

REQUEST FOR QUOTATION FOR NON-CONSULTANCY SERVICES

Procurement Reference No: NCS/IQ/NamRA/01-05/2025

Cost: Free

**PROJECT TITLE: PROCUREMENT OF ARUBA CENTRAL
FOUNDATION LICENSES FOR EXISTING NETWORK
SWITCHES**

Cost: Free to be downloaded from NamRA website.

www.namra.org.na

COMPANY NAME: _____

TOTAL BID AMOUNT INCLUSIVE OF VAT: _____

LETTER OF INVITATION

TO: Prospective Bidders

07 April 2025

Procurement Reference No: **NCS/IQ/NamRA/01-05/2025**

Project Title: Procurement of Aruba Central Foundation Licenses for Existing Network Switches

Dear Sir/Madam,

NamRA hereby invites competent, qualified, and registered companies to submit their best quotation/s for the procurement of services 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:

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

DEADLINE FOR BID SUBMISSION: THURSDAY, 10 APRIL 2025 AT 11:00

Yours faithfully,



MS. PETRA LISHO- MAYUMBELO
MANAGER: PROCUREMENT MANAGEMENT UNIT



1. MANDATORY AND ELIGIBILITY CRITERIA

In terms of *NamRA Procurement Policy Section 7(2)* to participate in this bid, prospective bidders should submit the following mandatory documents, non-submission of documents outlined below is automatic disqualification.

TABLE 1 – EVALUATION CRITERIA	YES / NO
1. Submit a valid certified copy of a full company Registration Document	
2. Submit an original or valid certified of a Good Standing Tax Certificate from the Receiver of Revenue 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 an 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.	

2. SPECIFICATIONS AND PRICE SCHEDULE ACTIVITY

Item no:	Description	Quantity	Unit of Measure	Price per unit	Total price Excluding vat
1	Aruba Central 25xx/6100/8 to 12 port Switch Founda Q9Y69AAE <u>The license includes:</u> ➤ Central Monitoring and management of switches ➤ 3-year full subscription ➤ Continuous technical support and software updates	10	Each		
Vat 15%					
Total price Including vat					

3. TERMS AND CONDITIONS OF PROCUREMENT:

- NamRA completion period for delivery of goods, services and works is **5 calendar days** as from the date of order placement / issuance of letter of award.
- Bidder's proposed completion / delivery period is within **5 calendar days** from date of purchase order receipt / acceptance of letter of award.
- The following tests and inspections will be conducted *[if applicable]* **See Annexure A.**
- Validity period offer / quotation: 45 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**.
- Sealed quotations to be hand delivered at NamRA Head Office, Town Square Building, Security Reception Area, Upper Retail Entrance Floor.

I/We agree to supply, and deliver the abovementioned goods, services and works at price/s quoted by me/us and subject to terms and conditions stipulated above in Section 3 of this bid.

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

Signature..... Date.....

Bidder's company stamp: /END