REPUBLIC OF NAMIBIA

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

Request for Sealed quotation for SSL certificates for 3 years

Procurement Reference No: NCS/RFQ/15-141/26/27

COMPANY NAME: _____

TOTAL BID PRICE: _____

TOTAL BID PRICE IN WORDS: _____

CLOSING DATE AND TIME OF BID REQUEST:
DATE: 13 November 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 / 8188

Fax: +264 61 235 632

Email: ProcurementManagement@mime.gov.na

Website: www.mime.gov.na

REPUBLIC OF NAMIBIA

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: .....

06 November 2026

Dear Sir/Madam,

Request for quotation for the SSL Certificates for 3 years

The Ministry of industries, Mines and Energy invites you to submit your best quote for the **SSL certificates.** 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,

Ministry of Industries, Mines and Energy
Procurement Management Unit
06 NOV 2026
Private Bag 13297
Official

Acting Head: Procurement Management Unit
Klemens Muronga

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 site, or
(b) to accept or reject any quotation or 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 services 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 Priced Activity Schedule in Section IV;

(c) the Specifications and Performance Standards 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 **90 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 certified by the Namibian Certified by the Namibian Police.
(b) have an **valid original /certified copy of** good Standing Tax Certificate, **(certified by the Namibian Police)**
(c) have an **valid original /certified copy of** good Standing Social Security Certificate, **(certified by the 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 the Namibian Police**
(e) Complete and sign the attached **Bid-securing Declaration**.
(f) 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;

(g) all pages of the bidding documents should be initialed

5. Bid Security/Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be on fixed rate for a period of **3 years**.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided with customers' reference details.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to the Public Entity with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **6 *Aviation Road, Ground Floor,*** not later than **13 November 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 be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

The **Ministry of Industries, Mines and Energy** shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars, and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof

15. Margin of Preference

15.1. The applicable margins of preference and their application methodology are as follows: Not Applicable

15.2. Bidders applying for the Margin of Preference shall submit, upon request, evidence of: Not applicable

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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 and General Conditions of Contract.

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 Priced Activity Schedule 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 may be rejected.]***

Quotation Addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Services, 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: Request for Quotations.

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 BDS.*

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is **90 days** from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 bid validity.

Quotation Authorised By:

<table>
<tr><td>Name of Bidder</td><td></td><td colspan="2" rowspan="2">Company's Address and seal</td></tr>
<tr><td>Contact Person</td><td></td></tr>
<tr><td colspan="2">Name of Person Authorising the Quotation:</td><td>Position:</td><td>Signature:</td></tr>
</table>

Date		Phone No./E-mail

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date: .....

Procurement Ref No.: .....

To: Ministry of Mines and Energy
Private Bag 13297
Windhoek
6 Aviation Road (On the way to Eros Airport)
Windhoek

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.*

Specification:

Renewal of Rapid SSL Wildcard Certificates (DV) and Supply of Kaspersky ASAP OV Certificate, 3-Year Plans

1. Purpose

The Ministry of Industries, Mines and Energy (MIME) requires the supply and like-for-like renewal of two RapidSSL Wildcard Certificates (DV), one for mme.gov.na and one for mime.gov.na, each under a **3-year** plan.

In addition, the Ministry requires one publicly trusted Organisation Validation (OV) SSL/TLS certificate for **Kaspersky ASAP (Automated Security Awareness Platform)** On-Premise. BOM item **3 covers** one combined certificate with Common Name *.asap.mme.gov.na and DNS Subject Alternative Names *.asap.mme.gov.na, asap.mme.gov.na and asap-cdn.minio.asap.mme.gov.na. The deeper content-storage hostname is an explicit SAN and must not be issued as a separate certificate.

All installation, configuration, service restart, rollback and functional testing on Ministry systems will be performed by the Ministry. The Ministry, in conjunction with the Office of the Prime Minister (OPM) as the DNS administrator, performs the DNS changes required for domain validation. The supplier's scope is certificate ordering and provisioning, provision of the CA-issued DNS validation record and instructions, validation monitoring, issuance support, portal access, delivery of the certificate and chain files, reminders, and remote technical support. The supplier must not access Ministry systems, modify DNS records, or receive a private key or PFX file.

2. Certificate profiles

Certificate 1:

Field	Value
Common name	*.mme.gov.na
Subject alternative names	*.mme.gov.na, mme.gov.na
Validation level	Domain Validation (DV)
Issuing CA	RapidSSL TLS RSA CA G1 (DigiCert), or the CA's then-current RapidSSL intermediate
Public key	RSA, 2048 bits
Signature hash	SHA-256

Certificate 2:

Field	Value
Common name	*.mime.gov.na
Subject alternative names	*.mime.gov.na, mime.gov.na

Field	Value
Validation level	Domain Validation (DV)
Issuing CA	RapidSSL TLS RSA CA G1 (DigiCert), or the CA's then-current RapidSSL intermediate
Public key	RSA, 2048 bits
Signature hash	SHA-256

Certificate 3 (BOM item 3; one combined certificate):

Common Name: *.asap.mme.gov.na. DNS SANs: *.asap.mme.gov.na, asap.mme.gov.na and asap-cdn.minio.asap.mme.gov.na. Validation: Organisation Validation (OV), Namibia. Issuer: DigiCert. Preferred product: DigiCert Basic OV with wildcard and SAN capability, or another DigiCert OV/Flex offering meeting all requirements. Profile: X.509 v3 server certificate with Server Authentication EKU. Cryptography: RSA 2048 bits or stronger and SHA-256 or stronger. Platform: publicly trusted Linux/OpenSSL certificate suitable for Kaspersky ASAP On-Premises and TLS 1.2/1.3.

3. Scope of supply

Item	Description	Qty
1	RapidSSL Wildcard Certificate (DV) renewal, 3-year plan, covering *.mme.gov.na and mme.gov.na. The supplier provides issuance, validation, portal and remote support services; the Ministry performs installation.	1
2	RapidSSL Wildcard Certificate (DV) renewal, 3-year plan, covering *.mime.gov.na and mime.gov.na. The supplier provides issuance, validation, portal and remote support services; the Ministry performs installation.	1
3	DigiCert OV wildcard/SAN certificate—**36-month continuous coverage** for Kaspersky ASAP On-Premise, with Common Name ***.asap.mme.gov.na** and DNS SANs ***.asap.mme.gov.na, asap.mme.gov.na and asap-cdn.minio.asap.mme.gov.na**. One combined certificate covers all three names. Supplier provides OV and domain validation assistance, initial issuance, all required replacement issuances and CA-required revalidation, CA chain, order access, instructions, reminders and support; installation and testing are performed by the Ministry.	1

4. Technical requirements

Validity and issuance planning: the 36-month purchase covers three certificates, not one certificate valid for 36 months or one issuance per year. These are two RapidSSL DV wildcard certificates and one combined DigiCert OV wildcard/SAN certificate under BOM item 3. Each replacement requires Ministry installation and testing.

Planning basis (30 October 2026): the supplied DigiCert schedule shows a maximum of 199 days from 24 February 2026, reducing to 99 days in early 2027 and 46 days in early 2029. These limits apply to each new issuance, not to the purchased coverage term. Bidders must confirm the actual validity caps and exact transition dates for each quoted product; future release dates may change.

Annual workload comparison: the following minimum counts cover one standalone 365-day period at a constant validity cap, using full validity with no installation overlap. The counts include the initial certificate and are not annual entitlements or contractual limits.

Maximum validity per issue	Total issues for 365 days	Replacements after initial issue
199 days	2	1
99 days	4	3
46 days	8	7

Three-year illustration only: for coverage from 20 November 2026 to 20 November 2029, assuming 99 days from 15 March 2027, 46 days from 15 March 2029, and replacement at expiry, the model needs 13 issuances for each certificate (1 initial plus 12 replacements), or 39 across the three certificates (3 initial plus 36 replacements). These are assumed modelling dates, not confirmed DigiCert transition dates. Earlier transitions, shorter issued validity and advance replacement can increase the total. The actual schedule must allow safe installation overlap; this illustration does not cap included issuances.

Bidders complete each response cell with Yes or No and include any qualification, offered method, supporting evidence or quotation reference. A bare Yes does not replace information expressly requested in a requirement.

Ref	Requirement	Bidder response (Yes/No)
4.1	**Product**: RapidSSL Wildcard Certificate, Domain Validation, issued by DigiCert under a RapidSSL intermediate CA that chains to a DigiCert root that is publicly trusted at the time of each issue. The bidder identifies the exact product and plan name and the SKU or reseller product identifier.	
4.2	**Names**: common name ***.mme.gov.na**, with ***.mme.gov.na** and mme.gov.na as subject alternative names.	
4.3	**Names**: common name ***.mime.gov.na**, with ***.mime.gov.na** and **mime.gov.na** as subject alternative names.	
4.4	**Key and signature**: for the initial issue, the Ministry generates a new RSA key pair of at least 2048 bits and the corresponding CSR. The existing private key is not reused. The certificate uses a SHA-256 signature. The supplier does not generate, receive, store or transmit a private key or PFX file.	
4.5	**Term and activation:** one 36-month plan for each certificate. Activation means the plan start date recorded by the supplier or CA. A plan must not be activated before receipt of a purchase order and written Ministry authorisation. The supplier provides an order confirmation showing the activation and end dates. Each certificate is issued for the maximum validity permitted by the CA at the time of issue. The 36-month term is continuous coverage delivered through successive short-lived certificates, not the validity of one issued certificate. Coverage runs from initial issuance; earlier administrative plan activation must not reduce the 36-month coverage. The final issue may be limited by the remaining coverage term.	
4.6	**Reissues**: all reissues needed to maintain certificate coverage for the full planned term are included at no extra cost. The fixed price includes initial and replacement issuances and CA-required revalidation, including extra cycles caused by reduced validity limits. No fixed issuance count caps the obligation to maintain the full 36-month coverage. This includes correction of incorrect issuance and a reissue using a replacement Ministry-generated key where permitted by the plan. The bidder discloses any CA or plan limitation.	
4.7	**Licensing**: installation on an unlimited number of servers.	
4.8	**Support**: e-mail and telephone support for the full term, with response within one (1) working day.	
4.9	**Reminders**: the supplier notifies the Ministry contacts nominated after award by e-mail at least 30 days before each certificate expires.	

Ref	Requirement	Bidder response (Yes/No)
4.10	**Domain validation for mme.gov.na**: the zone is hosted on the central government name servers, ns01.gov.na and ns02.gov.na, administered by OPM. The Ministry coordinates with OPM to publish, verify and, when instructed, retain or remove the CA-required DNS validation record. The supplier initiates the certificate order, provides the exact record name, record type, value and CA instructions, monitors the validation status and reports the result. The supplier must not create, modify or remove DNS records. The CA performs domain-control validation check.	
4.11	**Domain validation for mime.gov.na:** the zone is hosted on the central government name servers, ns01.gov.na and ns02.gov.na, administered by OPM. The Ministry coordinates with OPM to publish, verify and, when instructed, retain or remove the CA-required DNS validation record. The supplier initiates the certificate order, provides the exact record name, record type, value and CA instructions, monitors the validation status and reports the result. The supplier must not create, modify or remove DNS records. The CA performs domain-control validation check.	
4.12	**CSR and issuance workflow**: the bidder provides the CSR requirements, secure submission method, required approvals and supplier lead times. The Ministry generates and submits the CSR required for each issue or reissue. The supplier checks the CSR subject and key parameters, creates the certificate order and obtains the CA-required DNS validation record. The supplier sends the exact DNS record and instructions to the Ministry. The Ministry coordinates publication with OPM and confirms when the record is publicly available. The supplier then monitors the CA validation and communicates the status or any error. The CA performs domain validation and issues the certificate after successful validation.	
4.13	**Reissue and portal capability**: the Ministry can request or initiate a reissue and download the leaf certificate and intermediate chain through the supplier's portal at no extra cost. The bidder describes the process and discloses any user, role, multifactor-authentication or account limitation.	
4.14	**Delivery package**: for each certificate and reissue, the supplier provides a separate PEM leaf-certificate file, the required intermediate-chain file and a PEM full-chain bundle where available, together with an order record showing the common name, SANs, issuer, serial number, validity dates and certificate fingerprint. No private key or PFX file is supplied.	

Ref	Requirement	Bidder response (Yes/No)
4.15	**Installation and DNS responsibility**: the Ministry performs all installation, certificate binding, configuration, service restart, rollback and functional testing. The Ministry coordinates all required DNS changes with OPM as the DNS administrator. The supplier does not access Ministry systems or create, modify or remove DNS records. The supplier provides the CA-issued DNS validation record and instructions, monitors validation, provides remote guidance and resolves certificate, chain, order and portal defects.	
4.16	**Dependencies and schedule**: the bidder states the latest dates by which it requires the purchase order, Ministry contacts and CSR, and the latest date by which the Ministry and OPM must publish the DNS validation record to meet the 20 November 2026 delivery deadline. The supplier gives prompt written notice of any schedule risk and must provide complete and correct DNS record instructions in sufficient time. A delay caused solely by late Ministry or OPM DNS action is not a supplier default where the supplier provided correct instructions and timely notice.	
4.17	**Portal and account**: the certificate orders and management portal account are registered to a Ministry-controlled e-mail address. Credentials are delivered through a secure channel to Ministry officer(s) nominated after award, and the Ministry retains administrative access throughout the plan term. The bidder discloses account, user, role and multifactor-authentication constraints.	
4.18	**Support scope**: support covers ordering, provision of the CA-required DNS validation record and instructions, validation-status monitoring, issuance, reissue, certificate and chain downloads, certificate-chain troubleshooting and portal administration. DNS administration and hands-on installation on Ministry systems are excluded. The quoted price includes this support for the full term.	
4.19	**ASAP product and issuer:** BOM item 3 covers one publicly trusted Organisation Validation server certificate. The preferred product is DigiCert Basic OV with wildcard and SAN capability, or another DigiCert OV/Flex offering meeting every requirement. The bidder identifies the exact product and issuer.	
4.20	**ASAP names:** all three exact DNS SAN entries shall appear in the CA order and issued certificate: ***.asap.mme.gov.na**, **asap.mme.gov.na** and **asap-cdn.minio.asap.mme.gov.na**. Common Name: ***.asap.mme.gov.na**. The deeper content-storage hostname requires its own explicit SAN. For avoidance of doubt, these exact names govern BOM item 3.	

Ref	Requirement	Bidder response (Yes/No)
4.21	**ASAP certificate profile and trust:** X.509 v3 server certificate with Server Authentication extended key usage; compatible with the supported Linux-based Kaspersky ASAP On-Premises deployment and Linux/OpenSSL services using TLS 1.2 and TLS 1.3; publicly trusted by current Windows 11, Linux, Microsoft Edge, Google Chrome and Firefox trust stores.	
4.22	**ASAP validation assistance:** Organisation Validation uses Ministry-approved organisation details and official government records, country Namibia. The supplier provides the required OV evidence checklist and DNS-based domain-control validation instructions and coordinates validation with the Ministry and the authorised DNS administrator.	
4.23	**ASAP key, CSR and cryptography:** the Ministry generates and retains the private key on premises and provides the CSR. The supplier processes the CSR and shall not require private-key transfer. The public key is RSA 2048 bits or stronger and the certificate signature uses SHA-256 or stronger.	
4.24	**ASAP coverage, validity and reissues:** continuous coverage for 36 months from initial issuance. Each issued certificate complies with the CA's then-current maximum validity. All replacement certificates, reissues and CA-required revalidation needed to maintain uninterrupted coverage are included without additional charge. The supplier states the coverage start and end dates. The section 4 issuance-planning basis and requirement 4.6 also apply to this combined certificate. The additional SAN is included within BOM item 3, not a separate certificate issuance.	
4.25	**ASAP delivery and installation guidance:** supply the PEM-encoded leaf certificate in .crt or .pem format, required intermediate CA chain, root CA certificate and full-chain bundle separately and clearly labelled, plus the order confirmation, serial number and validity dates. Provide certificate-chain assembly, Linux/ASAP import and post-installation verification instructions. Installation and replacement are performed manually by the Ministry.	
4.26	**ASAP delivery, reminders and support:** state the validation lead time and deliver the certificate package within five working days after OV and domain validation approval, and in any event by 20 November 2026. Notify designated Ministry contacts at least 30, 14 and 7 days before each expiry. Provide issuance, reissue and revocation support, named escalation contacts, and Ministry access to the order or a documented process for download, reissue and revocation requests.	

Ref	Requirement	Bidder response (Yes/No)
4.27	**ASAP acceptance:** the Ministry must confirm all three exact DNS SAN entries and the validated organisation identity; a certificate matching the Ministry-generated CSR/private key and a valid public trust chain; and successful HTTPS operation on the configured ASAP administration, training and content endpoints without certificate-name or chain errors.	
4.28	**ASAP quotation and compliance:** quote a fixed total in Namibian dollars for BOM item 3 covering all three SAN entries, validation, issuance, required reissues/revalidation and support. Show applicable taxes separately, identify optional charges, state the issuer, product, delivery timeline and support arrangements, and declare every deviation explicitly.	

5. Security conditions

- Private keys and server credentials stay under Ministry control at all times.
- Private keys are generated on Ministry systems. The supplier does not generate, receive, store or transmit a private key or PFX file.
- Portal credentials are delivered through a secure channel to Ministry officer(s) nominated after award.
- The certificate orders and management portal account are registered to a Ministry-controlled e-mail address. The Ministry holds administrative access throughout the plan term. The bidder must disclose any user, role or multifactor-authentication limitation.
- The plan does not renew or incur a charge at the end of the term without a new purchase order.
- The supplier keeps all information about the Ministry's systems confidential.

6. Delivery and acceptance

- All three certificates (the two renewed RapidSSL certificates and the combined Kaspersky ASAP certificate covering BOM item 3) must be issued and delivered by the supplier, installed by the Ministry, and verified by 20 November 2026. The ASAP certificate package shall also be delivered within five working days after OV and domain validation are approved, and in any event in time to meet the 20 November 2026 deadline. The supplier must state its lead times and the latest dates for all Ministry inputs needed to meet this deadline.
- Ministry responsibilities are to generate and safeguard private keys, generate and submit CSRs, receive the CA-required DNS validation record from the supplier, coordinate with OPM as the DNS administrator to publish and verify the record, confirm publication to the supplier, install and configure the certificates, restart or roll back affected services, and perform functional service testing. The Ministry and OPM determine when a DNS validation record may be retained or removed in accordance with the CA instructions and government DNS procedures.
- Supplier responsibilities are to set up the orders and portal, obtain and provide the exact CA-required DNS validation record and instructions, monitor and report the CA validation status, process each issue and reissue, deliver the certificate and chain package, provide reminders, and provide remote technical support. The supplier must not access Ministry systems, administer or modify DNS records, or handle a private key or PFX file. The issuing CA performs the domain-control validation check.
- Acceptance is assessed separately for each certificate. Partial acceptance of one certificate does not constitute acceptance of another certificate. BOM item 3 is accepted as one combined ASAP certificate containing all three required DNS SAN entries.
- A certificate is acceptable when its common name and SANs are correct; the specified product, trust chain, key size and signature requirements are met; the required PEM leaf and chain files and order record have been delivered; portal access works; and the Ministry can complete a TLS name, validity and chain test on a Ministry-designated service without a certificate, chain or portal defect.
- For the ASAP certificate, acceptance additionally requires all three exact DNS SAN entries and the validated Ministry organisation identity, a certificate matching the Ministry-generated CSR/private key, a valid public trust chain, and successful HTTPS operation on the configured ASAP administration, training and content endpoints without certificate-name or chain errors.
- Installation is a Ministry activity and is not a supplier deliverable or separately priced service. A delay in Ministry installation is not a supplier default unless it results from a supplier delay or a defect in the supplied certificate, chain, instructions or portal access.
- The supplier corrects an issuance, certificate-chain, order, validation-instruction or portal defect at no extra cost within two (2) working days of notification. This does not make the supplier responsible for delays or errors in DNS changes performed by the Ministry or OPM, except where those changes followed incorrect supplier instructions.
- Each reissue during the plan term is subject to the same delivery-package and certificate-metadata checks. The Ministry remains responsible for installing and testing every reissue.

- Acceptance occurs only when a Ministry officer nominated for the procurement provides written confirmation. There is no deemed acceptance merely through delivery or passage of time.

7. Information to be submitted with the quotation

A quotation is complete only if it includes every item below.

- Proof of authorised reseller or partner status for RapidSSL or DigiCert products.
- The exact product and plan name, SKU or reseller product identifier, 36-month term, activation basis, included services, reissue entitlement and any CA or plan limitation. Include a dated 36-month issuance and replacement schedule for each of the three certificates, confirming the applicable validity caps and transition dates, total issuances split into initial issue and replacements, validation lead times, installation overlap and all Ministry/OPM actions. Confirm all required cycles are included in the fixed price; estimates do not cap this entitlement.
- The proposed CA-supported DNS validation method for all required domains and, for the ASAP certificate, the OV evidence checklist; the exact record type and workflow; the supplier, Ministry and OPM responsibilities; the expected validation time; and all record-retention and revalidation requirements for initial issuance and every reissue, including the domain-validation reuse period applicable at each stage of the term, whether a persistent or delegated (for example CNAME) validation record can be used to avoid a new OPM DNS change for each reissue, and whether ACME automated issuance and renewal is available for operation by the Ministry.
- An implementation schedule measured from receipt of the purchase order and complete Ministry inputs, covering portal setup, CSR submission, supplier provision of the DNS validation record, Ministry coordination with OPM to publish the record, CA validation, issuance and file delivery, together with the latest required date for each Ministry or OPM action.
- A separate fixed annual unit price for each BOM item, unchanged for all three 12-month coverage years, and the full 36-month total (three times that annual unit price); item 3 must have one total price for the combined ASAP certificate and all required SAN coverage. Show any base-certificate and additional-SAN charges as a cost breakdown within item 3, not as separate deliverables. The quotation must identify every included service and any exclusion, recurring charge, transfer fee, portal fee or other additional charge. Applicable taxes and optional charges must be shown separately. Ministry installation must not be priced. The bidder confirms acceptance of payment in three annual instalments under GCC 4.3, with no upfront payment for the full 36-month term.
- The portal, account and reissue process, including user, role and multifactor-authentication constraints.
- A statement of whether access to, or transfer of, an existing certificate order, account or reseller record is required.
- A compliance statement identifying the issuer, product, exact SAN entries, included reissue/revalidation entitlement, delivery timeline, support and escalation arrangements, and every deviation.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/15-141/26/27**

For each item, quote a fixed annual unit price in Namibian Dollars. Quantity 3 × Year represents 36 months of coverage for one certificate, not three certificates or three issuances. One Year means 12 consecutive months of continuous coverage, including all required issuances, replacements, CA-required revalidation and specified support. Total Price equals three times the annual Unit Price. The 36-month term for each item runs from that item's initial issuance. Columns marked * are completed by the Ministry; bidders complete columns E and F. Payment is by annual instalments under GCC 4.3. Authorise the prices in the signature block below.

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	RapidSSL Wildcard DV certificate for ***.mme.gov.na** and **mme.gov.na**: 36-month coverage including all reissues, revalidation and remote support (see Section V)	3	Year		
2	RapidSSL Wildcard DV certificate for ***.mime.gov.na** and **mime.gov.na**: 36-month coverage including all reissues, revalidation and remote support (see Section V)	3	Year		
3	DigiCert OV wildcard/SAN certificate for Kaspersky ASAP On-Premise **(*.asap.mme.gov.na, asap.mme.gov.na, asap-cdn.minio.asap.mme.gov.na)**: 36-month coverage including all reissues, revalidation, CertCentral access and remote support (see Section V)	3	Year		
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

Priced Activity Schedule Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/15-141/26/27**

[Bidders should complete columns C and D with the specifications and Performance standards of the services 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.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1	**RapidSSL Wildcard DV certificate, 36-month coverage** Names: CN *.mme.gov.na; SANs *.mme.gov.na, mme.gov.na Coverage: all reissues and revalidation for 36 months, at no extra cost Crypto: RSA 2048-bit+; SHA-256+; PEM with full CA chain Keys: CSRs and private keys held by the Ministry only Reissue: within 2 working days of request Renewal notice: at least 30 days before each expiry ACME: state whether supported Support: CA portal; remote support, response within 1 working day Installation: by the Ministry		
2	**RapidSSL Wildcard DV certificate, 36-month coverage:** Names: CN *.mime.gov.na; SANs *.mime.gov.na, mime.gov.na Coverage: all reissues and revalidation for 36 months, at no extra cost Crypto: RSA 2048-bit+; SHA-256+; PEM with full CA chain Keys: CSRs and private keys held by the Ministry only Reissue: within 2 working days of request Renewal notice: at least 30 days before each expiry ACME: state whether supported Support: CA portal; remote support, response within 1 working day Installation: by the Ministry		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
3	**DigiCert OV wildcard/SAN certificate for Kaspersky ASAP On-Premise, 36-month coverage:** Names: CN *.asap.mme.gov.na; SANs *.asap.mme.gov.na, asap.mme.gov.na, asap-cdn.minio.asap.mme.gov.na Validation: organisation and domain Coverage: all reissues and revalidation for 36 months, at no extra cost Crypto: RSA 2048-bit+; SHA-256+; PEM CRT with full CA chain Keys: CSRs and private keys held by the Ministry only Reissue: within 2 working days of request Renewal notice: at least 30, 14 and 7 days before each expiry ACME: state whether supported Support: CertCentral access; remote support, response within 1 working day Installation and testing: by the Ministry		

Specifications and Performance Standards Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), **Ref: NCS/RFQ/15-141/26/27** for the procurement of services (time based) available on the website of the Public Entity https://mime.gov.na except were modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/15-141/26/27

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall come into effective once Purchase Order is issued.
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, 061 2848111/8235 6 Aviation Road, Windhoek, Namibia.** 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,061 284 8111/8435 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 *in three annual instalments per BOM item, each equal to its fixed annual unit price, plus applicable VAT shown separately. The first invoice may be issued after written Ministry acceptance of that item's initial certificate. The second and third invoices may be issued*

	at the start of the second and third consecutive 12-month coverage periods, measured from that item's initial issuance. Each invoice must state the item and coverage period and is payable within 30 days after receipt of a correct invoice. Annual instalments do not reduce the 36-month coverage obligation or permit separate charges for required certificate issuances, replacements or revalidation.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/15-141/26/27

Description	**Attached (please tick if submitted and cross if not)**
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	