

REQUEST FOR GOODS

PROJECT TITLE: PROCUREMENT OF HARDWARE UPGRADE FOR ASYCUDAWORLD AND ITAS for NamRA

Procurement Reference No: G/RB/NAMRA/01-01/2025

Cost: Free to be downloaded from NamRA website.

www.namra.org.na

Bidder's Name:		
Contact Details:	Tel:	
	Email:	
PROCUREMENT OF HARDWARE UPGRADE FOR ASYCUDAWORLD AND ITAS for NamRA		
TOTAL BID AMOUNT (Including VAT)	VAT Inclusive N\$	

LETTER OF INVITATION

To: Prospective Bidders

01 April 2025

Procurement Reference No: G/RB/NAMRA/01-01/2025

PROJECT TITLE: PROCUREMENT OF HARDWARE UPGRADE FOR ASYCUDAWORLD AND ITAS FOR NAMRA

Dear Sir/Madam

NamRA hereby invites competent, qualified, and registered companies to submit their best quotation/s for the procurement of goods described in the above-mentioned subject matter. Clarifications and / or Enquiries, if any, shall be in writing only addressed to NamRA PMU at: procurementclarification@namra.org.na

The Quotation/Bid Box is located in Post Street Mall, NamRA Head Quarters, Town Square Building, Upper Retail Floor.

DEADLINE FOR BID SUBMISSION: WEDNESDAY, 09 APRIL 2025 AT 11:00 AM

Yours faithfully



.....
MS. PETRA LISHO- MAYUMBELO
MANAGER: PROCUREMENT MANAGEMENT UNIT



I) TERMS AND CONDITIONS AND BIDDING EVALUATION PROCEDURE:

As per NamRA Internal Procurement Policy, bids that are above the prescribed threshold will be evaluated in three stages namely, stage one, two, and three respectively by BEC appointed by the Accounting Officer / Commissioner and subsequently a BEC report and Minutes of Meeting proceedings will be submitted to the Procurement Committee (PC) for review and recommendation of award to the successful bidder. Finally, PC will submit to the Accounting Officer for further review and approval/decline of award thereto.

STAGE ONE: SUBMISSION OF MANDATORY AND ELIGIBILITY CRITERIA

The following are mandatory documents to be submitted by bidders, non-submission of documents outlined below is automatic disqualification which means the bidder will not be evaluated for stage 2.

TABLE 1 – EVALUATION CRITERIA	YES / NO
<p>1. Is the Bidder 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?</p> <p>Namibia Procurement Policy Unit https://egp2.gov.na/forms/SearchSuspendedThe bidder</p>	
<p>2. Does the bidder appear on any of the development bank ineligibility lists as follows?</p> <ul style="list-style-type: none"> 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-group/sanctioned-firms-and-individuals,1293.html World Bank Group, http://www.worldbank.org/en/projects-operations/procurement/debarred-firms 	
<p>3. Has the bidder provided a valid certified copy of a founding statement or certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia certified by the Commissioner of Oaths or Namibian Police?</p> <p>NB: Identity document for all shareholders to be attached, disclose detailed proxy involved.</p>	
<p>4. Has the bidder provided a valid original or valid certified copy of a Good Standing Tax Certificate from NamRA duly certified from Namibian Police or Commissioner of Oaths? For Individual Consultants bidding without company registration should attach personal individual good standing certificate of Income Tax.</p>	

5. Has the bidder proved a valid original or valid certified copy of a Good Standing Certificate from Social Security Commission (SSC) duly certified by a Commissioner of Oaths; or Namibian Police?	
6. Has the bidder provided a valid original or valid certified copy of small and medium size enterprises (SMEs) Certificate duly certified by a Commissioner of Oaths, or Namibian Police (if any)?	
7. Bidder must be a Dell Partner registered in Namibia. (Provide an original or certified Dell Registration certificate).	
8. Bidder must have completed similar upgrades at any institutions. (Similar upgrades completed at large sized companies would be regarded as an advantage). Submit at least one (1) reference letter, Award Letter or Purchase Order complemented by a delivery note for the supply and delivery of similar goods/services not older than five (5) years	
9. Bidder must provide a Manufacturer's Authorization Letters from Dell, Veeam and VMWare. No Distributors letters will be considered NB: the letter must be dully signed and issued on the official letterhead of the Manufacturer	
10. Must have at least 1 x VMWare Certified Professionals in their employment based in Namibia (more than 1 VMWare certified professional is an added advantage). Provide CV of Professionals showing VMWare certification status.	
11. Bidder must provide a written commitment letter on their company letterhead as a commitment to avail VMWare Professionals after hours to perform support activities when required at no additional support under the contract.	
12. Has the bidder completed a Company Shareholding Form on page 7 of the bidding document?	

Note: The Bidders' submission will either be responsive or non-responsive. Bidders deemed non-responsive to any of the above Mandatory Requirements Document Evaluation Criteria will be disqualified from the entire evaluation process and will not be considered further.

STAGE TWO: SPECIFICATIONS AND PRICE SCHEDULE ACTIVITY

Bidders must quote exactly on the specifications of goods listed below rather than suggesting alternatives. Any alternative is regarded as deviation and non-compliance to the Clients set technical specification for goods. Refer to the attached ANNEXURE A for detailed specification.

Bidders are required to quote all the items listed below as failure would deem the bid non-responsive.

[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].

NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	WAITING AREA		
1	PowerEdge Servers R660 for Production		
2	PowerStore Upgrade for Production and DR		
3	Backup Virtual Base Upgrade for Production and DR		
4	Backup Data Domain Software base Upgrade for Production and DR		
5	Backup Data Domain Software base Upgrade for Production and DR		
6	VMWare Virtual Software with 3 year support		
7	Professional Services		
8	Monthly Coterm Production (24/7) Maintenance		
9	Production (24/7) Maintenance Upgrade from Veeam		
10	Upgrade from Veeam Data Platform Essentials Universal		
11	Veeam Data Platform Advanced Universal Perpetua		

Note: *The bidder' submission will either be responsive or non-responsive to the Technical Requirements above. Bidder(s) who do not comply with any of the above Technical Requirements will be disqualified from the entire evaluation process and will not be considered further.*

STAGE THREE: FINANCIAL EVALUATION

This stage determines the lowest quoted bidder. This is the third and final stage of bid evaluation. The suppliers that will quote exactly as per our specifications on Stage two and equally pass Stage one will be evaluated in stage three. THEREFORE, BIDDERS WHO WILL REACH STAGE THREE (3) SHOULD NOTE THAT THE LOWEST BID PRICE WILL BE RECOMMENDED FOR AWARD OF CONTRACT THROUGH ISSUANCE OF LETTER OF AWARD.

Item no:	Description	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
1	PowerEdge Servers R660 for Production	4	Each		
2	HP ProBook 450 G10 Core I7 1355U 16GB (1X16GB) DDR4 512GB PCIe (1300X1200) NVMe 3 Year Warranty	2	Each		
3	Backup Virtual Base Upgrade for Production and DR	2	Each		
4	Backup Data Domain Software Base Upgrade for Production and DR	2	Each		
5	Backup Data Domain Software Base Upgrade for Production and DR	2	Each		
6	VMWare Virtual Software with 3-year support	288	Each		
7	Professional Services	1	Each		
8	Monthly Coterm Production (24/7) Maintenance	15	Each		
9	Production (24/7) Maintenance Upgrade from Veeam	15	Each		
10	Upgrade from Veeam Data Platform Essentials Universal	5	Each		
11	Veeam Data Platform Advanced Universal Perpetua	5	Each		
Total price Excluding VAT					
Vat 15%					
Total price Including VAT					

II) ADDITIONAL TERMS AND CONDITIONS OF DELIVERY:

- NamRA completion period for this project is within fourteen (14) "calendar days" as from the date of order placement / issuance of letter of award.
- The tests and inspections of quality, quantity and correct specification will be conducted upon delivery. *Any deviations to the delivery of goods will be returned instantly and payment will only be processed for goods certified correctly by NamRA representative.*
- Validity period offer / quotation: 180 calendar days as from closing date set for submission of quotations.
- Prospective bidder/s should ensure to initial every page of this bid document.
- All goods to be delivered at NamRA Centralized Storeroom [Ministry of Finance - Excise Management Building, Molke Street]. Please notify the Storeroom Inventory and Receipt Officer Ms. Lydia Hishiko at **0811 46 0648** upon arrival for coordination or Mr. Collins Mbeha at **081 828 7617**.

I/We agree to supply, install and deliver the abovementioned goods, services and works at price/s quoted by me/us and subject to terms and conditions stipulated above in Clause I and II of this bid.

Bidder / Director's Full names.....

Signature.....

Date.....

Bidder's company stamp:

COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: G/RB/NamRA/01-01/2024

List all persons who are OWNERS, PARTNERS, SOLE PROPRIETORS, TRUSTEES AND BENEFICIARIES (whichever is/are applicable) in the business/trust, who are involved in the management thereof and who exercise control over the business/trust commensurate with their degree of ownership/interest.

Name of Shareholder	Namibia n (Yes/ No)	Previously Disadvantage d Namibian (Yes/ No)	Non-Namibian Citizen (Yes/ No) If not Namibian, State Nationality	Full time employed by the bidder (Yes/No)	Percentage shares owned by woman and youth	Percentage shares
						Total = 100%

Date: _____
[insert day, month, and year]