



## NATIONAL ASSEMBLY

### PROCUREMENT MANAGEMENT UNIT

# PROCUREMENT OF THE RENEWAL OF SOPHOS ANTIVIRUS

**Procurement Reference No: *NCS/RFQ/03-2/2022-2023***

*National Assembly  
Private Bag 13302  
Tell: 061-2882517  
Email: [e.mofuka@parliament.na](mailto:e.mofuka@parliament.na)  
Attention: Emeritha Mofuka*

<b>Company Name:</b>	
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<b>TOTAL BID PRICE (Incl Vat)</b>	<b>N\$</b> _____
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## Letter of Invitation

***TO: PROSPECTIVE BIDDERS***

***Procurement reference number: NCS/RFQ/03-2/2022-2023***

***20 July 2022***

Dear Sirs,

### ***PROCUREMENT OF RENEWAL OF THE SOPHROS ANTIVIRUS***

The National Assembly invites you to submit your best quote for the items described in detail hereunder.

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

All administrative queries (if any) should be addressed to ***Ms Emeritha Mofuka, Tel: 061-2882517 / 0812704905***, while technical queries should be addressed to ***Mr Elifas Angula, Tel: 061-2882686 / 0811407757***.

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,

*E. Mofuka*

**Head: Procurement Management Unit**

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

The **National Assembly** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) to accept or reject any quotation or 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 service 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 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 **30** 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 valid good standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) have a valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs)

### **5. Bid Security/Bid Securing Declaration**

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

## 6. Works Completion Period

The completion period for service shall be **30 days** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted.

Delivery shall be **30 days** after acceptance/issue of Purchase Order. Deviation in delivery period shall only be considered if such deviation is reasonable.

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

- Verify whether all items were supplied are as per the specifications.

## 7. Sealing and Marking of Quotations

a) Quotations **should be sealed in a single envelope**, clearly marked as follows:

**Procurement Management Unit  
National Assembly  
Procurement of *Sophos Antivirus*  
Bid Reference No: NCS/RFQ/03-2/2022-2023**

b) While at the back side of the envelope the following information should appear:

**Bidder's name and contact information**

**8. The deadline for submission of Sealed Quotations shall be: Friday 29 July 2022 at 12H00 in the afternoon.**

## 9. Submission of Sealed Quotations

Sealed Quotations should be deposited in the Bid Box located at the following address:

**The National Assembly (Parliament Building), Windhoek,  
14 Love Street, Parliament  
Box located on the left hand side as you enter the building**

**Please note:** Quotations by post, email or hand delivered will not be accepted and late quotations will be rejected.

## 10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, to determine the lowest evaluated quotation.

**11. Technical Compliance**

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

**12. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars as quoted.

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

**13. Margin of Preference**

12.1 No margins of preference will be applied.

**14. Award of Contract**

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

**15. Performance Security**

*Not applicable for this procurement.*

**16. Notification of Award and Debriefing**

Not applicable to this procurement.

## 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 will be rejected***

Quotation addressed to: [ name of Public Entity]	<b>NATIONAL ASSEMBLY</b>
Procurement Reference Number:	<b>NCS/RFQ/03-02/2022-2023</b>
Subject matter of Procurement:	<b>Procurement of Sophos Antivirus</b>

We offer to execute the services detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD. *[Public Entity shall delete this paragraph in case no security is required or re-write the paragraph accordingly in case a Bid Security is requested].*

The validity period of the Quotation is \_\_\_\_\_ days **[insert numbers 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.

Services will commence within \_\_\_\_\_ days from date of issue of Purchase Order/ Letter of Acceptance.

Services will be completed within \_\_\_\_\_ days from date of issue of Purchase Order/ Letter of acceptance.

We declare that we “qualify/do not qualify” for Margin of Preference applicable to Small and Medium enterprises and shall upon request submit documentary evidence in this respect. *[Bidder to strike out as appropriate]*

### Quotation Authorised by:

Name of Bidder		Company’s Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

*[This form is to be deleted if Performance Security is not applicable.]*

Appendix to Quotation Letter

**BID SECURING DECLARATION  
(Section 45 of Act)  
(Regulation 37(5) and 56(2))**

**Date:** .....

**Procurement Ref No.:** .....

**To:**.....  
[Insert complete name of Public Entity and address]

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*

### **SECTION III: STATEMENT OF REQUIREMENTS**

**This text hereunder is a guidance for the preparation of the Specifications and Performance Requirements and should not form part of the final document**

<b>Licence</b>	<b>Expiry Date</b>	<b>Product</b>	<b>Users</b>
D568833889	04/10/2022	Central Intercept X Endpoint Advanced	410
D568833889	04/10/2022	Central Intercept X Advanced for Server (previously Central Server Protection Advanced)	10

#### **A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

Supply renewal of the Sophos Antivirus

#### **B. DRAWINGS**

Not applicable for this bid



## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ-03-02/2022-2023

Item No	Brief Description of Service	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1	Central Intercept X Endpoint Advanced	410			
2	Central Intercept X Advanced for Server (previously Central Server Protection Advanced)	10			
<b>Subtotal</b>					
<b>VAT @      %</b>					
<b>Total</b>					

**Priced Activity Schedule Authorised By:**

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

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ-03-02/2022**

*[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications 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	Central Intercept X Endpoint Advanced		
2	Central Intercept X Advanced for Server (previously Central Server Protection Advanced)		

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

### Specifications and Compliance Sheet Authorised By:

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

## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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

## SECTION VI: CONTRACT AGREEMENT

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

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFQ/03-02/2022-2023

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract

GCC Clause Reference	Special Conditions
<b>Project Manager</b> GCC 1.1(y)	The Project Manager is: <b>The National Assembly</b>
<b>Site</b> GCC 1.1(aa)	The Site for the delivering is at the <b>National Assembly 14C love Street.</b>
<b>Start Date</b> GCC 1.1(dd)	The Start Date shall be: Soon as purchase order is issued
<b>The Works</b> GCC 1.1(h)	The Works consist of: <b>Supply of the renewal of the Sophos Antivirus</b>
<b>Language and Law</b> GCC 3.1	The language of the contract is English  The law that applies to the Contract is the law of Namibia.
<b>Project Manager's Decisions 4.1</b>	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.

<b>GCC Clause Reference</b>	<b>Special Conditions</b>
<b>Notices GCC 6</b>	Any notice shall be sent to the following addresses: For the <b>NATIONAL ASSEMBLY</b> , the address and contact name shall be <b>Ms. Emeritha Mofuka, Tel 061-2882517</b>
<b>Insurance GCC 13.1</b>	The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.
<b>Intended Completion Date GCC 16.1</b>	The Intended Completion Date for the whole of the Works shall be: Within (5) days after the receipt of the purchase order
<b>Possession of the Site GCC 20.1</b>	The Site Possession Date shall be:
<b>Procedure for Disputes GCC 24</b>	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
<b>Payment Certificates GCC 39.7</b>	Payment shall be made as per the service delivered by the supplier
<b>Payments GCC 40</b>	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) The payment suppliers invoice.
<b>Adverse weather Conditions GCC 41.1 (l)</b>	<i>Not applicable to this service</i>
<b>Price Adjustment GCC 44.</b>	The Contract is not subject to price adjustment.
<b>Retention GCC 45.</b>	(i) no proportion of any payments shall be retained
<b>Advance Payment</b>	(i) No advance payment shall be made.

GCC Clause Reference	Special Conditions
<b>GCC 48.1</b>	
<b>Performance Security GCC 49.1</b>	(i) No Performance Security is required for this bid.
<b>GCC 56.1</b>	“As built” drawings or operating and maintenance manuals are not required for this bid.
<b>GCC 59.1</b>	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: <i>not applicable to this service</i>

### SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.: NCS/RFQ-03-02/2022-2023**

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
A signed Bid Securing declaration		
Police certified copy of a valid Good Standing Tax Certificate		
An original /Police certified copy of a valid good standing Social Security Certificate		
A valid Police Certificate copy of Affirmative Action Compliance Certificate.		
Proof of SME Status as issued by the Ministry of trade and Industrial, Small Medium Enterprise Development (if case of an SME) Bidders who are not categorized as a SMES must not leave this blank they must indicate across the row that they are not SMEs		

**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.*