

INCEPTUS
Holding (Pty) Ltd



REQUEST FOR QUOTATION (RFQ)

Provision of Wireless Pocket Wi-Fi Devices

RFP REFERENCE NO: INCEPTUS/25/10/2024

Enquiries: Closing Date: Friday, 25 October 2024 at 12:00pm

Inceptus Holding (Pty) Ltd, hereinafter referred to as "Inceptus" invites qualified and experienced companies to submit quotations for the provision of Wireless Pocket Wi-Fi Devices. This procurement aims to enhance connectivity for various stakeholders.

The Tender Box:

INCEPTUS HOLDING (PTY) LTD
Private Bag 13301
Windhoek
Namibia

REQUEST FOR QUOTATIONS (RFQ)

1. INTROUCTION

Inceptus Holding (Pty) Ltd (“Inceptus”) is a whole owned University of Namibia (“UNAM”) and it is classified as its business arm. Inceptus was established in 2017 with the mandate to generate income for the shareholder by way of commercialising its assets and products.

To enhance connectivity for UNAM students and broaden access to technology, Inceptus is overseeing a project to provide Wireless Pocket Wi-Fi Devices to registered students and other eligible individuals. This initiative aims to support digital access and improve communication within the university community.

Inceptus is seeking quotations from qualified suppliers to provide these devices in accordance with the specified requirements. This request is part of Inceptus's ongoing efforts to ensure that technological resources are effectively distributed and managed.

2. OBJECTIVE

Inceptus seeks to engage a qualified supplier to provide Wireless Pocket Wi-Fi Devices that meet the specified requirements. The primary objective is to enhance connectivity for UNAM students and eligible individuals by ensuring the effective distribution of high-quality devices. The selected supplier will be expected to deliver these devices in accordance with the outlined specifications and within the agreed timelines, thereby supporting Inceptus’s goal of improving digital access and communication across the university community.

3. SCOPE OF WORK

The Supplier is required to:

- a) **Deliver Wireless Pocket Wi-Fi Devices:** Provide the specified Wireless Pocket Wi-Fi Devices in accordance with the requirements outlined in this TOR. Ensure timely delivery to the designated locations as specified by Inceptus.
- b) **Ensure Quality and Compliance:** Supply devices that meet the technical specifications and quality standards required by Inceptus. This includes providing necessary documentation and certifications for the devices.
- c) **Manage Inventory and Reporting:** Maintain accurate records of device inventory, including stock levels and distribution. Provide regular updates and reports on the status of deliveries and any issues encountered.

- d) **Support Installation and Activation:** Assist with the installation and activation of the supplied devices and provide support to ensure that devices are properly set up and operational for end-users.
- e) **Provide After-Sales Support:** Offer ongoing support and maintenance services for the devices. Address any issues or defects reported by the client or users and manage repairs or replacements as necessary.

4. PROPOSED METHODOLOGY/APPROACH

- a) **Device Specification and Procurement:** The supplier will work closely with Inceptus to confirm the technical specifications and quantities of the Wireless Pocket Wi-Fi Devices required. This includes ensuring that all devices meet the specified standards and preparing for procurement.
- b) **Delivery and Distribution Plan:** The supplier will develop a detailed delivery and distribution plan. This plan will outline logistics, timelines, and the process for distributing devices to designated locations. The plan will be reviewed and approved by Inceptus before implementation.
- c) **Quality Assurance and Installation:** Upon delivery, the supplier will conduct a quality check to ensure all devices meet the required standards. The supplier will assist with the installation and activation of devices, providing support to ensure they are operational and meet user needs.
- d) **Ongoing Support and Maintenance:** The supplier will provide after-sales support, including troubleshooting, repair services, and replacements as needed. Regular updates and reports on device status and any issues will be provided to Inceptus throughout the contract period.

5. SPECIFICATIONS

The Wireless Pocket Wi-Fi Devices provided must meet the following minimum specifications:

5.1 Device Type and Model

- **Device Type:** Wireless Pocket Wi-Fi Device
- **Model:** ZTE MF971R or ZTE MF980 (or equivalent, subject to approval)

5.2 Technical Specifications

- **Network Support:** 4G LTE
- **Wi-Fi Frequency:** Support dual-band (2.4GHz and 5GHz)

- **Maximum Wi-Fi Users:** Up to 2 simultaneous connections
- **Battery Life:** Minimum 8 hours of continuous use (2000mAh Removable battery)
- **Data Speed:** LTE CAT4 High Speed

5.3 Design and Build

- **Dimensions:** Compact and portable
- **Weight:** Lightweight for ease of transport
- **Ports:** USB for charging
- **Color:** Standard colors as available

5.4 Additional Features

- **Security:** WPA/WPA2 encryption
- **Compatibility:** Compatible with major mobile network providers
- **User Manual:** Include an electronic and hard copy of the user manual
- **Battery and Charger:** Devices must include a cable charger for the battery

5.5 Packaging and Delivery

- **Packaging:** Devices must be securely packaged to prevent damage during transit
- **Delivery:** Devices must be delivered in bulk to designated locations as specified by Inceptus, within the agreed timeline
- **Electronic File:** An electronic file containing all serial numbers of the delivered devices must be provided.

5.6 Warranty and Support

- **Warranty:** Minimum 12-month warranty on devices
- **Support:** Provide support for troubleshooting and repairs during the warranty period
- Any additional features or enhancements should be clearly detailed in the quotation provided.

6. ELIGIBILITY CRITERIA

Interested suppliers must meet the following criteria:

- Must be a Namibian legally registered entity with a valid business registration.

- Proven experience in supplying similar devices or services, with at least three (3) references where bulk orders of not less than 1,000 devices were supplied to a customer or client.
- Demonstrated technical expertise and support capability for devices.
- Proof of financial stability and ability to meet contract requirements.
- Adherence to quality standards for electronic devices.
- Capability to deliver devices on time and handle logistics effectively.
- Confirmation that, upon awarding, the bidder is amenable to receiving a purchase order and that payment will only be made for delivered items.

7. QUOTATION SUBMISSION REQUIREMENTS

Suppliers are required to submit the following documents with their quotations:

- Detailed price breakdown per device, including any discounts for bulk purchases.
- Delivery schedule.
- Warranty and support terms.
- Company registration documents and proof of legal compliance.
- References from previous similar projects.

8. EVALUATION CRITERIA

Quotations will be evaluated based on the following:

- Compliance with technical specifications and provision of proof thereof.
- Pricing and overall cost-effectiveness of a quantity of approximately 4,000 devices.
- Delivery timeline of 14-21 days upon signing of agreement and logistical capabilities.
- Warranty and after-sales support.
- Supplier's experience and references
- Proof of three (3) references for bulk supply of at least 1,000 devices or similar devices serviced.

9. SUBMISSION OF RFQ RESPONSES

The RFQ Response, must be submitted to Inceptus during office hours (07h30-16h30) by not later than the time and date stipulated on the covering page of this document (RFQ), at the following address:

THE TENDER BOX

Inceptus Holding (Pty) Ltd Offices
Old Library 1st Floor

University of Namibia (Windhoek Main Campus)

**NB: Please DO NOT SUBMIT IN THE UNAM TENDER BOX
as this will result in you being disqualified.**

10. SUPPLIER CONTRACT AND PERFORMANCE MANAGEMENT

The successful bidder, upon receiving a written notification of award, will be required to enter into a formal Supplier Agreement with Inceptus. This agreement will outline the performance metrics, monitoring procedures, and evaluation criteria to ensure effective delivery, quality, and value to Inceptus. The agreement will serve as the primary tool for assessing supplier performance and ensuring adherence to the specified requirements.