



Tel: +264-65-273950  
Fax: +264-65-273077

**Kunene Regional Council**



Private Bag 502  
Opuwo

## **Procurement Management Unit**

(Established under section 6 of the Public Procurement Act, 2015)

### **Request for Sealed Quotations**

**Supply and delivery Design and Printing of certificates  
(A4) parchment paper (white)**

**Procurement Reference No. NCS/IQ// KRC-MGEPESW-08/2023**

Kunene Regional Council  
P/Bag 502  
Opuwo  
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# Kunene Regional Council

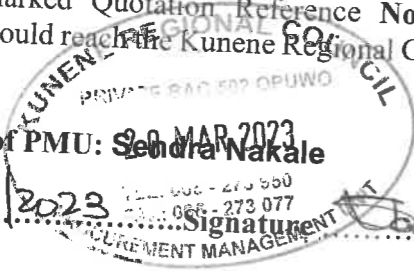


To: .....

The Kunene Regional Council hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent to Kunene Regional Council, Procurement Management Unit, Private Bag 502, Opuwo, Mbumbijazo Muharukua. Contact person: Mrs. Sendra Nakale in a sealed envelope marked Quotation Reference No. NCS/IQ/ KRC-MGEPESW-08/2023. Your quotation should reach the Kunene Regional Council on or before, 30 March 2023 by 11h00 (am) at latest.

Full Name of PMU: **Sendra Nakale**

Date: **20/3/2023** Signature: *[Handwritten Signature]*



### Priced Activity Schedule

| Item No | Brief Description of Services   | Quantity | Unit of Measure | Unit Price (NS) | Total Price (NS) |
|---------|---|----------|-----------------|-----------------|------------------|
| 1       | Design and Printing of certificates (A4) parchment paper (white) Certificates for Constituency Gender Permanent Taskforce, Traditional Leaders Training & Regions Leaders training. | 157      | Each            |                 |                  |
|         |   |          |                 | Sub Total       |                  |
|         |   |          |                 | VAT @%          |                  |
|         |   |          |                 | <b>Total</b>    |                  |

- (a) Kunene Regional Council requested delivery within fourteen (14) days as from the date of placement of order.
- (b) Bidder's proposed completion period: immediately upon the placement of order.
- (c) Validity of offer: fourteen (14) days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned goods at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal .....



# Kunene Regional Council



## BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date: .....

Procurement Ref No. -----

To: Kunene Regional Council Procurement Management Unit, Private Bag 502, Opuwo, Mbumbijazo Muharukua

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*

**LOCAL SOURCING DECLARATION**

(Section 73 of Act)

(Regulation 37(5) and 56(2))

Date:.....

Bid No:.....

To:.....

*[insert complete name of Public Entity]*

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 local sourcing declaration by the bidders.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of-

- a) If found that the goods, works and services are found to be not meeting the local content and is not supplied by the suppliers based and operating from Kunene region, where the goods are required.
- b) I/we\* understand this local sourcing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed: .....

*[insert complete name of person whose name and capacity are shown]* Capacity of: *[indicate legal capacity of persons(s) signing the local sourcing declaration]*

Name:.....

*[insert complete name of person signing the local sourcing 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 local sourcing declaration must be in the name of all partners to the joint venture that submits the bid.]\*delete if not applicable appropriate.*

**A. Evaluation Criteria (for office use only)**

|   | Max Marks  |
|---|------------|
| <b>Implement the empowerment and industrialization policies of Government</b> | <b>100</b> |
| Local bidder  | 40         |
| Women   | 20         |
| Youth (age 18 - 35)   | 40         |



**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:**.....

## General Terms and Conditions Applicable

### 1. Employer

The Kunene Regional Council inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

### 2. Service Provider

The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Service Provider.

### 3. Rights of Public Entity

The Kunene Regional Council shall have the rights to

- (a) Ask for clarifications at time of evaluating quotations and
- (b) Reject all quotations.

A Public Entity shall not be bound to accept the lowest or any quotation.

### 1. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) Have a certified valid copy (NAMPOL) of company Registration Certificate;
- (b) Have an original or certified valid copy (NAMPOL) of good Standing Tax Certificate;
- (c) Have an original or certified valid copy (NAMPOL) of good Standing Social Security Certificate;
- (d) Have a valid certified copy (NAMPOL) 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) Have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) 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; and;
- (h) Attach proof of confirmation of account from any Namibian Banking institution.
- (i) Preference shall be given to SME bidders operation within Kunene Region where the goods are required. Therefore, attach a confirmation letter from the Councillor's Office (not older than two months).
- (j) Attach certified copy of Identification Document for the owner of the company.

### 4. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

### 5. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

**6. The Contract**

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Kunene Regional Council and the Service Provider

**7. Purchase Order**

A service provider to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) May not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the services on or before the date set in the purchase order for delivery of the services.
- (c) the purchase order shall be valid for 90days only and will be cancelled thereafter.

**8. General Conditions of Contract**

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.- NCS-LS/RFQ-GCC posted in the website of the Policy Unit and on the Notice Board.

**9. Warranty**

The service provider warrants that the services provided shall conform to the standards, specifications as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the service provider in its response to the Purchaser's Invitation for Informal Quotation.

**10. Payment**

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Service Provider making goods all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

**11. Project Manager**

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administrating the contract.

**12. Advanced payment**

Advance payment is not applicable.

**13. Insurance Covers not applicable**

**14. Performance Security not applicable .**

**15. Liquidated damages not applicable .**