

Namibia Institute of Pathology Limited

Bidder's Name:	
Contact Details:	Tel:
	Email:
Total quote amount	Supply, delivery, installation and training of Audio-Visual Solution for NIP Main Boardroom, Training Room Head Office and Lecture Room WCRL
	VAT exclusive (N\$)
	VAT inclusive (N\$)

Ref: G/RFQ/NIP- 5/2024

REQUEST FOR SEALED QUOTATION FOR GOODS

NOTICE TO BIDDERS

- Please take note of initializing all pages of the standard bidding document and initial all the supporting documents including company profiles, brochures, etc.**
- Take note to sign all relevant pages as stipulated in the bidding standard document.**
- Take note to stamp all pages where it is indicated that a stamp is required in addition to the signatures.**
- A receipt and/or prove of application on a requirement will not be accepted as being in good standing on the respective requirement(s).**
- Copies of documents not certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963) will not be accepted.**

REQUEST FOR SEALED QUOTATION FOR GOODS

**Supply, delivery, installation and
training of Audio-Visual Solution for
Main Boardroom, Training Head
Office and Lecture Room WCRL**

Procurement Reference No: G/RFQ/NIP-5/2024



Namibia Institute of Pathology Limited

Reg. 2000/431

HEAD OFFICE:

Corner of Hosea Kutako Drive and Rowan Street
P.O. Box 277, Windhoek, Namibia
061 295 4200 061 255 5566 info@nip.com.na

Letter of Invitation

Procurement Reference No: **G/RFQ/NIP-5/2024**

Date: 12 July 2024

REQUEST FOR QUOTATION: SUPPLY, DELIVERY, INSTALLATION AND TRAINING OF AUDIO-VISUAL SOLUTION FOR NIP MAIN BOARDROOM, TRAINING ROOM HEAD OFFICE AND LECTURE ROOM WCRL

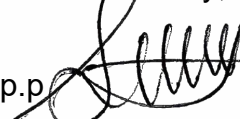
The Namibia Institute of Pathology Limited (NIP) invites you to submit your best quote for the items described in detail hereunder.

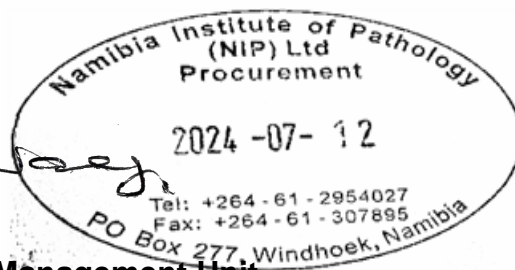
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to **Ms. Albertina Tobias, Namibia Institute of Pathology Limited, NIP HOUSE, c/o Hosea Kutako & Rowan Street, Windhoek, Namibia** Tel: **+264 61 295 4101**, Email Procurement@nip.com.na.

Request for clarifications should be sought until, **Monday, 22 July 2024, seven (7) workdays prior** to the deadline set for submission of bids. 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,

p.p. 
Ms. Rebecca Haiping
Head of Procurement Management Unit



SECTION I: INVITATION FOR BIDS

1. Rights of Public Entity

The **Namibia Institute of Pathology Limited** 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***, and
- (b) the List of works 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 Bids

The Bid validity period shall be **one hundred and twenty (120)** workdays from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should submit:

- (a) Have a valid certified copy of a full company Registration Document clearly indicate the shareholders or owners (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).
- (b) Have a valid original or valid certified copy of an original of good Standing Tax Certificate, **(valid at the deadline of submission of bid), (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963))**,

- (c) Have a valid original or valid certified copy of good Standing Social Security Certificate; **((valid at the deadline of submission of bid) (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)),**
- (d) Have an have a valid certified copy of Affirmative Action Compliance Certificate, or 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; (valid at the deadline of submission of bid) or in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued; **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)),**
- (e) Submit a signed Bid Securing Declaration on **page 13**.
- (f) 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 General conditions of Contract if it is awarded the contract or part thereof.
- (g) Have an original or a certified copy of **a valid good standing Confirmation of Registration Certificate with BIPA (Business and Intellectual Property Authority)**. This certificate validates the existence of the entity as well as that the entity is in good standing with BIPA in as far as it relates to the payment of annual duties. **Certificate should be valid as at the date of bid submission.** (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)),
- (h) Bidder must operate a company registered for **Supply of Information, Communication and Technology Products/Services** (company registration/founding statement document submitted with the bid document must ascertain the services provided).
- (i) **Participation is limited to an entity incorporated or registered in Namibia in terms of the company or close corporation laws of Namibia;**
- (j) Written Power of Attorney or make a Close Corporation resolution to self for the signatory of the bid (template on **page 17** to be completed, signed and stamped). **Note: Not Applicable to Sole Owners of entities.**
- (k) Complete the Company Shareholding Information form on **page 16**.
- (l) Each page of the bid document must be signed (where applicable) and initialled by such person(s) legally authorized to sign on behalf of the company.

- (m) Submit documentary evidence of at least **three (3) reference letters or Purchase Orders complemented by a delivery note** for the supply, delivery and implementation of similar goods/services not older than five (5) years.
- (n) Submit a reseller authorisation/partner letter.
- (o) Submit **architectural solution design** of the installation.
- (p) NIP to conduct a site visit to the bidder's premises to validate the capacity to perform.
- (q) Bidder must do a site visit and **submit a Site Visit form** per site (see page 18).
- (r) Submit documentary evidence of a **catalogue** to establish to the satisfaction of the Purchaser that goods proposed ensures substantial correspondence or are superior.
- (r) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

Bids from service providers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>
- African Development Bank
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- Asian Development Bank
<http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999>
- European Bank for Reconstruction and Development
<http://www.ebrd.com/pages/about/integrity/list.shtml>
- Inter-American Development Bank Group

<http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html>

- World Bank Group
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>

Note: In the case of Joint Ventures (JV), each JV partner must comply with item a, b, c, d, k and r above.

Additional Requirements

- The bidder must submit **a detailed quotation on its company letter head**, in addition to Section III: Price Activity Schedule.
- The bidder must submit a complete bidding document as issued (incomplete bidding documents will not be considered).

BIDDERS' CONFLICT OF INTEREST DECLARATION (to be completed by the bidder)

Mandatory Requirements	Yes	No
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder participated in more than one bid in this bidding process? <i>Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid</i>		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		
Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process.		
Is the bidder a member of the Board, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit of NIP.		

5. Bid Security/Bid Securing Declaration

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

6. Works Completion Period

Delivery shall be **within four (4) weeks (1) month** 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:

- Check if the equipment is brand new;
- Check if the equipment is functioning;
- Check if the equipment meets the specifications; and
- Check if the equipment comes with local supported installations.

6. Sealing and Marking of Bids

Bids 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.

7. Submission of Bids

Bids should be deposited in the Bid Box located at **Namibia Institute of Pathology Limited, NIP HOUSE, c/o Hosea Kutako & Rowan Street, Windhoek, Namibia** not later than **Tuesday, 30 July 2024 at 11:00 am**. Bids by post or hand delivered should reach **Namibia Institute of Pathology Limited, NIP HOUSE, c/o Hosea Kutako & Rowan Street, Windhoek, Namibia** by the same date and time at latest. Late bids will be rejected.

Bids received by e-mail will **not** be considered.

8. Opening of Bids

Bids will be opened by the "Public Entity" at **Namibia Institute of Pathology Limited, NIP HOUSE, c/o Hosea Kutako & Rowan Street, Windhoek, Namibia** on **Tuesday, 30 July 2024 at 11:00 am**. Bidders or their representatives may attend the Bid Opening if they choose to do so.

9. Evaluation of Bids

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, to determine the lowest evaluated bid.

10. Documents Establishing Conformity of Goods and Related Services

Bidders shall submit along with their bids the documents marked hereunder:

(a)	Documents to establish conformity of goods as specified in Schedule of Requirements, highlighting deviations, if any, so as to establish substantial responsiveness of the proposed goods item;	<input type="checkbox"/>
(b)	A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the Specification	<input checked="" type="checkbox"/>

	and Performance Requirement Sheet, following commencement of the use of the goods.	
(c)	Documentary evidence to establish to the satisfaction of the Purchaser that goods proposed, as per other than the brand name, catalogue numbers or standard as specified by the Purchaser, ensures substantial equivalence or are superior.	<input checked="" type="checkbox"/>
(d)	Evidence of the bidder's technical capacity to be furnished by one or more of the following means: (i) a list of the principal deliveries effected in the past three (3) years, with the sums, dates and recipients, whether public or private, involved; and (ii) Type test certificates drawn up by official quality control institutes or agencies of recognized competence attesting the conformity of the goods with respect to specifications conformity.	<input checked="" type="checkbox"/> <input type="checkbox"/>
(e)	Documentary evidence to establish Bidder's ability to provide the service or to execute the installation with regard to their skills, efficiency, experience and reliability.	<input checked="" type="checkbox"/>

11. Technical Compliance

The Specification 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 specification.

12. Prices and Currency of Bids

Prices for the execution of works shall be fixed in Namibia Dollars as quoted.

Bids 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

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

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

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

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 the local content as determined in Annexure 6 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 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 the bidder employs 50% or more Namibian citizens
TOTAL	10%	

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid and qualified to supply the work 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: BID 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 RB prevail over any attachments. **If your bid is not authorised, it will be rejected.***

Bid addressed to: <i>[name of Public Entity]</i>	Namibia Institute of Pathology Limited (NIP)
Procurement Reference Number:	G/RFQ/NIP-5/2024
Subject matter of Procurement:	Supply, delivery, installation and training of Audio-Visual Solution for NIP Main Boardroom, Training Room Head Office and Lecture Room WCRL

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.

We confirm that we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.

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 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 our bid is **one hundred and twenty (120) workdays 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 bid validity.

The delivery period offered, from the date of issue of Purchase Order/ Letter of Acceptance, is as shown in the Priced Activity Schedule.

Bid 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	

Appendix to Quotation Letter

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

Date:
[Day|month|year]

Procurement Ref No.: G/RFQ/NIP-5/2024

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**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2007 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.*

Note: Not Applicable to Sole Owners of entities

**The Chief Executive Officer
Namibia Institute of Pathology (NIP)
PO Box 277
Windhoek
Namibia**

Dear Sir/Madam,

RE: PROCUREMENT REFERENCE NUMBER: **G/RFQ/NIP-5/2024**: SPECIAL POWER OF ATTORNEY

The undersigned person is herewith granted a special power of attorney to initial and sign the standard bidding document for the purposes of procurement process [insert procurement reference number].

Title, Name and Signature _____

Such authorization has been conferred by the Board of Directors by way of a Board Resolution/ Member's Resolution [delete where appropriate] dated [insert date of board/member's resolution] attached hereto, to act on our behalf and in our name. The actions and representations of the aforementioned person shall be binding upon the grantors.

Place _____

Date _____

Name _____

Signature and Company Stamp
(Duly authorized to confirm such Special Power of Attorney)



Namibia Institute of Pathology Limited

PROCUREMENT SITE VISIT FORM

Procurement of

PROCUREMENT TITLE: Supply, delivery, installation and training of Audio-Visual Solution for NIP Main Boardroom

Procurement Reference Number: G/RFQ/NIP-5/2024

Company name:	
Name of Company Representative:	
Company details (Postal address, best contact number and email address):	
Company details (physical location – number, street name, suburb and town):	
Signature of company representative and company stamp:	A site visit and review of work to be done prior to submitting the bid document has been done.
Name, capacity and signature of NIP Representative at the facility:	
NIP Facility stamp	

NOTE: The Procurement Site Visit Form per facility must be attached to the bid.



PROCUREMENT SITE VISIT FORM

Procurement of

PROCUREMENT TITLE: Supply, delivery, installation and training of Audio-Visual Solution for NIP Training Room Head Office

Procurement Reference Number: G/RFQ/NIP-5/2024

Company name:	
Name of Company Representative:	
Company details (Postal address, best contact number and email address):	
Company details (physical location – number, street name, suburb and town):	
Signature of company representative and company stamp:	A site visit and review of work to be done prior to submitting the bid document has been done.
Name, capacity and signature of NIP Representative at the facility:	
NIP Facility stamp	

NOTE: The Procurement Site Visit Form per facility must be attached to the bid.



Namibia Institute of Pathology Limited

PROCUREMENT SITE VISIT FORM

Procurement of

PROCUREMENT TITLE: Supply, delivery, installation and training of Audio-Visual Solution for NIP Lecture Room WCRL

Procurement Reference Number: G/RFQ/NIP-5/2024

Company name:	
Name of Company Representative:	
Company details (Postal address, best contact number and email address):	
Company details (physical location – number, street name, suburb and town):	
Signature of company representative and company stamp:	A site visit and review of work to be done prior to submitting the bid document has been done.
Name, capacity and signature of NIP Representative at the facility:	
NIP Facility stamp	

NOTE: The Procurement Site Visit Form per facility must be attached to the bid.

<p>100" Samsung Screen with a 4K resolution. NIP should be able to have the option to use the displays independent of each other and in a mirror format (Note: The displays will be 2m to 4m distance apart).</p> <p>2.2. <u>Audio</u></p> <ul style="list-style-type: none"> • The solution should include a microphone that would enable to cover the entire room able to pick up all participants. The microphone be able to cater for Teams and zoom certified. • The microphone should have the ability to control the position of the camera. • The audio solution should include echo cancellation. • The solution should cater and cover the entire room. <p>2.3. <u>Camera</u></p> <p>Each display should be associated to a single Video conference camera. Each camera should be a PTZ Full HD with minimum 24 x Total Zoom, ability to support extension microphones, at least 60 frame per second, with RS232 input / output, Lan support, USB 3.1 with true pan and tilz, zoom, skype and MS Teams certified with a 5-year warranty.</p> <p>2.4. <u>Connectivity</u></p> <ul style="list-style-type: none"> • The solution should allow a user to Bring Own Device to the room and connect wirelessly or via a USB-C interface or an HDMI interface for video conference and presentation. • The wireless connection should support window, mac operating systems. • The solution should support Whiteboard and annotation mode. • The solution should support OSD Control with preview function. 	1	SET						
3. TRAINING ROOM WCRL								
<p>3.1. <u>Display:</u></p> <p>85" Professional Display with a 4K resolution</p> <p>3.2. <u>Audio</u></p> <ul style="list-style-type: none"> • The solution should include a microphone that enable to covers the entire room able to pick up all participants. The microphone be able to cater for Teams and zoom certified the microphone should have the ability to control the position of the camera. • The audio solution should include echo cancellation. • The solution should cater and cover the entire room. <p>3.3. <u>Camera</u></p>	1	SET						

<p>The camera should be a PTZ Full HD with minimum 24 x Total Zoom, ability to support extension microphones, at least 60 frame per second, with RS232 input / output, Lan support, USB 3.1 with true pan and tilz, zoom, skype and MS Teams certified with a 5-year warranty.</p> <p>3.4. Connectivity</p> <ul style="list-style-type: none"> • The solution should allow a user to Bring Own Device to the room and connect wirelessly or via a USB-C interface or an HDMI interface for video conference and presentation. • The wireless connection should support window, mac operating systems. • The solution should support Whiteboard and annotation mode. • The solution should support OSD Control with preview function. 								
<p>4. Training & Documentation Training to all ICT staff and documentations.</p>								
				TOTAL INCL. VAT				
NAME:		POSITION:		SIGNATURE			DATE	
NAME OF BIDDER:		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 REQUIREMENTS

This Restricted Bidding document, General Conditions of the Contract, specifications, and bidders' submitted documents shall constitute the performance contract.

The Namibia Institute of Pathology Limited (NIP) reserves the right:

- award partially and reject some line items;
 - increase and/or decrease the required quantities at the same unit cost;
 - conduct supplier due diligence prior to final award or at any time during the contract period;
 - initiate necessary action against defaulting suppliers and contracts;
 - not permit a bidder or supplier to receive a procurement award / contract on grounds of outstanding delivery default (failure by a bidder or supplier, for any reason not excused by the applicable provisions of the award/contract to deliver;
 - to award based on faster delivery time; and
 - terminate if the supplier fails to deliver any or all the Goods within the period specified.
1. The delivery period must be indicated in days/weeks only under section III: List of Goods and Price Schedule. Indication of ex-stock will not be accepted.
 2. The bidder is required to indicate the brand for each item under section III: List of Goods and Price Schedule.
 3. The bidder is required to quote as per the unit of measurements indicated in Column D of Section III: List of Goods and Price Schedule. Should the bidder quote for an alternative unit of measure, then the bidder is required to mark with a * in Column E of Section III: List of Goods and Price Schedule and indicate the unit of measurement quoted for.

The Namibia Institute of Pathology Limited (NIP) is hereby inviting quotations from reputable suppliers for Supply, delivery, installation and training of Audio-Visual Solution for Main Boardroom, Training Head Office and Lecture Room WCRL.

Requirements:

The reseller/successful bidder is required to provide quotations for **Supply, delivery, installation and training of Audio-Visual Solution for NIP Main Boardroom, Training Room Head Office and Lecture Room WCRL Offices** once-off.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NIP-5/2024**

[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. Attach detailed technical literature if required. 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)
A*	B*	C	D
Item: 1	<p>1. MAIN BOARDROOM</p> <p>1.1. Display: The display should be at least a 100” Samsung Screen with a 4K resolution.</p> <p>1.2. Audio</p> <ul style="list-style-type: none"> • The solution should include a microphone that enable to covers the entire room able to pick up all participants. The microphone should be able to cater for Teams and zoom certified the microphone should have the ability to control the position of the camera. • The audio solution should include echo cancellation. • The solution should cater and cover the entire room. <p>1.3. Camera The camera should be a PTZ Full HD with minimum 24 x Total Zoom, ability to support extension microphones, at least 60 frame per second, with RS232 input / output, Lan support, USB 3.1 with true pan and tilz, zoom, skype and MS Teams certified with a 5-year warranty.</p> <p>1.4. Connectivity</p> <ul style="list-style-type: none"> • The solution should allow a user to Bring Own Device to the room and connect wirelessly or via a USB-C interface or an HDMI interface for video conference and presentation. • The wireless connection should support window, mac operating systems. • The solution should support Whiteboard and annotation mode. • The solution should support OSD Control with preview function. 		

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Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
<p>Item: 2</p>	<p>2. TRAINING ROOM HEAD OFFICE</p> <p>2.1. Display</p> <p>The training room should have two displays each measuring at least 100" Samsung Screen with a 4K resolution.</p> <p>NIP should be able to have the option to use the displays independent of each other and in a mirror format (Note: The displays will be 2m to 4m distance apart)</p> <p>2.2. Audio</p> <ul style="list-style-type: none"> • The solution should include a microphone that enable to covers the entire room able to pick up all participants. The microphone be able to cater for Teams and zoom certified. • The microphone should have the ability to control the position of the camera. • The audio solution should include echo cancellation. • The solution should cater and cover the entire room. <p>2.3. Camera</p> <p>Each display should be associated to a single Video conference camera. Each camera should be a PTZ Full HD with minimum 24 x Total Zoom, ability to support extension microphones, at least 60 frame per second, with RS232 input / output, Lan support, USB 3.1 with true pan and tilz, zoom, skype and MS Teams certified with a 5-year warranty.</p> <p>2.4. Connectivity</p> <ul style="list-style-type: none"> • The solution should allow a user to Bring Own Device to the room and connect wirelessly or via a USB-C interface or an HDMI interface for video conference and presentation. • The wireless connection should support window, mac operating systems. • The solution should support Whiteboard and annotation mode. • The solution should support OSD Control with preview function. 		
<p>Item: 3</p>	<p>3. TRAINING ROOM WCRL</p> <p>3.1. Display:</p> <p>The display should be at least 85" Professional Display with a 4K resolution.</p> <p>3.2. Audio</p>		

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Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	<ul style="list-style-type: none"> • The solution should include a microphone that enable to covers the entire room able to pick up all participants. The microphone be able to cater for Teams and zoom certified the microphone should have the ability to control the position of the camera. • The audio solution should include echo cancellation. • The solution should cater and cover the entire room. <p>3.3. Camera</p> <p>The camera should be a PTZ Full HD with minimum 24 x Total Zoom, ability to support extension microphones, at least 60 frame per second, with RS232 input / output, Lan support, USB 3.1 with true pan and tilz, zoom, skype and MS Teams certified with a 5-year warranty.</p> <p>3.4. Connectivity</p> <ul style="list-style-type: none"> • The solution should allow a user to Bring Own Device to the room and connect wirelessly or via a USB-C interface or an HDMI interface for video conference and presentation. • The wireless connection should support window, mac operating systems. • The solution should support Whiteboard and annotation mode. • The solution should support OSD Control with preview function. 		
2	Did the bidder submit documentary evidence of at least three (3) reference letters or Purchase Orders complemented by a delivery note for the supply, delivery and implementation of similar goods/services not older than five (5) years.		
3	Did the bidder agree to delivery timelines of four (4) weeks as indicated on page 9 of the bidding document?		
4	Did bidders submit with their quotation a catalogue and any other literature to substantiate compliance with the required specifications?		

Specifications and 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) for the Procurement of Goods - Ref. **G/RB-GCC** on the website of the Public Entity <https://nip.com.na/wp-content/uploads/2021/08/General-Conditions-for-Works-Request-for-Sealed-Quotation-2017-2.pdf> except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NIP-5/2024**

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: Namibia Institute of Pathology Limited (NIP)
Site GCC 1.1(m)	The Site/final destination for delivery of the works is Namibia Institute of Pathology Limited (NIP), Head Office, Windhoek, Namibia.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

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Subject and GCC clause reference	Special Conditions
<p>Notices GCC 8.1</p>	<p>Any notice shall be sent to the following addresses:</p> <p>For the Namibia Institute of Pathology Limited (NIP), the address and the contact name shall be: Ms. Kapena Tjombonde, P.O. Box 277, Windhoek, Namibia.</p> <p>Email: Kapena.Tjombonde@nip.com.na.</p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Disputes GCC 10.2</p>	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: As per the laws of the Republic of Namibia.</p>
<p>Delivery and Documents GCC 13.1</p>	<p>The Goods is to be delivered strictly within one (1) months from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <ul style="list-style-type: none"> (a) signed delivery note; (b) Invoice
<p>Price Adjustment GCC 15.1</p>	<p>The price charge for the works supplied and the related Services performed shall not be adjustable.</p> <p>If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used</p>
<p>Terms of Payment GCC 16.1</p>	<p>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</p>
<p>Terms of Payment GCC 16.3</p>	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
<p>Terms of Payment GCC 16.4 (a)</p>	<p>The price shall not be adjustable to the fluctuation in the rate of exchange.</p>

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Subject and GCC clause reference	Special Conditions
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>On Acceptance: The Contract Price of work received shall be paid no later than thirty (30) days of receipt of the work 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.</p>
Performance Security GCC 18.1	<p>No performance security is required.</p>
Discharge of Performance Security GCC 18.4	<p>No performance security is required.</p>
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be according to the manufacturer's instructions</p>
Insurance GCC 24.1	<p>The insurance coverage shall be Carriage and Insurance Paid (CIP) as specified in the Incoterms.</p>
Transportation GCC 25	<p>The work shall be delivered: Delivered Duty Paid (DDP)</p>
Inspection and Test GCC 26.1	<p>The inspection and tests shall be:</p> <ul style="list-style-type: none"> • Site inspection and quality conformity to the scope of works.
Location of Inspection and Tests GCC 26.2	<p>The inspections and tests shall be conducted at: Namibia Institute of Pathology Limited (NIP), NIP House, Corner of Hosea Kutako Drive and Rowan Street</p>
Liquidated Damages GCC 27.1	<p>Liquidated damages for the whole contract are 10% of the final contract price.</p>

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Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: twelve (12) months.</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: NIP Head Office,</p>
Repair and Replacement GCC 28.5	<p>The period for repair or replacement shall be: seven (7) day(s) for repair and thirty (14) day(s) for replacement</p>

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:

- $a = [insert\ value\ of\ coefficient]$
 $b = [insert\ value\ of\ coefficient]$
 $c = [insert\ value\ of\ coefficient]$

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 = $[insert\ number\ of\ weeks]$ 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 Purchaser will, however, be entitled to any decrease in the prices of the works and Services subject to adjustment.

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- (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.

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

BID CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NIP-5/2024

Description	Attached	Not Attached
Duly completed Quotation Letter		
Duly completed Priced Activity Schedule		
Duly completed Specification and Compliance Sheet		
Duly completed and signed Bid Securing Declaration		
Valid certified copy of a full company Registration Document clearly indicate the shareholders or owners (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).		
Have a valid original or valid certified copy of an original of good Standing Tax Certificate, (valid at the deadline of submission of bid), (certified by a Commissioner of Oath appointed		
Have a valid original or valid certified copy of good Standing Social Security Certificate; ((valid at the deadline of submission of bid) (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)),		
Have an have a valid certified copy of Affirmative Action Compliance Certificate, or 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; (valid at the deadline of submission of bid) or in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued; (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)),		
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 the General conditions of Contract if it is awarded the contract or part thereof.		

Company is registered to supply ICT products/services (company registration/founding statement document submitted with the bid document must ascertain the services provided).		
Submit a signed Written undertaking on page 14		
Written Power of Attorney or make a Close Corporation resolution to self for the signatory of the bid (template on page 17 to be completed, signed and stamped). Note: Not Applicable to Sole Owners of entities.		
An original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a valid good standing Confirmation of Registration Certificate with BIPA (Business and Intellectual Property Authority) . This certificate validates the existence of the entity as well as that the entity is in good standing with BIPA in as far as it relates to the payment of annual duties. Certificate should be valid as at the date of bid submission.		
Complete the Company Shareholding Information form on page 16 .		
Did the bidder submit a detailed quotation on its company letter head, in addition to Section III: List of Goods and Price Schedule?		
Is each page of the bid document signed (where applicable) and initialled by such person(s) legally authorized to sign on behalf of the company?		
Did the bidder submit a complete bidding document as issued (incomplete bidding documents will not be considered)?		
Did the bidder submit documentary evidence of at least three (3) reference letters or Purchase Orders complemented by a delivery note for the supply, delivery and implementation of similar goods/services not older than five (5) years .		
Submit documentary evidence of product manufacturing letters and certification per item.		
Submit architectural solution design of the installation.		
Bidder must do a site visit and submit a Site form per site (see page 18-20).		
Submit documentary evidence of a catalogue to establish to the satisfaction of the Purchaser that goods proposed ensures substantial correspondence or are superior.		

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.