



Request for Sealed Quotations For Goods

**DESIGNING OF NAMDIA
INTRANET**

Procurement Reference No: NCS/RFQ/NAMDIA-01/2021

C/O Sam Nujoma Drive & Dr Kwame Nkrumah Avenue, Windhoek
+2646183331111 procurement@namdia.com 13 October 2021



13 October 2021

NCS/RFQ/NAMDIA-03/2021

Dear Bidder,

Design of NAMDIA Intranet

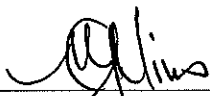
NAMDIA invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to *Maritza Julius* at procurement@namdia.com

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,



Maritza Julius

Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NAMDIA reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) 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 items 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 List of Goods and Price Schedule 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 Request for Sealed 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 14 days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be 7 days after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

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

7. 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.

8. Submission of Quotations

Quotations should be delivered at C/O Sam Nujoma Drive & Dr Kwame Nkrumah Avenue, Windhoek, **22 October 2021 at 11H00**. Quotations by post or hand delivered should reach C/O Sam Nujoma Drive & Dr Kwame Nkrumah Avenue, Windhoek, by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.



12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

Preference will be given to 100% Namibian owned companies

14. Award of Contract

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

15. Notification of Award and Debriefing

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.



SECTION II: QUOTATION LETTER

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]*

Quotation addressed to:	Namib Desert Diamonds (PTY) Ltd
Procurement Reference Number:	NCS/RFQ/NAMDIA-03/2021
Subject matter of Procurement:	Designing of NAMDIA Intranet

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: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the BD].

The validity period of the Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

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



BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

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

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.]



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

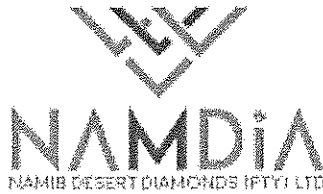
Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....



2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I [insert full name], owner/representative

of [insert full name of company]

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

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.



Procurement Ref No. NCS/RFQ/NAMBDIA-03/2021

QUOTATION FOR: Redesign of NAMBDIA Website

INSTRUCTIONS TO THE PUBLIC ENTITY		INSTRUCTIONS TO BIDDERS							
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]		Bidders shall fill-in columns E - I and fill the total E= mark with a * if an equivalent is quoted F= Rate per unit G= Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page							
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD'	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	SEE ATTACHED ANNEXURE								
TOTAL									
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 SPECIFICATIONS

Functionality of the Sites:

Navigation & Framework

- Easy and clean navigation with information grouped and presented in a logical manner
- There must be a maximum of three levels of drill down navigation. This will ensure a user will be able to find content with maximum of three clicks
- User will be able scroll up and down, but not be able to scroll left and right across the screen, therefore all content should fit into a standardized 1024x768 templates
- Drop down menus must be included so that the visitor can easily find what they are
- Links should be placed within the sites to allow individual to contact institutions affiliated with NAMDiA
- Size to be adjusted to every screen i.e. mobile, tablets etc

UX/UI:

- Intranet must share the trends in website design with great user experience (UX) and user interface (UI)
- The content should be intuitive, to the point and attractive to readers
- NAMDiA brand corporate identity must be adhered to
- Site must clearly illustrate Namdia corporate brand, corporate signature to be placed on a static branding panel that appears through all the levels of the sites
- Clean, creative, visually/graphically appealing design and layout of
- Use standard SharePoint functionality or add-ons that complement



SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/NAMDIA-03/2021

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	SEE ATTACHED ANNEXURE		

[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.]

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorized 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-GCC** on the website of the Public www.namdia.com 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 Goods except where modified by the Special Conditions below.



SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NAMDIA-03/2021**

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: Namib Desert Diamonds (PTY) Ltd
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is: C/O Sam Nujoma Drive & Dr Kwame Nkrumah Avenue, Windhoek
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For Namib Desert Diamonds (PTY) Ltd and the contact name shall be: Mr. Kennedy Hamutenya. For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 7 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
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 goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p> <p>An interest rate of 0% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than [insert number of days] following completion date: N/A
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i>
Transportation GCC 25	The Goods shall be delivered: <i>[Incoterm for transportation]</i> .
Inspection and Test GCC 26.1	The inspection and tests shall be: Whether the design comprises of images and text printed graphically in full colours of NAMDiA.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: C/O Sam Nujoma Drive & Dr Kwame Nkrumah Avenue, Windhoek

Subject and GCC clause reference	Special Conditions
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per day. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage 4-10%]</i> of the final contract price.
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: <i>[insert number]</i> day(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: C/O Sam Nujoma Drive & Dr Kwame Nkrumah Avenue, Windhoek</p> <p>For item 1, the minimum period of warranty/shelf life shall be 12 Months For item 2, the minimum period of warranty/shelf life shall be 12 Months For item 3, the minimum period of warranty/shelf life shall be 12 Months</p>
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 30 day(s)

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:

- P₁ = adjustment amount payable to the Supplier.
- P₀ = 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.
L₀, L₁ = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
M₀, M₁ = 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 Goods and Services subject to adjustment.
- (b) If the currency in which the Contract Price P₀ 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



NAMDI
NAMIB DESERT DIAMONDS (PTY) LTD

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	NS	NS
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 = $\frac{\text{Total Cost} - \text{Cost of imported inputs} \times 100}{\text{Total Cost}}$

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

**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: NCS/RFQ/NAMDIA-03/2021**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		

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.*

Request for Proposal to appoint a suitable qualified bidder for the Provision of Corporate Enterprise Content Management & Intranet Solution

Background

The bidder is required to develop and design a corporate intranet that will integrate with NamDia new corporate website as a communication channel, or as a repository for corporate content.

The intranet must promote and assist NamDia to accomplish the following with ease:

- Digitize and enhance corporate internal collaboration and communication
- Publish important announcements
- Advertise new initiative and policies
- Gather feedback in the form of surveys
- Streamline process
- Spur Collaboration
- Promote knowledge management

Provide secure extranet (private & secure network) designed specifically to allow NamDia shareholders, client, vendors and suppliers etc.) to communicate with NamDia employee is a closed virtual space. The extranet should allow for private and secure communication, collaboration, knowledge sharing, document sharing and data transfer between NamDia and its shareholders.

The Bidder must design and create the following functionality across all sites:

Functionality of the Sites:

Navigation & Framework

- Easy and clean navigation with information grouped and presented in a logical manner
- There must be a maximum of three levels of drill down navigation. This will ensure a user will be able to find content with maximum of three clicks
- User will be able scroll up and down, but not be able to scroll left and right across the screen, therefore all content should fit into a standardized 1024x768 templates
- Drop down menus must be included so that the visitor can easily find what they are
- Links should be placed within the sites to allow individual to contact institutions affiliated with NAMDIA
- Size to be adjusted to every screen i.e. mobile, tablets etc
- Intranet should

UX/UI:

- Intranet must share the trends in website design with great user experience (UX) and user interface (UI)
- The content should be intuitive, to the point and attractive to readers
- NAMDIA brand corporate identity must be adhered to
- Site must clearly illustrate Namdia corporate brand, corporate signature to be placed on a static branding panel that appears through all the levels of the sites
- Clean, creative, visually/graphically appealing design and layout of
- Use standard SharePoint functionality or add-ons that complement

The above requirements must be used in addition with a detail business requirement analysis to be conducted by the successful bidder.

Security:

- Namdia requires a solution that will embed the prevention of security breaches such as spam, viruses, phishing, DOS attacks, site hacking unapproved posting, FTP access personal information or database thefts. Bidder need to illustrate how security will be managed.

Technical Requirement:

- SharePoint installation and configuration (Cloud)
- 30 to 40 users licensing
- Intranet configuration
- Electronic forms customization as per business
- Training of Systems Administrator
- Training of End-Users
- Project Implementation Plan
- Solution SharePoint with scope for cloud
- Document collaboration and sharing

Training, Capacity Development and Hand-Over:

A comprehensive handover at every stage of delivery together with supporting documentation

Functional training on SharePoint platform will be required as follows:

- End-User Training
- Super Users (champions) Training
- Technical Training
- Including manual and other relevant app or tools

Content Migration:

- The bidder to migrate content from old to new sites. New content will also be introduced. The bidder will work closely with the Namdia marketing and communication department and Namdia will rely on bidder experience in record and information management and content management experience from inventory check stage to go live stage.
- Content should be kept simple and with caring tone in line with Namdia values

Performance & Security Testing:

- Performance and site testing to be done by the bidder and Namdia project team

- Additional tests will be required by third party independent for further security and quality assurance
- The bidder will be required to hand over technical documentation with full access to sites in case of editing and content uploading

Change Management

- The bidder must describe the change management approach and plan to drive the adoption and use of the new intranet solutions that will be deployed for use of Namdia employees and stakeholders.

Selection Criteria:

- Local Namibia 100% company or Joint Venture Partner
- Experience in enterprise content management solutions or related solutions
- Experience in record and information management
- Technology Change Management experience
- Project Implementation Plan