



REPUBLIC OF NAMIBIA

**MINISTRY OF INDUSTRIES, MINES AND ENERGY
PROCUREMENT MANAGEMENT UNIT (PMU)**

Request for Sealed Quotations for the Supply and Delivery of Laptops, Monitors, and Docking Stations

Procurement Reference No: G/RFQ/15-29/26/27

COMPANY NAME: _____

TOTAL BID PRICE: _____

BID PRICE IN WORDS: _____

CLOSING DATE AND TIME OF BID REQUEST:

DATE: 23 October 2026

TIME: 10H00

Procurement Management Unit
Ministry of Industries, Mines and Energy
Head Office
6 Aviation Road
Windhoek Namibia

Tel: +264 61 284 8111 / 8235 / 8358

Fax: +264 61 235 632

Email: ProcurementManagement@mme.gov.na

Website: www.mme.gov.na



REPUBLIC OF NAMIBIA

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MINISTRY OF INDUSTRIES, MINES AND ENERGY

Tel.: +264 61 284-8111
Fax: +264 61 238643 / 220386
E-mail: info@mime.gov.na
Website: www.mime.gov.na

6 Aviation Road
Private Bag
13297
WINDHOEK

Letter of Invitation

To:

Procurement Reference Number: G/RFQ/15-29/26/27

15 October 2026

Dear Sir/Madam,

Request for Sealed Quotations for the Supply and Delivery of Laptops, Monitors, and Docking Stations

The Ministry of Industries, Mines and Energy 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 ProcurementManagement@mime.gov.na.

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,


15 OCT 2026
Private Bag 13297
Windhoek

Head of Procurement Management Unit:
Mr. Nathaniel Musenge

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Ministry of Industries, Mines and Energy** 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 to cancel the quotation process; and
- (c) 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, where applicable;
- (b) the List of Goods and Price Schedule in Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet 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 for **30 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 certified copy** company Registration Certificate; **Certified by Namibian Police.**
- b) have an **original/certified copy** of a valid good Standing Tax Certificate; **Certified by Namibian Police**
- c) have an **original/certified copy** of a valid good Standing Social Security Certificate; **Certified by Namibian Police**
- 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; **Certified by Namibian Police.**
- e) Complete and sign 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.

- f) Complete and submit signed **Bid-securing Declaration**.
- g) All pages of the bidding documents should be initialled.

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 14 working days after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted*

- 1.1. The following tests and inspections will be conducted on the goods at delivery:

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Ministry of Industries, Mines and Energy with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at 6 Aviation Road, Ground Floor, Block F1, not later than **23 October 2026 at 10h00**. Quotations by post or hand delivered should reach 6 Aviation Road 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 Ministry of Industries, Mines and Energy 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 Security/Bid Securing Declaration, will be provided on Bidder's 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, mark-up (%) and delivery period of goods, 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 Ministry of Industries, Mines and Energy'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 Namibia Dollars.

13. Margin of Preference

- (a) The applicable margins of preference and their application methodology are as follows: The Margin of Preference is applicable to this request for this Bid is: **Preference will only be granted to bidders as per Government notice No.13 in terms of the code of good practice issued on 31 January 2023 in terms of section 71 and 72 of the Public Procurement Act, 2015 and Public Procurement Act, 2015 as amended.** The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is **10%**. Kindly see the table below.

Margins of preferences when evaluating bids for Exclusive Preference

Category	Margin of preference	Documentary evidence
Manufacturer	2 percent	-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
MSME	1 percent	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1 percent	- 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 percent	- IDs of all shareholders

		- Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2 percent	-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting environmental protection	1 percent	-declaration and proof that the bidder meets the requirements set out in the bidding document
Service rendered by Namibian citizens.	1 percent	-declaration that the bidder employs 50% or more Namibian citizens
Total	10%	

- (b) Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: Applicable **Exclusive Preference**.

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 Ministry of Industries, Mines and Energy shall after award of contract inform all unsuccessful bidders (on request) in writing of the name and address of the successful bidder and the contract amount. Furthermore, the Ministry of Industries, Mines and Energy 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

(To be completed by Bidders)

[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: [name of Public Entity]	
Procurement Reference Number:	
Subject matter of Procurement:	

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 *[forfeiture of the security amount / 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 Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

[This form is to be deleted if Bid Securing Declaration is not applicable.] **Appendix to Quotation Letter**

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

Date:

Procurement Ref No.:

To:

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, 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.

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: LAPTOPS, MONITORS AND DOCKING STATIONS

PROCUREMENT Ref No: **G/RFQ/15-29/26/27**

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.				Bidders shall fill-in columns E - I and fill the total					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	Laptop	2	Each						
2.	Monitor	4	Each						
3.	Docking Station	2	Each						
NB: SEE ATTACHED ANNEXURE A FOR DETAILED SPECIFICATIONS									
NB: PLEASE ATTACH A DETAILED SEPARATE QUOTATION									
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.

Keynote: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/15-29/26/27**

[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]

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

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised 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/15-29/26/27** on the website of the Ministry of Industries, Mines and Energy (www.mime.gov.na) 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: G/RFQ/15-29/26/27

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as from receipt of Purchase order/Award letter.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: Mr. Nathaniel Musenge The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: N/A
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Mr. Nathaniel Musenge Head of Procurement Management Unit, 6 Aviation Road , Windhoek

GCC 2.10 Performance Security	The Performance Security shall be for an amount [5 to 10 %] of the Contract Price or part thereof if the contract is awarded on a split basis. N/A
GCC 4.2 Contract Price	The amount payable is: Attached on quotation
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider once off 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/15-29/26/27

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Performance Compliance Sheet		
Original Good Standing Tax Certificate		
Original Good Standing Social Security Certificate		
Certified copy of Affirmative Action Certificate or proof of Employment Equity		
Signed Bid Securing Declaration		
Signed undertaking in terms of labour act		
Copy of company registration certificate		

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.

Annexure A

Laptop Specifications

Display

Screen size: 18 inches, 16:10 aspect ratio

Native resolution: 3840 x 2400 (WQUXGA), minimum

Panel technology: Mini LED backlight with local dimming

Refresh rate: 240 Hz, minimum

Colour gamut: 100% DCI-P3

Colour calibration: factory-validated to a recognised colour standard, certificate of validation to be supplied

Adaptive sync: hardware variable refresh rate synchronised to the discrete GPU

Surface: anti-glare / low-reflection coating (matte). Glossy panels not accepted

Processor

Intel Core Ultra 9 series H-class mobile processor, 290HX Plus or higher

Minimum 24 physical cores

Maximum turbo frequency: 5.5 GHz, minimum

Cache: 36 MB, minimum

Integrated NPU rated at 13 TOPS, minimum

Graphics

Discrete NVIDIA GeForce RTX 5080 laptop GPU or higher

Dedicated video memory: 16 GB GDDR7, minimum

Total graphics power: 175 W, minimum (including dynamic boost)

Hardware MUX switch with automatic display-mode switching (Advanced Optimus or equivalent).

Memory

64 GB DDR5-6400 installed, dual-channel configuration

Two accessible SO-DIMM slots

Maximum supported capacity: 128 GB

Storage

Two M.2 NVMe PCIe 4.0 SSDs of 2 TB each, installed

Configured in RAID 0, 4 TB usable

Both M.2 slots to be occupied on delivery

Ports and connectivity

Two x Thunderbolt 5 ports, each supporting DisplayPort output, USB Power Delivery, and GPU adaptive sync passthrough

Three x USB Type-A ports, 10 Gbps each, minimum

One x HDMI 2.1 with Fixed Rate Link (FRL) support

One x RJ45 wired Ethernet, 2.5 Gbps

One x 3.5 mm combination audio jack

Wi-Fi 7 (802.11be), tri-band, 2x2 MIMO

Bluetooth 5.4, minimum

Other

Operating system: Windows 11 Pro, pre-installed and licensed. Home edition not accepted

Camera: 1080p with infrared sensor supporting Windows Hello facial recognition

Keyboard: backlit with individually addressable per-key illumination

Audio: four-speaker system with smart amplifier, array microphone

Battery: 90 Wh, minimum

Power adapter: 450 W, minimum, supplied with the unit

Security: firmware TPM, BIOS administrator and user password protection

Weight: 3.8 kg

Thickness: 3.6 cm

Chassis cooling: vapour chamber with liquid metal thermal compound on both CPU and GPU

Warranty: 3 years minimum, with in-country or regional service capability

Docking Station Specifications

Interface and video

Host interface: Thunderbolt 5, backward compatible with Thunderbolt 4 and USB4

Bandwidth: up to 120 Gbps for display and up to 80 Gbps for data

Total Thunderbolt 5 ports: three — one upstream to the host and two downstream

Video output to be delivered via the downstream Thunderbolt 5 ports (USB Type-C form factor), supporting DisplayPort Alternate Mode

Certified external display output: 3840 x 2160 at 144 Hz, minimum

Multi-display capability: two x 8K at 60 Hz, or three x 4K at 144 Hz, subject to Display Stream Compression support

Ports

Three x USB Type-A at 10 Gbps

One x USB Type-A at 5 Gbps

One x RJ45 Ethernet, 2.5 Gbps

One x SD card reader, SD 4.0 UHS-II

One x microSD card reader, UHS-II

One x 3.5 mm combination audio jack

Kensington lock slot

Power button with status indicator LED

Storage expansion

Integrated M.2 NVMe PCIe 4.0 2280 SSD slot, user-accessible

Tool-free access to the SSD slot (no screwdriver required)

Slot throughput: 64 Gbps, minimum

Power

Power Delivery to host: 140 W, minimum, via the upstream Thunderbolt 5 port, PD 3.1 compliant

Externally powered by a dedicated adapter of 180 W minimum, supplied with the unit

Physical and supply

Dimensions: 230 x 105 x 45 mm

Weight: 850 g

Chassis: metal and plastic construction

Certified Thunderbolt 5 cable of 1 metre minimum to be supplied with the unit

Operating system support: Windows 10 or later, and macOS

Warranty: 3 years minimum

Monitor Specifications

Panel

Screen size: 27 inches

Curvature: 1500R. Flat panels and curvatures of 1000R or 1800R not accepted

Native resolution: 2560 x 1440 (QHD)

Aspect ratio: 16:9

Panel technology: high-speed VA. OLED not accepted due to static-image burn-in risk in continuous office use

Refresh rate: 280 Hz, minimum (overclocked mode acceptable)

Response time: 1 ms grey-to-grey, maximum

Contrast ratio: 3000:1, minimum (native, not dynamic)

Brightness: 400 cd/m2, minimum

HDR: VESA DisplayHDR 400 certified, minimum

Colour gamut: 95% DCI-P3 and 125% sRGB, minimum

Viewing angle: 178 degrees horizontal and vertical

Surface: anti-glare

Adaptive sync: variable refresh rate supported, FreeSync Premium certified or equivalent

Motion blur reduction operating simultaneously with variable refresh rate

Connectivity

One x DisplayPort 1.4 with HBR3

One x HDMI 2.1

One x USB Type-C accepting DisplayPort Alternate Mode video input, with a minimum of 15 W Power Delivery output. This port is mandatory for single-cable dock connection

One x 3.5 mm headphone jack

Mechanical

Height adjustment: 0 to 120 mm, minimum range

Tilt: +20 to -5 degrees, minimum

Swivel: +35 to -35 degrees, minimum

VESA mounting: 100 x 100 mm

Kensington lock slot

Physical width including bezel: not to exceed 62 cm per unit

Other

Power consumption: 35 W in operation

Input voltage: 100-240 V, 50/60 Hz

Certification: TUV Rheinland flicker-free and low blue light, or equivalent independent certification

Warranty: 3 years minimum

