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office@luderitzwaterfront.com.na  
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## REQUEST FOR QUOTATION FOR GOODS

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**Supply, Delivery and Installation of Video Conferencing equipment**

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**Procurement Reference G/RFQ/LWDC-03/2025**

**Procurement Management Unit  
Lüderitz Waterfront Development Company Pty( Ltd)  
BM 50-1  
Hafen Street  
Lüderitz  
Namibia  
Tel. no. +264 63202070  
E-mail:**



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## Letter of Invitation

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**22 January 2026**

**Procurement Reference Number: G/RFQ/LWDC-03/2025**

Dear Prospective Bidder,

### **Supply and Delivery of Interactive Screen**

Lüderitz Waterfront Development Company invites you to submit your quotation for the goods 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 Mr Junior Petrus and emailed to:  
[junior@luderitzwaterfront.com.na](mailto:junior@luderitzwaterfront.com.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,

**Junior Petrus**  
**HEAD: PROCUREMENT COMMITTEE**

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Lüderitz Waterfront Development Company

Lüderitz Waterfront Development Company 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
- (c) to cancel the quotation process and 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.
- (b) the List of Goods and Price Schedule Section III;
- (c) the General Conditions of Contract in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the General Conditions of Contract in Section V, 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 **180 days** from the date of submission deadline.

## 4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should provide the following documents:

- a) a valid original/certified copy of company Registration Certificate.
- b) an original valid/certified good Standing Tax Certificate.
- c) an original valid/certified good Standing Social Security Certificate.
- d) 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;
- e) Submit bid valid Bid-securing Declaration.
- f) a certificate indicating SME Status (for Bids reserved for SMEs);
- g) Provide equipment catalogue for goods listed in this RFQ and a method statement how services will be executed.

## 5. Bid Security Declaration

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

## **6. Delivery**

Delivery shall be two (2) weeks after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

## **7. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to Lüderitz Waterfront Development Company (Pty) Ltd 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 entrance foyer, Lüderitz Waterfront Development Company 243 Diaz Road Lüderitz Old Power Station not later than Friday, 06 February 2026 at 14:00. Quotations by post or hand delivered should reach Lüderitz Waterfront Development Company by the same date and time at latest. Late quotations will be rejected.**

## **9. Opening of Quotations**

Lüderitz Waterfront Development Company will open quotations internally immediately after the closing time.

## **10. Evaluation of Quotations**

Lüderitz Waterfront Development Company 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 or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## **11. Scope of Services and Specifications**

The Scope of goods detailed in Sections III are to be complied with. Bidders may propose alternatives for part of the scope substantiating that such alternatives will equally serve the interest of Lüderitz Waterfront Development Company. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

## **12. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

### 13. Margin of Preference

Margin of Preference will be applied as per formula below:

$$\frac{A=MP \times BP}{100}$$

- (a) “A” represents the amount to be determined:  
 (b) “MP” represents the total percentage of all margins of preferences granted in respect and  
 “BP” represents the bid price

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
<b>Manufacturer</b>	2%	-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 Valued Added Calculation in Annexure 1, and as certified by an Accountant.	“manufacturer” means a person or a company that is involved in the physical or chemical transformation or materials or components into new products whether  – (a) the transformation is through work; (i) Performed by a power-driven machine or by hand; or (ii) Done in a home or factory; or (iii) The new products are sold on a wholesale or retail basis.
<b>Micro, Small and Medium Enterprise</b>	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership	a bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51 % owned by Namibians.
<b>Women owned enterprise</b>	1%	-IDs of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian female ownership	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.

<b>Youth Owned enterprise</b>	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian youth ownership.	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths
<b>Previously Disadvantaged person owned enterprise</b>	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificates -declaration indicating the percentage of Namibian PDPs ownership.	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs.
<b>Suppliers providing environmental protection</b>	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document.	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document.
<b>Suppliers providing employment to Namibian</b>	1%	-declaration that the bidder employs 50% or more Namibian citizens.	A bidder who employs 50% or more Namibian citizens.
<b>TOTAL</b>	<b>10%</b>		

#### 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. Performance Security

Not Applicable.

## 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.**]*

*Procurement reference no:*

Quotation addressed to:	
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 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	

## SECTION I I I: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

### SECTION I V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: \_\_\_\_\_

*[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 in the signature block below.]*

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	86" 4K interactive display android (Portable)		
2	Sound bar with integrated microphone, Bluetooth and DSP		
3	Video Conference 4K Webcam (Stand-alone)		

#### Specifications and Compliance Sheet Authorised By:

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

## SECTION V: 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-GCC** on the website of the Public Entity (*insert website address*) 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 VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/LWDC-03/2025

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser</b> GCC 1.1(h)	The purchaser is: <i>Lüderitz Waterfront Development Company</i>
<b>Site</b> GCC 1.1(m)	The Site/final destination for delivery of the Goods is __Lüderitz Old Power Station.
<b>Incoterms Edition</b> GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> GCC 8.1	Any notice shall be sent to the following addresses: For the attention of the accounting officer, Diaz Street 243, Lüderitz the address and the contact name shall be: Fluksman Samuehl, PO Box 78, Lüderitz _____ For the Supplier, the address and contact name shall be: _____
<b>Disputes</b> GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> GCC 13.1	The contract is based on delivery Goods are to be delivered as requested by the purchaser within 14 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
<b>Price Adjustment</b> GCC 15.1	The price charge for the Goods supplied and the related Services performed “ <i>shall not</i> ” as appropriate be adjustable.
<b>Terms of Payment</b> GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> GCC 16.4 (a)	The price “ <i>shall not be</i> ” adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:  i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser’s name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii) An interest rate of [ <i>insert percentage</i> ] is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
<b>Performance Security</b> GCC 18.1	(i) No performance security is required*or
<b>Discharge of Performance Security</b> GCC 18.4	The performance security will be discharged and returned to the supplier not later than [ <i>insert number of days</i> ] following completion date.
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
<b>Insurance</b> GCC 24.1	[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Transportation GCC 25</b>	The Goods shall be delivered: <i>[Incoterm for transportation]</i> .
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be: <i>Verification of goods supplied with te order issued, physical check on the quantities delivered.</i>
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: <i>Lüderitz Old Power Station 243, Diaz Street</i>
<b>Liquidated Damages GCC 27.1</b>	Liquidated damages for the whole contract are <i>[10%]</i> per day. The maximum amount of liquidated damages for the whole contract is <i>[10%]</i> of the final contract price.
<b>Warranty GCC 28.3</b>	<p>The period of validity of the warranty shall be: <i>[8]</i> day(s) for each Order Given.</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>Lüderitz Old Power Station 243, Diaz Street</i></p> <p>For item 1, the minimum period of warranty/shelf life shall be ____</p> <p>For item 2, the minimum period of warranty/shelf life shall be ____</p> <p>For item 3, the minimum period of warranty/shelf life shall be ____</p> <p>For item 4, the minimum period of warranty/shelf life shall be ____</p>
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: <i>[14]</i> day(s)

**QUOTATION CHECKLIST**

*[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.: G/RFQ/LWDC-03/2025**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
<i>Complete bid box register</i>		

***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.*

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## Appendix to Quotation Letter

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

**Date:** .....[Day/month/year].....

**Procurement Ref No.:** .....

**To:** Lüderitz Waterfront Development Company (Pty) Ltd

I/We\* understand that in terms of section 45 of the Act a Lüderitz Waterfront Development Company 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**

**Witten 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  
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.*



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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.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOT

