

2. SERVICES WITHIN THE STRUCTURE

This service would be exercised upon a decision of the OATF Preparatory Committee of which its scope of responsibilities and expectations are as defined.

3. DESCRIPTION OF SERVICES AREA

3.1 SUPPLY OF COMPUTER EQUIPMENT AND SOFTWARE OATF

4. Contract period

The service provider shall be appointed for the period starting_____

5. Delivery

Delivery shall be not later than 30 days after the bid opening.

6. PAYMENT

The Contractor shall be paid the fixed amount as per the offer upon **SUCCESSFUL DELIVERY OF THE ITEMS** and receipt of an invoice. **No deposit shall be paid,** and the entity **is not subject to bidder the own** conditions of payment.

7. COMPULSORY DOCUMENTS TO BE SUBMITTED

	Mandatory Documents	Documents Inclusive	
		Yes	No
1	a valid original/certified copy of good standing Tax Certificate;		
2	a valid Original/certified copy of good Standing Social Security Certificate;		
3	a valid certified copy of Affirmative Action Compliance Certificate;		
4	Valid certified Business Registration Certificate /Trade License;		
5	Valid certified copy of Fitness certificate		
6	All pages of the bidding document must be initialized.		

Bidders are required to submit the following with their bid documents.

Signature: Date:

Closing date and time : **Friday, 04 April 2023 at 14h30**
Enquiries : Ujama Uamburu (Convener of ICT and Digital Transformation)
Tel: 065 233700

Delivery address : Ongwediva Annual Trade Fair
Ongwediva Town Council,
Private Bag 5549
Town House, Cnr Mandume Ndemufayo Road / Libertine Amathila Street

8. PRICE SCHEDULE

- 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.
- This bid cannot be awarded to more than one bidder.

Bidder's name and address:		Prices to be in Namibian dollars		Date:.....
				Procurement Ref. No:
ITEM	DESCRIPTION	QTY	UNIT PRICE (N\$)	TOTAL PRICE (N\$)
	HARDWARE			
1	Laptop	1		
2	Wireless mouse	1		
3	Bag	1		
4	Office 365 Business Standard	1		
5	Total Security Antivirus	1		
6	Four-in-one LaserJet printer Colour	1		
			SUBTOTAL	
				15% VAT
				TOTAL

Signature:

Date:

**ANNEXURE AA 3
FORM OF BIDDER**

Having examined the complete invitation for technical and financial proposals, I/we offer to _____ in conformity with all the specified requirements, conditions of contract and specification attached hereto, for the sum of:

N\$._____ (In _____ words)

.....

..... which is 15% VAT inclusive, or such other sum as may be determined in accordance with the Contract for the

In the event of there being any errors of extension or addition in the priced Schedule of Quantities, we agree to their being corrected, the rates begin taken as correct.

I/we understand that you are not bound to accept the lowest of any bid you may receive.

This bid shall remain valid for ninety (90) days from closing date for the submission of offers.

Signed on behalf of Contractor:

Name of Signatory:

Name of Contractor (Firm):

Company seal / stamp:

ANNEXURE AA 4

PARTICULARS OF BIDDER

1. Full names and postal and physical address of bidder:

2. Origin/registration/trade licence number: _____

(a) Namibian company/contractor/supplier/trader:

Registration number and date: _____

Trade licence or certificate number and date, and name and address of the person who issued the licence or certificate:

Financial interests held by a foreigner/foreign company (Furnish details):

(b) Foreign company/contractor/supplier/trader:

Country of registration: _____

Registration number and date: _____

Financial interests held by a Namibian/Namibia company (furnish details):

3. Particulars or business:

(a) Nature of activities:

(b) Is the business, according to the Ministry of Trade and Industry, a small scale industry? _____ (Yes/No), If yes, give details and furnish documentary proof:

(c) Is the bidder located in communal areas/underdeveloped areas notified by the Ministry of Trade and Industry? _____ (Yes/No)
If yes, give details and furnish documentary proof:

Signature
(The tender proposal is invalid if it is not signed)

Date

Capacity

ANNEXURE AA 5

**FORM OF AGREEMENT: MEMORANDUM OF AGREEMENT
(To be completed by the successful bidder)**

Made and entered into by and between

ONGWEDIVA TRADE FAIR SOCIETY

(Herein represented by and duly authorized thereto by)

.....
(Herein after referred to as "**OTFS**")

-AND-

.....
(Herein represented by and duly authorized thereto)

.....
(Herein after referred to as "the **CONTRACTOR**")

WHEREAS

the Trade Fair Society has been established under the Companies Act, 1973 (Act No. 61 of 1973)

AND WHEREAS the Trade Fair Society is deemed to be a Section 21 Company,

AND WHEREAS the Trade Fair Society wishes to enter into an agreement in terms of which the Contractor shall perform certain of the duties, functions and obligations of the Trade Fair Society as herein after set out in respect of the

_____.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

The preamble to this agreement shall be an integral part hereof.

DOMICILIUM CITANDI ET EXECUTANDI

The Contractor chooses as *domicilium citandi et executandi* for all purposes in terms of this agreement the following address:

.....
.....

.....
.....

The Contractor shall be entitled from time to time by written notice to OTFS to vary its *domicilium citandi et executandi* to any other address in Namibia, which is not a post office box or *poste restante*. Any notice given by Ongwediva Trade Fair Society to the Contractor which is posted by prepaid registered post from a post office shall be deemed to have been received by the Contractor on the fourth business day after the day of posting.

ALTERATIONS

No variation, alteration, addition to consensual cancellation, substitution of and/or amendment of this agreement, including the provisions of this clause, and/or any waiver by Ongwediva Trade Fair Society of its rights of whatsoever nature, shall be of any force or effect unless reduced to writing and signed by all parties hereto in one document in the presence of competent signing witnesses.

ENTIRE AGREEMENT WITH THE ANNEXURES

This document with the Annexures' constitutes the entire agreement between the parties and the parties acknowledge that there are no understandings, representations, conditions and/or terms which are not recorded herein whether made by or on behalf of any party hereto and if so, that the same shall be of no force and/or effect whatsoever.

DATED AT

..... on this day of.....
20.....

.....
....

FOR/ON BEHALF OF ONGWEDIVA TRADE FAIR SOCIETY

.....

.....

WITNESS No. 1

WITNESS No. 2

DATED AT

..... on this day of.....
20.....

.....
FOR/ON BEHALF OF THE CONTRACTOR

.....
WITNESS No. 1

.....
WITNESS No. 2