

# REQUEST FOR QUOTATION

## FOR

## GOODS

Procurement Reference No: G/RFQ/NAMRA/01-28/2024

Cost: Free

**PROJECT TITLE: PROCURMENT OF NamRA  
MEDIA ROOM EQUIPMENT**

Cost: Free to be downloaded from NamRA website.

[www.namra.org.na](http://www.namra.org.na)

COMPANY NAME: \_\_\_\_\_

TOTAL BID AMOUNT VAT INCLUSIVE: \_\_\_\_\_

## LETTER OF INVITATION

To: Prospective Bidders

02 April 2025

Procurement Reference No: G/RFQ/NAMRA/01-28/2024

**Project Title: PROCURMENT OF NamRA MEDIA ROOM EQUIPMENT**

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](mailto: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: MONDAY, 14 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.

<b>TABLE 1 – EVALUATION CRITERIA</b>	<b>YES / NO</b>
1. Submit a valid original or valid certified copy of a full founding statement or certificate of business registration for an entity incorporated in Namibia or registered under the company or close corporation laws of Namibia certified by the Commissioner of Oaths or Namibian Police. Clearly indicate all shareholders and principals. <b>Provide copies of Identification Documents for all shareholders.</b>	
2. Submit 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.	
3. Submit 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.	
4. Submit proof of two (2) reference letters or purchase orders or letter of award for similar goods supplied to other corporate institutions <i>(on company letterhead, stamped and must be for the last three years i.e 2022 – 2024)</i>	
5. Submit a certified copy of valid <b>(not expired)</b> fitness certificate from City of Windhoek. Copy to be certified by the Namibian Police or Commissioner of Oath	
6. Submit a certificate indicating SME status <b>(If any)</b>	

### **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 1** 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
1.	<b>3xCanon XA65 UHD Camcorder</b> Compact, lightweight camera that features many similarities to its XA45 predecessor, including UHD 4K capture, a 1/2.3" CMOS sensor, two XLR audio inputs, and one each mini-HDMI and BNC 3G-SDI output, suitable for the ENG category for documentary or journalism-style productions. Streamlined model featuring a larger 3.5mm LCD capacitive touchscreen display, a higher resolution tiltable 0.36" OLED EVF, XF-AVC and MP4 recording formats, OSD metadata recording, and fast USB Type-C video-only output with UVC support for livestreaming to a computer.		
2.	<b>3x Cayer BV10 Professional Video Tripod</b> Max Height: 1815mm Min Height: 825mm Weight: 3.65kg Max Load: 5kg		
3.	<b>1x Yamaha MG10XU Mixing Console</b> D-PRE discrete Class-A mic preamps deliver clean and natural sound One-knob compressors, provide easy-to-use dynamics control EQ and high pass filters allow for effective sound-shaping Built-in SPX digital effects add polish and professionalism, high quality op-amp ensures transparent sound reproduction 3-band EQ on all mono channels for sound-shaping 1-knob compressors provide straightforward dynamics control Class-compliant USB 2.0 for recording and playback with computers and tablets SPX effect processors provide you with a comprehensive suite of 24 effects Pad switch on mono inputs for managing loud sources Metal chassis for durability		
4.	<b>2x Sennheiser XSW 1-ME2-B Wireless Lavalier Set</b> Compact bodypack transmitter, unobtrusive clip-on microphone Antenna-switching diversity reception Integrated antennas		

NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
	Automatic frequency management and synchronization via remote channel for easy setup Selectable UHF frequencies within a large bandwidth Up to 10 compatible channels		
5.	<b>2x Godox LED500C Bi-Color LED Video Light</b> Portable LED panel outputs up to 32W of power, rated for 2900 lux at 3.3 and 4200K Bi-colour with a range from 3300K to 5600K, match to both daylight and tungsten light sources, brightness can be dimmed from 10 to 100% when set to either 3300K or 5600K, and from 25 to 100% throughout the rest of the range On-board control via dial and two buttons, with an LCD screen for viewing settings. Yoke compatible with most light stands and offers tightening knob for a secure fit Built-in filter slot for use with included diffusion filter AC adapter included for wired use with a power outlet Battery plate accepts two optional Sony L-series batteries, ideal for portable operation		
6.	<b>1x Canon EOS 90D +18-135mm f3.5-5.6IS USM</b> Captures high-speed sporting events Engineered to deliver impressive results. Equipped with an enhanced 32.5 Megapixel CMOS (APS-C) sensor, powerful DIGIC 8 image processor and an ISO range of 100-25000 (expandable to 51200), to achieve sharp, detailed images, even in low-light settings. Perfect for fast-moving subjects, camera to feature a 45-point cross-type AF system and EOS iTR AF (face detection) — plus high-speed continuous shooting of up to 10 fps With uncropped 4K30p video capabilities.		
7.	<b>1x Canon Speedlight 470EX-AI</b> With an AI Bounce function (Auto Intelligent), the Speedlight of 470EX-AI equipped to detect the distance to the subject as well as the ceiling in order to calculate the ideal angle for the flash to achieve desired results, automatically. The flash head swivels in multiple		

NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
	directions to formulate the ideal bounce flash angle. The Speedlight 470EX-AI able to maintain defined exposure and bounce angles when alternating between horizontal and vertical compositions. In addition, it boasts a powerful maximum guide number of 47 (154 ft./47m) at ISO 100, a zooming flash head and numerous features for versatile and powerful flash photography.		
8.	<b>2x Backdrop 3 x 6m Chroma Green</b> <b>Dimensions:</b> 300x600cm (unfolded); 50x50cm (folded) Weight: 2.8kg Machine-washable in cold water Seamless Non-woven 100% cotton material Non-reflective Heavy-duty long-lasting material Matte finish (to reduce gloss and shine) A support system (backdrop stands) is not included. Pictures used for illustrative purposes only		
9.	<b>X1 Kit Godox SL100Bi 2-Light Kit</b> Compact and lightweight, the SL100Bi 2-Light Kit from Godox contains everything the traveling photographer needs for studio-quality lighting and shooting on location. The kit contains two SL100Bi Bi-Color LED lights, two 23.6 x 35.4" softboxes, a stand for each light, and a wheeled carry case for storage and transport.		
10.	<b>RODE Wireless GO II Microphone System/Recorder</b> Expanding on the original Wireless GO with updates allowing for two-person shoots, onboard recording, a greatly extended range, and flexible output options, the black Rode Wireless Go II system lets videographers, vloggers, and mobile journalists confidently and quickly incorporate wireless audio into their setup		

NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
11.	<b>X1 Godox BS-04 Retractable Background Stand + Carrying Bag</b> A set-up background in the studio or on location with the black BS-04 Retractable Background Stand with Carrying Bag from <b>Godox</b> . Included are two stands with a max height of 2.60m and a folded height of 97cm, and a 3-segment, retractable crossbar with a max length of 3m. Aluminum construction provides strength, durability, and reduced weight. Also included is a carrying bag with strap handles.		
12.	<b>X3 SanDisk Extreme 128GB 180MB/s SD Memory Card</b> The SanDisk Extreme® PLUS SD™ UHS-I memory card delivers performance that lets you take control of your creativity. With shot speeds of up to 70MB/s* and UHS speed Class 3 (U3) <sup>2</sup> recording, you're ready to capture stunning high-resolution, stutter-free 4K UHD video <sup>1</sup> . Its 150MB/s transfer speeds mean you can quickly move your photos where you want them. Plus, it's built to withstand weather, water, shocks and other less-than-ideal conditions.		

**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.	<b>Canon XA65 UHDCamcorder</b> Compact, lightweight camera that features many similarities to its XA45 predecessor, including UHD 4K capture, a 1/2.3" CMOS sensor, two XLR audio inputs, and one each mini-HDMI and BNC 3G-SDI output, suitable for the ENG category for documentary or journalism-style productions. Streamlined model featuring a larger 3.5mm LCD capacitive touchscreen display, a higher resolution tiltable 0.36" OLED EVF, XF-AVC and MP4 recording formats, OSD metadata recording, and fast USB Type-C video-only output with UVC support for livestreaming to a computer.	3			
2.	<b>Cayer BV10 Professional Video Tripod</b> Max Height: 1815mm Min Height: 825mm Weight: 3.65kg Max Load: 5kg	3			
3.	<b>Yamaha MG10XU Mixing Console</b> D-PRE discrete Class-A mic preamps deliver clean and natural sound One-knob compressors, provide easy-to-use dynamics control EQ and high pass filters allow for effective sound-shaping Built-in SPX digital effects add polish and professionalism, high quality op-amp ensures transparent sound reproduction 3-band EQ on all mono channels for sound-shaping 1-knob compressors provide straightforward dynamics control Class-compliant USB 2.0 for recording and playback with computers and tablets SPX effect processors provide you with a comprehensive suite of 24 effects Pad switch on mono inputs for managing loud sources Metal chassis for durability	1			

Item no:	Description	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
4.	<b>2x Sennheiser XSW</b> <b>1-ME2-B Wireless Lavalier Set</b> Compact bodypack transmitter, unobtrusive clip-on microphone Antenna-switching diversity reception Integrated antennas Automatic frequency management and synchronization via remote channel for easy setup Selectable UHF frequencies within a large bandwidth Up to 10 compatible channels	2 XSW 1 ME2-B			
5.	<b>2x Godox LED500C Bi-Color LED Video Light</b> Portable LED panel outputs up to 32W of power, rated for 2900 lux at 3.3 and 4200K Bi-colour with a range from 3300K to 5600K, match to both daylight and tungsten light sources, brightness can be dimmed from 10 to 100% when set to either 3300K or 5600K, and from 25 to 100% throughout the rest of the range On-board control via dial and two buttons, with an LCD screen for viewing settings. Yoke compatible with most light stands and offers tightening knob for a secure fit Built-in filter slot for use with included diffusion filter AC adapter included for wired use with a power outlet Battery plate accepts two optional Sony L-series batteries, ideal for portable operation	2			
6.	<b>1x Canon EOS 90D</b> <b>+18-135mm f3.5-5.6 IS USM</b> Captures high-speed sporting events Engineered to deliver impressive results. Equipped with an enhanced 32.5 Megapixel CMOS (APS-C) sensor, powerful DIGIC 8 image processor and an ISO range of 100-25000 (expandable to 51200), to achieve sharp, detailed images, even in low-light settings. Perfect for fast-moving subjects, camera to feature a 45-point cross-type AF system and EOS iTR AF (face detection) — plus high-speed continuous shooting of up to 10 fps	1			

Item no:	Description	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
	With uncropped 4K30p video capabilities.				
7.	<b>Canon Speedlight470EX-AI</b> With an AI Bounce function (Auto Intelligent), the Speedlight of 470EX-AI equipped to detect the distance to the subject as well as the ceiling in order to calculate the ideal angle for the flash to achieve desired results, automatically. The flash head swivels in multiple directions to formulate the ideal bounce flash angle. The Speedlight 470EX-AI able to maintain defined exposure and bounce angles when alternating between horizontal and vertical compositions. In addition, it boasts a powerful maximum guide number of 47 (154 ft./47m) at ISO 100, a zooming flash head and numerous features for versatile and powerful flash photography.	1			
8.	<b>Backdrop 3 x 6m Chroma Green</b> <b>Dimensions:</b> 300x600cm (unfolded); 50x50cm (folded) WeighT: 2.8kg Machine-washable in cold water Seamless Non-woven 100% cotton material Non-reflective Heavy-duty long-lasting material Matte finish (to reduce gloss and shine) A support system (backdrop stands) is not included. Pictures used for illustrative purposes only	2			
9.	<b>Kit Godox SL100Bi 2-Light Kit</b> Compact and lightweight, the SL100BI 2-Light Kit from Godox contains everything the traveling photographer needs for studio-quality lighting and shooting on location. The kit contains two SL100BI Bi-Color LED lights, two 23.6 x 35.4" softboxes, a stand for	1			

Item no:	Description	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
	each light, and a wheeled carry case for storage and transport.				
10.	<b>RODE Wireless GO II Microphone System/Recorder</b> Expanding on the original Wireless GO with updates allowing for two-person shoots, onboard recording, a greatly extended range, and flexible output options, the black Rode Wireless Go II system lets videographers, vloggers, and mobile journalists confidently and quickly incorporate wireless audio into their setup	1			
11.	<b>Godox BS-04 Retractable Background Stand + Carrying Bag</b> A set-up background in the studio or on location with the black BS-04 Retractable background stand with carrying bag from <b>Godox</b> . Included are two stands with a max height of 2.60m and a folded height of 97cm, and a 3-segment, retractable crossbar with a max length of 3m. Aluminum construction provides strength, durability, and reduced weight. Also included is a carrying bag with strap handles.	1			
12.	<b>SanDisk Extreme 128GB 180MB/s SD Memory Card</b> The SanDisk Extreme® PLUS SD™ UHS-I memory card delivers performance that lets you take control of your creativity. With shot speeds of up to 70MB/s* and UHS speed Class 3 (U3) <sup>2</sup> recording, you're ready to capture stunning high-resolution, stutter-free 4K UHD video <sup>1</sup> . Its 150MB/s transfer speeds mean you can quickly move your photos where you want them. Plus, it's built to	3			

Item no:	Description	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
	withstand weather, water, shocks and other less-than-ideal conditions.				
<b>Total price Excluding VAT</b>					
<b>Vat 15%</b>					
<b>Total price Including VAT</b>					

## II) ADDITIONAL TERMS AND CONDITIONS OF DELIVERY:

- (a) NamRA completion period for this project is within fourteen (14) "calendar days" as from the date of order placement / issuance of letter of award.
- (b) 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.*
- (c) Validity period offer / quotation: 30 calendar days as from closing date set for submission of quotations.
- (d) Prospective bidder/s should ensure to **initial every page** of this bid document.
- (e) 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 this bid.

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

**Signature**.....

**Date**.....

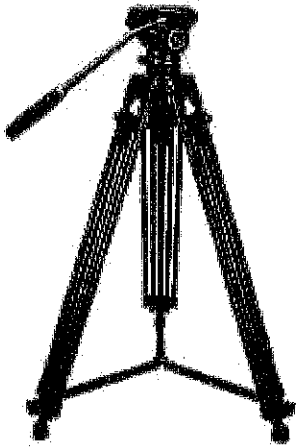
**Bidder's company stamp:**

## Annexure 1

### Product Image



1.

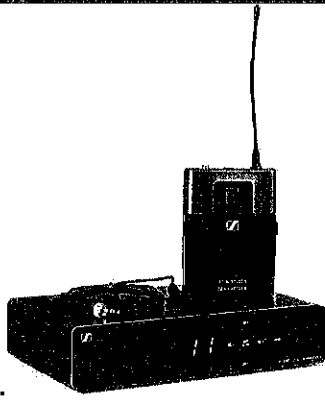


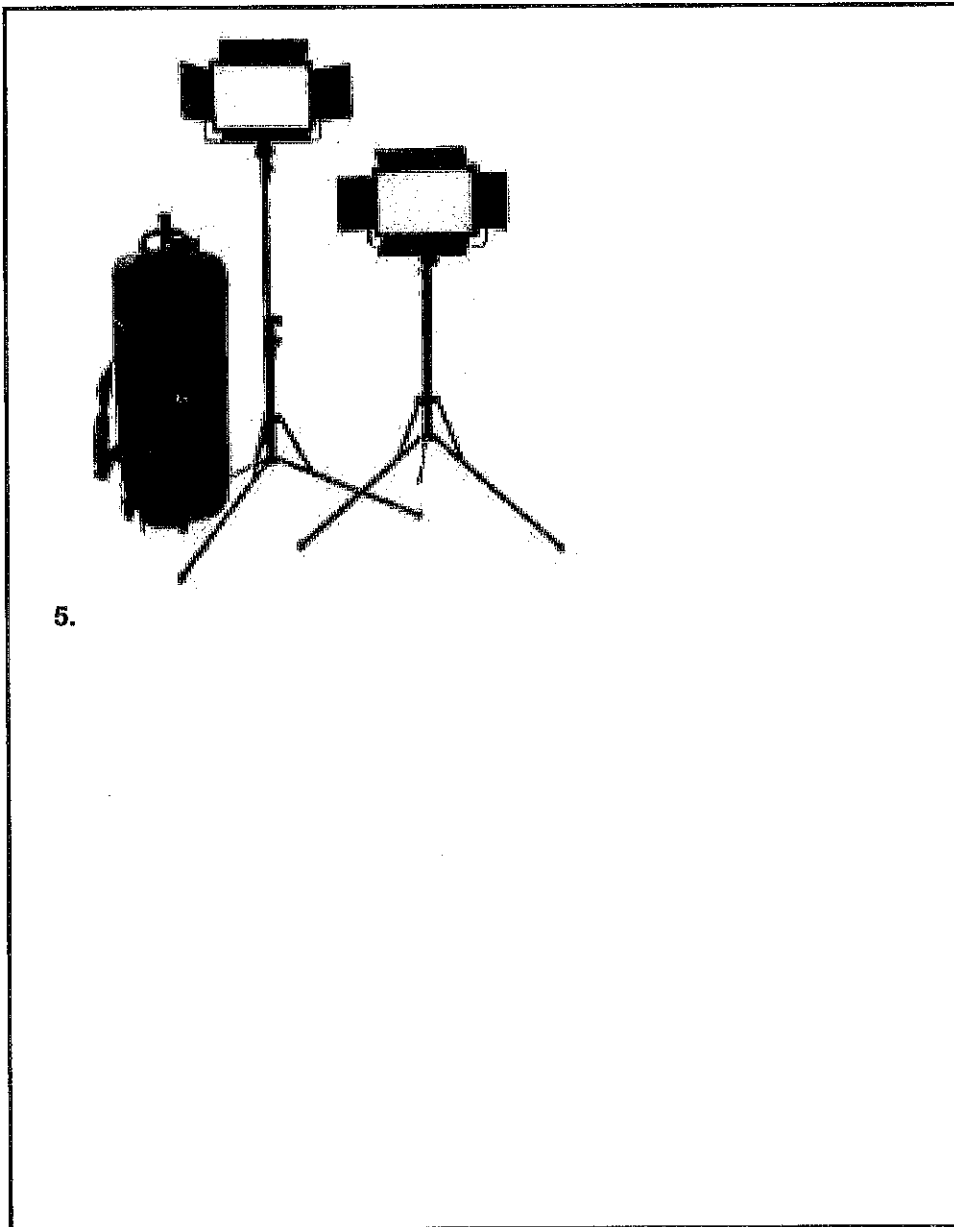
2.



3.

4.





5.



6.



7.



8.



9.



10.



11.



12.