



Electoral Commission of Namibia

Bidding Document
Procurement Reference Number: G/RFQ/28-12/2025/26

REQUEST FOR SEALED QUOTATIONS

Issued on Wednesday, 20 August 2025
Closing on Monday, 01 September 2025 @11H00

IT EQUIPMENT AND SERVICES

Business Name:.....

Postal Address:.....

Contact Number:.....

Contact Person:.....

Email Address:.....

Bidders shall enclose Original Bidding Documents in a single sealed envelope. In addition to the Original Documents the Bidder shall provide one copy of the bid document. The outer part of the envelopes shall bear the Employer's name and Bid Reference Number while the inner part should bear the Bidder's name and contact number to be deposited in the Bid Box at the **Electoral Commission of Namibia, Head Office – WINDHOEK, Room 261, Second Floor**

REQUEST FOR SEALED QUOTATIONS

IT EQUIPMENT & SERVICES

Procurement Reference No: G/RFQ/28-12/2025/26

*Electoral Commission of Namibia, P/Bag 13352, Windhoek, 061 376249,
J. Jacob.*

Letter of Invitation

[Name and Address of Bidder]

G/RFQ/28-12/2025/26

20 August 2025

Dear Sirs,

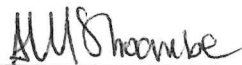
Invitation for Bids for Supply of IT EQUIPMENTS & SERVICES

The **Electoral Commission of Namibia** invites you to submit your best bid for the items described in detail in this document. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Mr. P. Shigwedha for Technical Queries at 061 – 376200/44
Ms. H. Shoombe for Administration 061-376215

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

Yours faithfully,



H. Shoombe
Head of PMU

SECTION I: INVITATION FOR BIDS

1. Rights of Public Entity

The Electoral Commission of Namibia reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any bid; and
- (c) to cancel the bidding process and reject all bids at any time prior to contract award.

2. Preparation of Bids

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Bid Letter in Section II with its annex for ***Bid Securing Declaration***,
- (b) the List of Goods and Price Schedule in 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 Invitation for Bids document, including the Special Conditions of Contract in Section VII, before preparing your bid. 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 company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate or Certified Copy;
- (c) have an original valid good Standing Social Security Certificate or Certified Copy;
- (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) Submit 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;
- (h) should be registered to provide IT, ICT Equipment and Services (Hardware and Software)
- (i) Bidder shall initial all pages making up the bid.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be 14 days after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

6.1. The following tests and inspections will be conducted on the goods at delivery:

Goods will be inspected against the provided specifications at delivery

7. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Electoral Commission of Namibia with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Electoral Commission of Namibia *Head Office* before or, not later than 01 September 2025, at 11h00 . Bids by post or hand delivered should reach the Electoral Commission of Namibia by the same date and time at latest. Late bids/ submissions will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened at the Electoral Commission of Namibia Head Office on the 01 September 2025 @ 11h15. Bidders or their representatives may attend the Bid Opening if they choose to do so.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications 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 bid.

11. Technical Compliance

Bidders shall submit along with their quotations, 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 and 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 Bids

Bids shall be fixed in Namibian Dollars.

Goods supplied from overseas delivered to the Public Entity at port of entry shall be on a CIF/CIP basis mentioning the ports of loading and entry with a breakdown in FOB, freight charges and insurance charges for evaluation purpose. The Purchaser reserves the right to subsequently choose any of the possible INCOTERMS conditions at placement of order.

13. Margin of Preference

14.1 The applicable margins of preference applicable for Exclusive Preferences to Local Suppliers and their application methodology are as follows:

$$A = \frac{\text{Margin of Preference} \times \text{Bid Price}}{100}$$

14.2 Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

CATEGORIES OF LOCAL SUPPLIERS	MARGIN OF PREFERENCE
Manufacturer	2%
Micro, Small and Medium Enterprise	1%
Women owned enterprise	1%
Youth owned enterprise	2%
Previously Disadvantaged Person owned enterprise	2%
Suppliers providing environmental protection	1%
Suppliers providing employment to Namibians	1%
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 and General Conditions of Contract.

15. 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 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 bid 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***

Bid addressed to: <i>[name of Public Entity]</i>	Electoral Commission of Namibia
Procurement Reference Number:	G/RFQ/28-12/2025/26
Subject matter of Procurement:	IT EQUIPMENT & SERVICES

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 Invitation 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 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 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/ 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./Email:	

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

Date:[Day|month|year].....

Procurement Ref No.:

To: Electoral Commission of Namibia

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

Written 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.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: IT EQUIPMENT

Procurement Ref No. G/RFQ/28-12/2025/26

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity. [To be filled by the Public Entity]				Bidders shall fill-in columns E – I and fill the total E = mark with a *if an equivalent is quoted 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/	Country of Origin
1.	Kindly see page 10-15 for detailed specifications								
2.									
					TOTAL				
NAME: H. SHOOMBE		POSITION: CAO		SIGNATURE: <i>H. Shoombe</i>		DATE: 20/08/2025			
NAME OF COMPANY:				ADDRESS:					

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

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 REQUIREMENT

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/28-12/2025/26

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. Also attach detailed technical literature, and 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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	See specifications below		

1. Lot A: Entry level Notebooks

Entry level Notebooks	For OMAS to Complete		For Bidders/Tenderer to Complete		
	Quantity	121			
Feature	Description		Yes	No	Deviation(if Any)
Operating System	Microsoft windows 11 professional (64-bit) or latest				
Processor	14 th Generation Intel i3				
Memory	8GB				
Storage	256 GB SSD				
I/O ports	2x USB 3.0				
	1x HDMI				
	1x RJ45 or USB to RJ45 connector to be included.				
Display	15.6" 1366 x 768 (Full-HD)				
Speakers	Integrated standard speakers				
Camera	720p High Definition Webcam				

Graphics	Integrated High definition Graphics			
Input devices	Touchpad, on-board keyboard with numeric keypad			
Network interface	RJ-45			
Wireless	802.11a/b/g/n Wi-Fi Bluetooth 5.0 Wireless technology			
Warranty	3 years			
Accessories	Protective carry bag			
Mouse	Wireless mouse			

2. Lot B: Apple Notebook

Apple Notebook	For OMAS to Complete		For Bidders/Tenderer to Complete		
	Quantity	1			
Feature	Description		Yes	No	Deviation(if Any)
Specification	Macbook Air 13" M4 10 CORE 16GB/256GB <ul style="list-style-type: none"> Macbook Air 13" Apple M4 Chip with 10-Core and 8-Core GPU, 16GB, 256GB SSD- Starlight 				
Processor	Apple M4 Chip with 10-Core and 8-Core GPU				
Memory	16GB				
Storage	256GB SSD- Starlight				
Warranty	3 years				
Accessories	13/14" Eco-Smart Laptop Sleeve				

3. Lot C: Apple iPad and accessories

Apple Notebook	For OMAS to Complete		For Bidders/Tenderer to Complete		
	Quantity	1			
Feature	Description		Yes	No	Deviation(if Any)
Specification	IPAD Pro 11" M4 WIFI+Cell 256 With Standard Glass –Space Black				
Storage	256GB SSD- Starlight				
Warranty	1 years				
Accessories	<ul style="list-style-type: none"> Tempered Glass for IPad Pro 11" M4, Clear 				
	<ul style="list-style-type: none"> Magic Keyboard for IPad 11" Black (M4) British English 				

4. Lot D: Apple Desktop

Apple Desktop	For OMAS to Complete		For Bidders/Tenderer to Complete		
	Quantity	1			
Feature	Description		Yes	No	Deviation(if Any)
Specification	24-inch iMac with Retina 4.5K display: Apple M4 chip with 10-core CPU and 10-core GPU, 24GB, 512GB SSD				
Processor	Apple M4 Chip with 10-Core and 10-Core GPU				
Memory	24GB				
Storage	512GB SSD				
Warranty	3 years				
Accessories	13/14" Eco-Smart Laptop Sleeve				

5. Lot E: LaserJet Printers

Multifunction Printers (Black & White)	For OMAS to Complete		For Bidders/Tenderer to Complete		
	Quantity	121			
Feature	Description		Yes	No	Deviation(if Any)
Malfunctions	Print, Copy & Scan				
Print speed	Up to 22ppm black (ISO, A4)				
Printer resolution	Black up to 600x600 dpi				
Print technology	Print laser				
Duplex printing	Manual duplex				
Copy speed	Up to 22 cpm color				
Media sizes supported	A4, A5, A6, B5 (JIS)				
Paper handling	150-sheet input tray				
Media types	Paper (laser plain, photo, rough, vellum) envelopes, labels, cards, postcards				
Recommended print volume	150-1500				
Accessories	USB cable and all necessary accessories should be included				
Warranty	1 years				

The **Supply and Installation Data Centre Equipment** should meet the specifications as outlined below:

ITEM/DESCRIPTION	QUANTITY	Specifications
1. a) Servers	3	Model: HPE ProLiant DL380 Gen11
b) Storage	1	Model: HPE Alletra Storage
c) Storage Switch	1	Model: Appropriate/ Compatible Storage access switch
d) Labour	1	Installation and commissioning for 3x servers & storage
2. Stand-alone Server	1	Model: HPE ProLiant DL380 Gen11 (Supply only)
3. Backup NAS Storage	1	Model: NAS storage for backup (Supply only)

6. HPE-based infrastructure solution (3x HPE ProLiant DL380 Gen11 server, integrated with HPE Alletra storage including networking and required accessories) supply and commissioning.

7. Servers – Lot F

HPE ProLiant DL380 Gen11	For OMAS to Complete		For Tenderer to Complete		
	Quantity	3	Yes	No	Deviation(if Any)
Feature	Description		Yes	No	Deviation(if Any)
Model	HPE ProLiant DL380 Gen11				
Processor	Intel Xeon 16-core-Gold, 2.0GHz				
Memory	128GB				
Storage	2x 480GB SSD (RAID1 for OS)				
RAID Controller	HPE Smart Array				
Networking	10/25GbE Dual-Port SFP+ Adapter				
Power supply	2 x 800W Redundant Hot-Plug				
Form factor	2U Rackmount with Sliding Rail Kit				
warranty	3 years				
Accessories	All required accessories				

4. Storage - Lot G

HPE Alletra Storage	For OMAS to Complete		For Tenderer to Complete		
	Quantity	1	Yes	No	Deviation(if Any)
Feature	Description		Yes	No	Deviation(if Any)
Model	HPE Alletra				
Controller	Dual Controller				
Drives	12 x 3.84TB NVMe SSDs				
Raw capacity	46TB				
Usable capacity	30TB				
Connectivity	4 x 25GbE iSCSI or 32Gb FC				
Management	HPE Alletra Ops /GreenLake				
Features	Deduplication, compression, replication				
Warranty	3 years				
Accessories	All required accessories				

5. Networking and Accessories – Lot H

Network Switches	For OMAS to Complete		For Tenderer to Complete		
	Quantity	2			
Feature	Description		Yes	No	Deviation(if Any)
Model	Appropriate/ Compatible Storage access switch: to interconnects HPE Alletra and HP compute nodes providing up to 25Gb				
	Ports 24x 25Gb SFP+				
Transceivers	Appropriate SFP28 25GbE to provide up to 25Gb				
DAC/ Fibre Cables	Quantity as required: Direct Attach Copper or OM4 Fibre for compute and storage solution integration				
Features	Inline deduplication, compression, replication				
Warranty	3 years				
Accessories	All required accessories for compute and storage solution integration				

6. Installation and commissioning of Compute and Storage Solution – Lot I

Labour	For OMAS to Complete		For Tenderer to Complete		
	Quantity	1			
Feature	Description		Yes	No	Deviation(if Any)
Scope of Work	To successfully deploy, configure, and test the HPE infrastructure solution comprising of 3x DL380 Gen11 server and HPE Alletra storage & networking ensuring high availability, optimal performance, and integration with existing datacentre network <ul style="list-style-type: none"> Install and configure VMware ESXI integrate with existing VCenter. Licensing to be provided by ECN 				
SLA Support	SLA support for 12months				
Qualification	<ul style="list-style-type: none"> Necessary certification to implement supplied solution Past experience in successful implementation of proposed solution (provide proof/ references) 				

7. Stand-alone Server – Lot J

HPE ProLiant DL380 Gen11	For OMAS to Complete		For Tenderer to Complete		
	Quantity	1			
Feature	Description		Yes	No	Deviation(if Any)

Model	HPE ProLiant DL380 Gen11			
Processor	2x Intel Xeon 16-core-Gold, 2.0GHz			
Memory	128GB			
Storage	2x 480GB SSD (RAID1 for OS) 6x HPE 2.4TB SAS 12G Mission Critical 10K SFF (for Data)			
RAID Controller	HPE Smart Array			
Networking	Standard networking			
Power supply	2 x 800W Redundant Hot-Plug			
Form factor	2U Rackmount with Sliding Rail Kit			
warranty	3 years			
Accessories	All required accessories			

8. Backup NAS Storage – Lot K

NAS Storage	For OMAS to Complete		For Tenderer to Complete		
	Quantity	1			
Feature	Description		Yes	No	Deviation(if Any)
Model	Enterprise NAS				
Usable capacity	100TB (after drive failure fault tolerant RAID)				
Features	<ul style="list-style-type: none"> Backup target for: veeam, windows server backup, Hyper-V and VMware vSphere Snapshot Replication, cloud sync, iSCSI LUN, Built in backup suit, email alert 				
Accessories	all necessary accessories should be included				
Warranty	3 years				

9. Licenses Renewals: Lot L

Description	For OMAS to Complete	For Bidders/Tenderer to Complete		
	Quantity	Yes	No	Deviation(if Any)
Renewal of Veeam Backup & Replication Licence (1 year) Veeam Support ID: 03477803	30			
1 year VMWare Licence ERP Cust Acc Number: 10800406 Support Site ID: 17157354 Contract #: 52751932	96			

1 year Renewal Fortinet- 100F Forticare Premium and fortiguard Unified Thread Protection	2			
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Specifications and Compliance Sheet Authorised By:

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

1. Evaluation Criteria

1.1.1 Preliminary Examination of Bids/Quotations:

No.	Description	Weight/Scores	
		Yes	No
1	Bidder has submitted the number of copies; that is an Original + one copy		
2	All Pages are initialled by a person dully authorized to sign the bid proof of authorization in writing should be provided		
3	Original bid is typed or written in indelible ink and signed by a person duly authorized to sign on behalf of the Bidder (ITB 21.2);		
4	The bidding document is signed, and ALL PAGES of the bid are initialed by the authorized person to commit the bidder		
5	Bid is written in English language		
6	Offered period of validity of the bid is in line with the period stipulated by the Purchaser		
	OVERALL ADMINISTRATIVE COMPLIANCE		

Bidder's that do not comply with the stipulated requirements will be deemed non-responsive, therefore disqualified and excluded from further evaluation and comparison.

1.1.2 Legal Admissibility Evaluation Grid:

No	Description	Weight/Scores	
		Yes	No
1	Bidder has submitted a valid certificate of good standing with the Receiver of Revenue; NAMRA		
2	Bidder has submitted a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission		

3	Bidder has submitted a valid affirmative action compliance certificate issued under section 41 of that Act; an exemption issued under section 42 of that Act; or a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act		
4	Bidder has submitted a written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No. 11 of 2007)		
5	Bidder has submitted a valid certificate of business registration		
OVERALL LEGAL COMPLIANCE			

Failure to submit all contract documents, the bidder shall be deemed non-compliant, therefore disqualified and excluded from further evaluation and comparison.

1.1.3 Technical Evaluation Criteria:

No	Description	Weight/Scores	
		Yes	No
1	Bidder has submitted a fully completed Bid Security Declaration, signed by the person authorized to commit the bidder. (ITB 22) Data Form 3		
2	Bidder has submitted documentary evidence that the Goods and Related Services conform to technical specifications (compliance to technical specifications), furnish list giving full particulars of available sources and current prices of spare parts, special tools etc.;		
3	Bidder has submitted documentary evidence from three (3) of their different clients, for the supply of IT Equipment and Services of similar monetary value, (proof of successful completion within a period of 3 years a) and contact details of those clients to be contacted for further information on those contracts		
4	Bidder has submitted a detailed Preliminary delivery program/schedule		
5	Bidder has submitted a comprehensive company profile and project record for similar type of goods.		
6	Bidder has submitted documentary evidence (Manufacture's Authorization) establishing the Bidder's qualifications to perform the contract if its quotation is accepted		
OVERALL TECHNICAL COMPLIANCE			

Failure to submit all above-mentioned documents and references, the bidder shall be deemed non-compliant, therefore disqualified and excluded from further evaluation and comparison.

1.14 Compliance to Financial Requirement

No	DESCRIPTION	Weight/Scores	
		Yes	No
1	Bidder has submitted a report on the financial standing of the Bidder for the last three years, such as certified copies of Financial Statements/Audited Accounts as filed at the Registrar of Companies		
2	Bidder has submitted a documentary evidence (bank confirmation letter) that they have a bank account at a Namibian banking institution		
OVERALL FINANCIAL COMPLIANCE			

Failure to submit all above-mentioned documents and references, the bidder shall be deemed non-compliant, therefore disqualified and excluded from further evaluation and comparison.

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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 the Public Entity www.ecn.na except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/28-12/2025/26

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: Electoral Commission of Namibia
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is The Electoral Commission of Namibia 67-71 Van Rhijn Street, Windhoek North
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 the The Electoral Commission of Namibia 67-71 Van Rhijn Street, Windhoek North H. Shoombe, hshoombe@ecn.na , 061 376200/15 For the Supplier, the address and contact name shall be _____ _____ _____
Settlement of Dispute GCC 10.2	Arbitration proceedings shall be conducted in accordance to the following rules: _____

Section VII Special Conditions of Contract 20

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 14 days from the date of Purchase Order or Letter of Acceptance. The shipping and other documents to be furnished by the Supplier are: (a) signed delivery note; (b) original invoice, (c) original purchase order
Price Adjustment GCC15.1	The Price 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	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Payment Method 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. An interest rate of 0% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	(i) No performance security is required.
Discharge of Performance Security GCC 18.4	The performance security will be discharged no later than:
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be:
Insurance GCC 24	
Subject and GCC clause reference	Special Conditions

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Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The Goods shall be delivered: <i>[Incoterm for transportation]</i> .
Inspection and Tests GCC 26.	Goods will be inspected against the provided specifications at delivery, quantities and quality to ascertain whether the right goods and quantities were delivered according to the delivery note
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are <i>1%</i> per day. The maximum amount of liquidated damages for the whole contract is <i>10%</i> of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be 12 months
Repair and replacement GCC 28.5	The period for repair and replacement of defects shall be: <i>5 days</i>

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

- 15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

$$a+b+c = 1$$

in which:

- P_1 = adjustment amount payable to the Supplier.
- P_0 = Contract Price (base price).
- a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- b = estimated percentage of labor component in the Contract Price.
- c = estimated percentage of material component in the Contract Price.
- L_0, L_1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
- M_0, M_1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a , b , and c as specified by the Purchaser are as follows:

$a = [\text{insert value of coefficient}]$

$b = [\text{insert value of coefficient}]$

$c = [\text{insert value of coefficient}]$

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = $[\text{insert number of weeks}]$ weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The

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Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.

- (b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	NAD	NAD
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		

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

- The cost structure should be certified by a Certified Accountant

SCHEDULE 3**BID 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.:

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule (<i>own quotation can be attached</i>)		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
Valid Original Or Certified Copy Of Good Standing Certificate For Tax		
Valid Original Or Certified Copy Of Good Standing Certificate For Social Security		
Valid Certified Copy Of Affirmative Action Compliance Certificate		
Written Undertaking in terms of Wage Order for Setting National Minimum Wage		
Company Registration / Founding Statement		

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 bid 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.*