

REQUEST FOR QUOTATION (RFQ 003 /2016) STRUCTURED DATA POINT & POWER CABLING

USER REQUIREMENTS

1. Background :

The NBC has recognized that there are structured data points and power cabling challenges at our various duty stations (TV Building, Radio Building, and Regional Offices) and requires assistance in the re-installation of structured data points and power cabling.

2. Scope of Service:

The NBC would require a suitably qualified service provider to perform the following Scope of service in 3 different phases at the identified times.

- a) Structured cabling network diagram.
- b) Installation of new galvanized double compartment skirting.
- c) Structural data cabling of Cat6 data points.
- d) Electrical installations
- e) Testing and Quality assurance
- f) Site handover & Sign-off.

3. Time schedule :

The bidder shall propose a time schedule for the execution of the project. A final and binding time schedule will be agreed upon during contract negotiations.

4. Format of offer :

The offer shall comprise of the following documents:

- The bidder's understanding of the Scope of Service.
- The company/individual members' experience and qualifications.
- The company's profile.
- A summary of similar services undertaken the past three years.
- A profile of the team to be used on this assignment/service.
- The proposed methodology for executing the various phases of the project.
- The financial offer, containing the following:

A quotation for Phase 1, 2 and 3 shall indicate the hourly/daily or fixed rate and number of hours/days required to execute each part of the Scope of Services.

A quotation for Phase 1, 2 and 3 shall specify cost for each activity. The quotation shall indicate the hourly/daily or fixed rate.

A quotation for the entire project.

5. Please note:

- Prices are to be quoted in Namibian Dollars and shall be VAT inclusive.

- Prices of this RFQ should be fixed for the duration of the project effective from the date of RFQ closing.
- Any assumptions made in calculating the financial offer shall be indicated.
- The validity period of the offer shall be indicated.
- The proposed terms of payment shall be indicated.

6. General enquiries

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