NIPAM

NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

PROCUREMENT MANAGEMENT UNIT

REQUEST FOR SEALED QUOTATION FOR:

SUPPLY AND DELIVERY OF VMWARE VSPHERE 6 ANNUAL RENEWAL (ONE-YEAR SUBSCRIPTION)

[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]

Procurement Reference No: NCS/RFQ/NPM-03/2023/2024

Bidder's Name: _____

Physical Address: _____

Tel/Cell No: _____

Contact Person: _____

E-mail: _____

Issue Date: 23 June 2023

Closing Date: 12 July 2023 @ 10:00

To be deposited in the Tender Box located at Administration Building,
Ground floor, Office number, G55
no bid will be accepted after 10h00 am

Namibia Institute of Public Administration and Management
27 Paul Nash Street Olympia, Windhoek, Namibia
Tel: +264 61 296 4700, Fax +264 61 296 4819,
procurement@nipam.na
www.nipam.na

LETTER OF INVITATION

Procurement Ref. No. NCS/RFQ/NPM-03/2023/2024

To .....

The **Namibia Institute of Public Administration and Management (NIPAM)** hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annexures which you may wish to enclose, and should be hand delivered in a sealed envelope.

Marked: Quotation Reference No: **NCS/RFQ/NPM-03/2023/2024**

Addressed to:
Namibia Institute of Public Administration and Management
Head: Procurement Management Unit
27 Paul Nash Street
Olympia
Windhoek
Namibia

Your quotation should reach the **Namibia Institute of Public Administration and Management (NIPAM)** on or before the **10 July 2023**, by **10:00**.

Vernon van Wyk
Head: Procurement Management Unit
Date: 23 June 2023

NIPAM
PROCUREMENT
23 JUN 2023
PRIVATE BAG 13218
WINDHOEK, NAMIBIA

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The NIPAM reserves the right:

(a) to accept or reject any quotation; or

(b) 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 services mentioned in Section III by completing, signing and returning:

(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 Performance Standards 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 60 days from the date of bid 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/certified valid good Standing Tax Certificate from NamRa;

c) have an original/certified valid 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 submitted a written undertaking as contemplated in section 138(2) of labour Act, 2007;

f) have a certified certificate indicating SME Status (If Applicable);

g) Submit signed Bid Securing Declaration.

h) Provide three (3) reference letter of similar services / goods provided.

i) Valid Copy of Accreditation/competency certificate or Manufacturer Authorization as reseller.

5. Exclusive Preference

The applications of exclusive preferences to local suppliers will be completed after the above evaluation phases. Only bidders who have passed will be considered at this stage following Sections 70(1) and 72 of the Public Procurement Act, Act No. 15 of 2015, and No. 3 of 2022 as Amended together with the Code of Good Practice of the said act.

Categories of Bidders	Margin of Preference	Documentary Evidence
Manufacturer	2%	- Certificate of registration from a registering authority - Declaration by the bidder that the manufactured goods meet local content as determined in Annexure ^ as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.
Micro, Small and Medium Enterprise	1%	- SME registration certificate - Declaration indicating the percentage of Namibian MSME ownership.
Women owned enterprise	1%	- 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%	- IDs of all shareholders - Founding statement / company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian youth ownership
Previously Disadvantaged Person owned enterprise	2%	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - Declaration indicating the percentage of Namibian PDPs ownership
Suppliers providing environmental protection	1%	- Declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	1%	- Declaration that bidder employs 50% or more Namibian citizens
Total	**10%**	

6. Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a signed Securing Declaration form as per the format contained in Appendix to Quotation Letter of this document.

7. Services Completion Period

The completion period for services shall be within **10 days** after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted.

8. Documents to be submitted.

Bidders shall submit along with their quotation's documents giving company's profile, together with customer's reference details.

9. 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 at the back of the envelope.

10. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at:

Marked: Quotation Reference No: **NCS/RFQ/NPM-03/2023/2024**

Addressed to:

Namibia Institute of Public Administration and Management
Head: Procurement Management Unit
27 Paul Nash Street
Olympia
Windhoek
Namibia

Due date: **12 July 2023**, by **10:00**.

Quotations by hand delivered should reach NIPAM on or before the closing date and time of the indicated RFQ closing date and time of submission.

Late quotations will be rejected.

Quotations received by e-mail will not be considered.

11. Opening of Quotations

Quotations will be opened internally by the Public Entity after the closing time referred to in section 9 above.

A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Signed Bid-Securing Declaration Form will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

12. 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 based on evaluated cost to determine the lowest evaluated quotation.

13. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

14. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibia Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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.

16. Notification of Award and Debriefing

The Public Entity shall after award must 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

Quotation Addressed to:	NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT
Procurement Reference Number:	NCS/RFQ/NPM-03/2023/2024
Subject matter of Procurement:	SUPPLY AND DELIVERY OF VMWARE VSPHERE 6 ANNUAL RENEWAL (ONE-YEAR SUBSCRIPTION)

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

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 disqualification on the grounds mentioned in the BDS

The validity period of our Quotation is _____ 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.

The services will commence within _____days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder: _____

Contact Person: _____ **(Authoriser)**

Contact Details: _____

Position: _____

Date: _____

Company Stamp

Appendix to Quotation Letter
BID SECURING DECLARATION
(Section 45 of Act) (Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.: NCS/RFQ/NPM-03/2023/2024

To: Namibia Institute of Public Administration and Management
Head: Procurement Management Unit
27 Paul Nash Street
Olympia
Windhoek
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.]

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: SCOPE OF SERVICES

NIPAM invites you to submit your best quote to renew the Institution's **VEAAM BACKUP ANNUAL SOFTWARE SUBSCRIPTION.**

1. **Specification (Requirements)**
   VMware vSphere 6 Annual Subscription (one year):

Product Details	Quantity
Academic Basic Support/Subscription VMware vSphere 6 Standard for 1 processor for 1 year	6
Academic Basic Support/Subscription VMware vCenter Server 6 Standard for vSphere 6 (Per Instance) for 1 year	1

2. **Selection Criteria**

   Quality and Cost-Based Selection Method will be used for evaluation of the Quotation. As per this method, a weightage of 70% and 30% has been assigned to the technical proposal of the product and quotation, respectively. The criteria consist of the following part:

i. **Part 1: Mandatory requirements**:

Documentation	NO	YES
have a valid company Registration Certificate.		
have an original/certified valid good Standing Tax Certificate from NamRa.		
have an original/certified valid good Standing Social Security Certificate.		
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.		
have submitted a written undertaking as contemplated in section 138(2) of labour Act, 2007.		
have a certified certificate indicating SME Status (If Applicable).		
Submit signed Bid Securing Declaration.		

The eligibility criteria will be based on a Yes or No. All bidders are expected to submit all the required (mandatory) documents that will allow them to proceed to the next phase (phase 2 - technical evaluation).

ii. **Part 2: Evaluation of the Specifications or Technical Requirements:**

The suppliers are requested to submit a technical proposal. The proposal includes the specifications. The following criteria will be used for evaluating the technical proposals:

Evaluation Criteria **NIPAM VMWARE VSPHERE 6 ANNUAL SUBSCRIPTION**		**Score**	**Weight**
Valid Copy of Accreditation / competency certificate or Manufacturer Authorization as reseller	Yes	70	70
	No	0	
No. of Reference Letters	Three (3)	30	30
	Two (2)	20	
	One (1)	10	
	None (0)	0	
Total Score			**100**
Minimum Pass Score (90%)			

iii. **Part 3: Evaluation of the Quotation**

The suppliers are requested to submit a quotation that justifies the specifications as provided in the requirements specification or scope of service.

The process to be followed for evaluating the quotations is as follows:

a. Firstly, the suppliers will be evaluated on the mandatory documents. The technical proposals of only those suppliers will be evaluated who fulfils the mandatory requirements.

b. Thereafter, the product specification of those suppliers who meet the mandatory requirements will be evaluated based on the technical specification criteria. The minimum score to pass the technical criteria (specification) is 90%.

c. The quotation of suppliers who score 90% and above in the technical criteria (product specification) will then be evaluated, based on the exclusive preference formula as per part 5, page 4.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NPM-03/2023/2024**

Item No	Description	Quantity *	Unit of Measure	Unit Price N$ Excl. VAT	Total Price (N$) Excl. VAT
1	Academic Basic Support/Subscription VMware vSphere 6 Standard for 1 processor for 1 year	6			
2	Academic Basic Support/Subscription VMware vCenter Server 6 Standard for vSphere 6 (Per Instance) for 1 year	1			
				Sub Total	
				15% VAT (if registered)	
				Total	

(a) The **Namibia Institute of Public Administration and Management (NIPAM)** requests delivery within **10 days** as from the date of placement of order.

(b) Bidder's proposed completion period: within …… days from date of placement of order.

(c) Validity of offer: **60 days** as from closing date set for submission of quotations.

(d) We agree to supply the abovementioned service at the price quoted and subject to conditions specified overleaf.

Quotation Authorised by:

Company Stamp

Name of Bidder: _____

Contact Person: _____ **(Authoriser)**

Contact Details: _____

Position: _____

Bidder's signature: _____ **Date:** _____

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NPM-03/2023/2024**

[Bidders should complete columns C and D with the specifications of the services 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1	Academic Basic Support/Subscription VMware vSphere 6 Standard for 1 processor for 1 year		
2	Academic Basic Support/Subscription VMware vCenter Server 6 Standard for vSphere 6 (Per Instance) for 1 year		
3			

Specifications and Performance Standard Compliance Sheet Authorised by:

Company Stamp

Name of Bidder: _____

Contact Person: _____ **(Authoriser)**

Contact Details: _____

Position: _____

Bidder's signature: _____ **Date:** _____

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) Ref: **NCS/RFQ/NPM-03/2023/2024** for procurement of services (lump-sum) available on the website of the Public Entity www.nipam.na except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NPM-03/2023/2024**

Subject and GCC Clause Reference	Special Conditions
Purchaser **GCC 1.1(h)**	The Purchaser is: Namibia Institute of Public Administration and Management (NIPAM)
Site **GCC 1.1(m)**	Site/final destination for delivery of Goods is: Namibia Institute of Public Administration and Management 27 Paul Nash Street Olympia Windhoek Namibia
Incoterms Edition **GCC 4.2(b)**	Incoterms shall be governed by the rules prescribed on incoterms 2010
Notices **GCC 1.4**	Any notice shall be sent to the following addresses: Namibia Institute of Public Administration and Management 27 Paul Nash Street Olympia Windhoek Namibia Contact: Justina Amwaalwa, E-mail: procurement@nipam.na For the service Provider, the address and contact name shall be: Contact Name: _____ Address: _____

Authorised Representatives **GCC 1.6**	The Authorised Representatives are: For the Public Entity: NIPAM's Accounting Officer For the Service Provider: _____
Effectiveness of Contract **GCC 2.1**	The date on which this Contract shall come into effect is: After signing of a contract or issuing of the Purchase Order
Delivery and Documents GCC13.1	The Goods / Services are to be delivered within **10 days** from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) Signed delivery note; (b) Invoice
Price Adjustment GCC 15.1	The price charge for the service 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 16.4(a)**	The price shall not be adjustable to the fluctuation in the rate of exchange.
Performance Security GCC 18.1	Performance security is not mandatory
Insurance GCC24.1	The supplier shall take the responsibility of insurance until finals delivery (sign-off by the purchaser)
Inspection and Tests GCC 26.1	The inspection and tests shall be carried out by NIPAM upon delivery
Location of Inspection and Tests GCC 26.2	The inspection and tests shall be conducted by: NIPAM Officers during delivery
Warranty GCC 28.3	The period of validity of the warranty shall be: 90 day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: NIPAM Offices
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: **30 days**

SCHEDULE 3

(a) 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		

Local Value Added = Total Cost – Cost of imported inputs x 100
Total Cost

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

SCHEDULE 4

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/NPM-03/2023/2024

Description	Attached (please tick if submitted and cross if not)
Company Registration Certificate	
Original valid good Standing Tax Certificate	
Original valid good Standing Social Security Certificate	
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	
Copies of ID's of company owner	
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Company profile, past experience and references letters where similar services have been provided	
Valid Copy of Accreditation / competency certificate or Manufacturer Authorization as reseller	

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.*