



REQUEST FOR SEALED QUOTATIONS

FOR

**THE APPOINTMENT OF A PANEL OF SUPPLIERS FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF
VARIOUS STRUCTURED NETWORK CABLING EQUIPMENT TO THE NAMIBIA UNIVERSITY OF SCIENCE AND
TECHNOLOGY (NUST) ON A NEED-BASIS AGREEMENT FOR A PERIOD OF TWO (2) YEARS**

Procurement Reference No: NCS/RFQ/NUST – 007/2023



Letter of Invitation

Procurement Reference No: NCS/RFQ/NUST – 007/2023

Dear Prospective Service Provider

Request for Sealed Quotations for the appointment of a panel of suppliers for the supply, delivery, and installation of various structured network cabling equipment to the Namibia University of Science and Technology (NUST) on a need-basis agreement for period of two (2) years.

The Namibia University of Science and Technology (NUST) invites you to submit your best quote for the services described below.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Any request for clarification should be forwarded in writing to Ms Rosemary Tjombonde-Kakuuui; Tel: +264 61 207 2020 Fax: +264 207 2966, email address: bidbox@nust.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,

Rosemary Tjombonde-Kakuuui

Manager: Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NUST reserves the right:

- (a) To split the Contract as per the lowest evaluated cost site, or
- (b) To accept or reject any quotation or cancel the quotation process; and
- (c) Reject all quotations at any time before 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;
- (b) The Price Activity Schedule in Section IV;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment deemed appropriate.

Before preparing your quotation, you are advised to carefully read the Request for Sealed Quotations document, including the Contract Data in Section Von. 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 **180** days from the submission deadline date.

4. Eligibility Criteria

To be eligible to participate in this RFQ exercise, you should attach the following **mandatory** documents:

- a) A valid original or certified copy of the Company registration certificate, clearly indicating shareholders and principals' contact *details as registered with the Business & Intellectual Property Authority (BIPA)* (***Attach certified copies of all shareholders/members' identification documents***).
- b) A valid original or certified copy of the company's good standing Tax Certificate (*Ministry of Finance Inland Revenue*).
- c) A valid original or certified copy of the company's good standing Social Security Certificate (*Social Security Commissioner*).
- d) A valid original or certified copy of the Affirmative Action Compliance Certificate or proof from the Employment equity Commissioner that a bidder is not a relevant employer or exemption issued in section 42 of the Affirmative Action Act, 1998.
- e) A Written undertaking as contemplated in Section 138(2) of Labour Act, 2007.
- f) Submit signed Bid-securing Declaration.
- g) Three (3) reference letters of similar service provided (not older than 12 months).

Only a valid certified copy of an original document will be accepted as certified by the Namibian Police.

5. Bid Securing Declaration

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

6. Contract Period for Services

The Contract shall be on a fixed rate for **two (2)** years. Please adjust your quoted rates accordingly.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving the company's profile, past experience, and evidence of similar services provided with customers' reference details.

8. 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.

9. Submission of Quotations

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

Namibia University of Science and Technology
13 Jackson Kaujeua Street
Bid Box
Administration Building, 1st Floor
Windhoek
14 June 2023 (Wednesday)
12h00 (local time)

Quotations by post or hand-delivered should reach Namibia University of Science and Technology by the same date and time at the latest.

Late quotations will be rejected.

Quotations received by email will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the **NUST** immediately after the closing time referred to in instruction nine (9) above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, and the presence or absence of a Bid Securing Declaration will be posted on the NUST website www.nust.na and available to any bidder on request within three (3) working days of the Opening.

11. Evaluation of Quotations

NUST shall have the right to request clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation. The evaluation criteria is stipulated in **Annexure A**.

12. Scope of Services and Performance Standards

The Scope of Services, Specifications, and Performance standards detailed in Sections III and V are to comply.

13. Prices and Currency of Payment

Quotations shall be fixed in Namibian Dollars, and all payments will be made in this currency. 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.

14. Labour Clause

In order to qualify for the award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide by the sub-clause 4.6 of the General Conditions of Contract if it is awarded the contract or part thereof.

15. Margin of Preference

None

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service, shall be selected for award of the contract. Award of the 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.

17. Notification of Award and Debriefing

NUST shall, after award of the Contract, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, **NUST** 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 quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation addressed to:	NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek West
Procurement Reference Number:	NCS/RFQ/NUST - 007/2023
The subject matter of Procurement:	Request for Sealed Quotations for the appointment of a panel of suppliers for the supply, delivery, and installation of various structured network cabling equipment to the Namibia University of Science and Technology (NUST) on a need-basis agreement for period of three (2) years.

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: Request for Quotations.

We undertake to abide by 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 subscribed 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 BDS]*

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order, and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract if we are awarded the contract or part thereof.

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 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 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.

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

The services will be completed within _____ *[insert number]* days from date of issue of

Purchase Order/Letter of Acceptance.

Quotation Authorised by:

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

Appendix to Quotation Letter

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

Date: ____/____/____

Procurement Ref No.: NCS/RFQ/NUST – 007/2023

To:
Namibia University of Science and Technology
13 Jackson Kaujeua Street
Windhoek West

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)



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:

The location where work will be done, goods/services will be delivered:

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

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

I am fully aware that failure to abide 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

1. Scope of services

The project includes the supply, delivery, installation and testing of structured cabling-related services for all buildings at Namibia University of Science and Technology for a period of two years.

2. Goal and objectives

The overall goal of this RFQ is to provide structured network cabling materials and services to the Namibia University of Science and Technology on a need basis for a period of two (2) years.

- a) An objective of this Request for Quotation (RFQ) is to contract with a panel of service providers to provide network structured cabling material and installation for NUST.
- b) An objective is to meet NUST network data and voice cabling needs in the most cost-effective and efficient manner. The quantities described in this RFQ are unit quantities only. NUST shall not be obligated to purchase all materials detailed herein.
- c) An objective is to obtain fixed pricing to add capacity to the end-to-end network cabling system to support NUST offices. Any RFQ response that does not outline pricing on a “firm fixed price” basis, may be eliminated from further consideration.
- d) In order to ensure that the required services are provided with the highest possible quality and professional services, NUST is interested in establishing a contract with an experienced service provider and qualified in such contracts and that will provide the quality of services, products and equipment requested in a professional and timely manner.

3. Facilities to be provided by NUST

The University will avail some of its staff members from the Networks team to familiarise, show and escort the Contractor to all areas where the services are required. It will provide access to all locations and any other assistance in fulfilling this task.

4. Contract duration and fees

Duration of the initial contract – The contract is for two **(2)** years.

5. Payment terms

Payment will be made within 30 days after delivery of service rendered or goods delivered and submitted valid tax invoice, based on completion, and signed off of items listed under point 7 Deliverables.

6. Deliverables

- a) The Contractor shall provide necessary network equipment, fasteners, labelling, and associated mounting and installation of equipment as required.
- b) Install, configure and test all works performed according to industry standard.

- c) Provide the necessary reports after testing and provide necessary recommendations and make corrective actions.
- d) The Contractor is responsible for meeting all stated requirements in this statement of work. Any subcontractors or other service providers utilized by the Contractor are the Contractor's responsibility and the Contractor will ensure that they meet all the requirements described here.

7. Expected standards

- a) All work and inspections will be performed in accordance with acceptable industry standards.

8. Expectations

- a) The Contractor is expected to maintain a permanent place of business with a minimum of three (3) years of experience providing similar services of structured network cabling.
- b) The Contractor shall provide all labour, equipment, tools, services, skills, etc., required to conduct the service.
- c) The Contractor and its employees must be trained in appropriate safety procedures. Proof of qualifications and certification is expected to be provided.

9. Preliminaries and Labour

- i. Labor shall be charged as per the hourly rate stipulated in the **SECTION IV: PRICED ACTIVITY SCHEDULE**.
- i. Delivery, Installation, Configuration, Testing and Commissioning of All Systems/Software shall be included on All Equipment;
- ii. Must integrate with the current network setup;
- iii. After-sales support: next business day;
- iv. Other: Inclusive of all incidental accessories, peripherals, and components required in the project.

10. Support

- a) Technical support covers same day response time and 24 x 7 coverage;
- b) Construction Safety and Health Program: Shall observe the required standards of health, safety and procedures.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/NUST – 007/2023

[Complete the unit prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The total price will be determined as per the services on a need-basis.]

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Goods/Services	Qty.	Unit of Measure	Brand	Unit Price (Year 1)	Unit Price (Year 2)
A*	B*	C*	D*	E*	F 1	F 2
CABLING UTP ITEMS CAT 6 MOLEX/KRONE/DATAZONE						
1	Cable Cat 6 UTP Grey Drum 500m	1	Each			
2	Fly Lead 1m Cat 6	1	Each			
3	Fly Lead 3m Cat 6	1	Each			
4	Fly Lead 5m Cat 6	1	Each			
5	Cat 6 RJ45 boot and Plug set	1	Each			
6	Keystone Cat 6 Clipsal / Modclip	1	Each			
7	Cat 6 Patch Panel 24 Port Fully Loaded	1	Each			
8	Installation of network point per point	1	Each			
9	Network point labelling and testing (with test results / documentation)	1	Hour			
10	Mounting of Wireless AP	1	Each			
CABLING UTP ITEMS CAT 6A MOLEX						
Item No	Brief Description of Goods/Services	Qty.	Unit of Measure	Brand	Unit Price (Year 1)	Unit Price (Year 2)
11	Cable Cat 6A UTP Grey Drum 500m	1	Each			
12	Fly Lead 1m Cat 6A	1	Each			
13	Fly Lead 3m Cat 6A	1	Each			
14	Fly Lead 5m Cat 6A	1	Each			
15	Cat 6A RJ45 boot and Plug set	1	Each			
16	Keystone Cat 6A Clipsal / Modclip	1	Each			

17	Cat 6A Patch Panel 24 Port Fully Loaded	1	Each			
18	Installation of network point per point	1	Hour			
19	Network point labelling and testing (with test results / documentation)	1	Hour			
20	Mounting of Wireless AP	1	Each			
CABINETS (FREE STANDING OR MOUTABLE) (two different sizes depending on depth, doors and height. Some are glass whilst others are perforated)						
Item No	Brief Description of Goods/Services	Qty.	Unit of Measure	Brand	Unit Price (Year 1)	Unit Price (Year 2)
21	Cabinet 6U	1	Each			
22	Cabinet 9U	1	Each			
23	Cabinet 12U	1	Each			
24	Cabinet 18U	1	Each			
25	Cabinet 27U	1	Each			
26	Cabinet 34U / 38U	1	Each			
27	Cabinet 42U	1	Each			
28	Cabinet 47U	1	Each			
29	Cabinet fans pair	1	Each			
30	Cabinet Electric 6 way 16A	1	Each			
31	Cabinet Electric 10 / 12 way 16A	1	Each			
32	Cabinet Tray	1	Each			
33	Brush panel (short - long base)	1	Each			
34	Mounting and installation of Cabinet	1	Each			
35	PDU type	1	Each			

FIBRE ITEMS - LC CONNECTION Single Mode or Multi Mode Fibre						
Item No	Brief Description of Goods/Services	Qty.	Unit of Measure	Brand	Unit Price (Year 1)	Unit Price (Year 2)
36	4 Core HDD Fibre Cable per meter	1	M			
37	8 Core HDD Fibre Cable per meter	1	M			
38	12 Core HDD Fibre Cable per meter	1	M			
39	24 Core HDD Fibre Cable per meter	1	M			
40	24 Port Unpopulated Fibre Patch Panel	1	Each			
41	Fibre LC - LC 1m Fibre Patch Cord	1	M			
42	Fibre LC - LC 2m Fibre Patch Cord	1	M			
43	LC Mid duplex Coupler	1	Each			
44	LC Pigtails	1	Each			
45	Fibre Splicing Cassette	1	Each			
46	Installation of fibre cable per meter	1	Hour			
47	Splice Protector	1	Each			
48	Fusion slicing per core	1	Each			
49	Fibre testing and labeling per core (with test results / documentation)	1	Hour			
ROUTES / TRUNKING						
Item No	Brief Description of Goods/Services	Qty.	Unit of Measure	Brand	Unit Price (Year 1)	Unit Price (Year 2)
50	16X25 Ega PVC Trunking	1	Each			
51	25x40 Ega PVC Trunking	1	Each			
52	40x40 Ega PVC Trunking	1	Each			
53	Single Compartment Powerskirting	1	Each			
54	Single Compartment Powerskirting End Caps	1	Each			
55	Single Compartment Powerskirting bend / corner	1	Each			
56	Double Compartment Powerskirting	1	Each			

57	Double Compartment Powerskirting End Caps	1	Each			
58	Double Compartment Powerskirting bend / corner	1	Each			
59	Data Cradle and Face plate set	1	Each			
60	4x4 Databox set	1	Each			
61	Wire Mesh type	1	Each			
62	50mm sleeve	1	Each			
63	110mm sleeve	1	Each			
64	Trenching, interlock removal and make good, concrete cutting and make good	1	Hour			
				Other additional costs		
				Subtotal		
				VAT @ %		
				Total		

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

Labour charges: Bidder to complete the labour and travel rates per hour/km in below table:

Item	Unit	Quantity	Rate (2023-2024)
First callout	Hour	1 call out	N\$
Labour per hour	Hour	1 hour	N\$
Travel to and from campus	Km	Km	N\$

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NUST – 007/2023**

[Bidders should complete columns C and D with the specifications and Performance standards 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 Specifications Performance Offered	of and	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C		D
CABLING UTP ITEMS CAT 6 MOLEX/KRONE/DATAZONE				
1	Cable Cat 6 UTP Grey Drum 500m			
2	Fly Lead 1m Cat 6			
3	Fly Lead 3m Cat 6			
4	Fly Lead 5m Cat 6			
5	Cat 6 RJ45 boot and Plug set			
6	Keystone Cat 6 Clipsal / Modclip			
7	Cat 6 Patch Panel 24 Port Fully Loaded			
8	Installation of network point per point			
9	Network point labelling and testing (with test results / documentation)			
10	Mounting of Wireless AP			
CABLING UTP ITEMS CAT 6A MOLEX				
11	Cable Cat 6A UTP Grey Drum 500m			
12	Fly Lead 1m Cat 6A			
13	Fly Lead 3m Cat 6A			
14	Fly Lead 5m Cat 6A			
15	Cat 6A RJ45 boot and Plug set			
16	Keystone Cat 6A Clipsal / Modclip			
17	Cat 6A Patch Panel 24 Port Fully Loaded			
18	Installation of network point per point			
19	Network point labelling and testing (with test results / documentation)			
20	Mounting of Wireless AP			

Item No	Specifications and Performance Required	Compliance Specifications Performance Offered	of and	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C		D
CABINETS (FREE STANDING OR MOUTABLE) (two different sizes depending on depth, doors and height. Some are glass whilst others are perforated)				
21	Cabinet 6U			
22	Cabinet 9U			
23	Cabinet 12U			
24	Cabinet 18U			
25	Cabinet 27U			
26	Cabinet 34U / 38U			
27	Cabinet 42U			
28	Cabinet 47U			
29	Cabinet fans pair			
30	Cabinet Electric 6 way 16A			
31	Cabinet Electric 10 / 12 way 16A			
32	Cabinet Tray			
33	Brush panel (short - long base)			
34	Mounting and installation of Cabinet			
35	PDU type			
FIBRE ITEMS - LC CONNECTION Single Mode or Multi Mode Fibre				
36	4 Core HDD Fibre Cable per meter			
37	8 Core HDD Fibre Cable per meter			
38	12 Core HDD Fibre Cable per meter			
39	24 Core HDD Fibre Cable per meter			
40	24 Port Unpopulated Fibre Patch Panel			
41	Fibre LC - LC 1m Fibre Patch Cord			
42	Fibre LC - LC 2m Fibre Patch Cord			

Item No	Specifications and Performance Required	Compliance Specifications Performance Offered	of and	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>		<i>D</i>
43	LC Mid duplex Coupler			
44	LC Pigtails			
45	Fibre Splicing Cassette			
46	Installation of fibre cable per meter			
47	Splice Protector			
48	Fusion slicing per core			
49	Fibre testing and labelling per core (with test results / documentation)			
ROUTES / TRUNKING				
50	16X25 Ega PVC Trunking			
51	25x40 Ega PVC Trunking			
52	40x40 Ega PVC Trunking			
53	Single Compartment Powerskirting			
54	Single Compartment Powerskirting End Caps			
55	Single Compartment Powerskirting bend / corner			
56	Double Compartment Powerskirting			
57	Double Compartment Powerskirting End Caps			
58	Double Compartment Powerskirting bend / corner			
59	Data Cradle and Face plate set			
60	4x4 Databox set			
61	Wire Mesh type			
62	50mm sleeve			
63	110mm sleeve			

Item No	Specifications and Performance Required	Compliance Specifications Performance Offered	of and Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
64	Trenching, interlock removal and make good, concrete cutting and make good		

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

Labour charges: Bidder to complete the labour and travel rates per hour/km in below table:

Item	Unit	Quantity	Rate (2023-2024)
First callout	Hour	1 call out	N\$
Labour per hour	Hour	1 hour	N\$
Travel to and from campus	Km	Km	N\$

Specifications and Performance Standard Compliance Sheet Authorised By:

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

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-TB/RFQ-GCC** for the procurement of services (time based) available on the website of the Public Entity www.nust.com.ng except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: **NCS/RFQ/NUST – 007/2023**

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as from 01 July 2023 or date of last signature by both parties.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by 30 June 2025.
GCC 1.6.1 Issue of notices	<p>The Authorized Representative of the Employer (NUST) is:</p> <p>The Vice-Chancellor Namibia University of Science and Technology Office of the Vice-Chancellor vc@nust.na +264 61 207 2001</p> <p>The Authorized Representative of the Service Provider is:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Email: _____</p> <p>Contact Number: _____</p>
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: ___N\$1 000 000_____
GCC 2.7 Reporting	The Service Provider shall report to:

Obligations	Mr Gabriel Rukoro <i>Manager:ICT Infrastructure</i> Department of Digital Transformation Business Services grukoro@nust.na +264 61 207 2314
GCC 4.2 Contract Price	The amount payable is as per price activity schedule.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/NUST – 007/2023

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Performance Compliance Sheet		
Bid Securing Declaration		
Company profile, past experience and references where similar services have been provided		
A valid original or certified copy of the Company registration certificate, clearly indicating shareholders and principals' contact details <i>as registered with Business and Intellectual Property Authority (BIPA)</i> (attach certified copies of all the shareholders/members' identification documents)		
A valid original or certified copy of the company's good standing Tax Certificate (<i>Ministry of Finance Inland Revenue</i>).		
A valid original or certified copy of the company's good standing Social Security Certificate (<i>Social Security Commissioner</i>).		
A valid original or 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		
A written undertaking as contemplated in Section 138(2) of Labour Act, 2007.		
Three (3) reference letters of similar services provided (not older than 12 months).		

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.

EVALUATION CRITERIA

The following evaluation criteria shall be applied not withstanding any other requirement in the tender documents.

The bidder must meet the following mandatory requirements.

MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

Mandatory Documents Requirements	
Mandatory Requirements	Responsive or Not Responsive
A certified copy of the Company registration clearly indicating shareholders' and principals' contact details as registered with the Business Intellectual Property Authority (BIPA) - Attached certified copies of all shareholders Identification documents.	
A valid original or certified copy of the company's good standing Tax Certificate (NAMRA) .	
A valid original or certified copy of the company's good standing Social Security Certificate (Social Security Commissioner) .	
A valid original or certified copy of the Affirmative Action Compliance Certificate, or proof from the Employment Equity Commissioner that the bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.	
A Written undertaking in compliance with Section 138 (2) of the Labour Act, 2007	
Submit signed Bid Securing Declaration	

NB: Only valid original or certified copy of an original document as certified by the Namibian Police will be accepted.

At this stage, the bidder's submission will either be responsive or none responsive. None responsive submissions will be eliminated from the entire evaluation process and will not be considered further.

TECHNICAL EVALUATION

Details of Technical Evaluation Markings (for structured cabling network services)	
	Max Marks
Contractor with minimum of 3 years' experience in providing network cabling services (Submission of CV of Contract Manager for this contract) <ul style="list-style-type: none"> • More than 3 years=20 points • 2-3 years= 10 points • Less than 3 years = 0 points 	20
Support and Lead Time Response Time after Order Placement (Clearly stipulate on the quotation the Estimated Time of Arrival (ETA) of each item. <ul style="list-style-type: none"> • 1 week delivery = 15 points • 2 weeks y delivery= 10 points • 3 weeks delivery= 5 points • 4 weeks delivery= 3 points • More than 4 weeks delivery=0 points 	15
Provide a detailed Company Profile (Attach Profile) <ul style="list-style-type: none"> • A detailed company profile indicating the following: = 10 points ✓ Business addresses (trading, telephones numbers, contact persons and email) ✓ Demographics (number of employees) ✓ Geography (operation coverage) ✓ Physical Facilities (offices space) • Company profile not clearly narrated = 5 points • No company profile attached= 0 point 	10
Attach proof of three (3) recent contract reference (Reference verification will be done) – These references should include the name of the entity, nature of contract, contact person and office telephone number and email address <ul style="list-style-type: none"> • At most 3 references were contactable = 20 points • At most 2 references were contactable = 15 points • At most 1 reference was contactable = 5 points • No reference was contactable = 0 points 	20
Key personnel (Site Supervision) Key personnel with a minimum of three (3) years' experience in systems and network administration (Submission of a CV of Site Supervisor for this contract) <ul style="list-style-type: none"> • More than 5 years=10 points • 3-4 years= 5 points • Less than 3 years = 0 points 	10

Organisational chart indicating key personnel (attach chart) <ul style="list-style-type: none"> Detailed organogram chart attached = 5 points No organogram chart attached= 0 point 	5
List of items quoted meeting specifications as per SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET The bidder must indicate ability to deliver the items as per specification sheet. The bidder should ensure that any replacement items match the function and quality of the original, specified item.	
Supplier has bid on all the items on the list. Goods quoted meet the specifications. Quoted quantities are in line with required quantities= 20 points Supplier has bid on 90% or more of the items. Goods quoted meet the specifications and in-line with the required quantities= 10 points Supplier has bid on less than 90% of the list. Goods quoted do not meet the specifications= 0 points	20
TOTAL MARKS-Technical	/100

- a) Only contractors scoring 70% and more will be considered for financial evaluation.
- b) Financial evaluation, contractors will be ranked according to price quoted (from lowest to highest)

ANNEXURE B

NUST MAIN CAMPUS MAP

