



**Council**

**Kunene Regional**



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Private Bag 502  
Opuwo

# Procurement Management Unit

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

## Request for Informal Quotations For

## Supply and delivery of Goods for Councillor's Entertainment

**Procurement Reference No. G/IQ/KRC-12/2021**

Kunene Regional Council  
P/Bag 502  
Opuwo  
Tel: +264-65-273950



# IQ - Supply and Delivery of Goods for – Councilors Entertainment

Procurement Ref. No. G/IQ/KRC-12/2021

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. Saara Nampala in a sealed envelope marked Quotation Reference No: **G/IQ/KRC- 12/2021**. Your quotation should reach Kunene Regional Council on or before the **1<sup>st</sup> March 2021, by 11H00**.

Full Name of HEAD OF PMU: Sendra Nakale

Date: 19/02/2021

Signature  .....

## Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Still water 500ml x24 packs/cases	12	each		
2.	Cool drinks 330ml x 24 packs/cases	12	each		
3.	Soft drink 330ml assorted Sugar free x24 packs	1	each		
4.	Juices 330ml 100% assorted x 24 packs	2	each		
5	Juices 350ml Fruitree assorted x 24 packs	3	each		
6.	Simba chips smoke beef 1x 125packs	8	each		
7.	Beacon Smoothies 1x 1kg x packs (supamint, grape & strawberries)	20	each		
8.	Seedless Raisins 500g	10	each		
9.	Biscuits Topper cream assorted 125g	20	each		
10.	Chicken Mixed portions 1.5kg	8	each		
11.	Rice 10kg	2	each		
12.	Macaroni 3kg	2	each		
13.	Soup packs 60g	5	each		
14.	Nuts 500g	10	each		
				Sub Total	
				VAT @%	
				<b>Total</b>	

- (a) Bidder's proposed completion period: within 4 days from date of placement of order.
- (b) Validity of offer: 14 days as from closing date set for submission of quotations.
- (c) Food hygiene and favorable sense of taste should be ensured and observed by consumers.
- (d) Bidders must initial each page.

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

**Date**.....

**Bidder's signature and seal (stamp)**.....

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

**Date:** .....

**Procurement Ref No. G/IQ/KRC-12/2021**

**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

[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:** .....

## General Terms and Conditions Applicable

### 1. Purchaser

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

### 2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

### 3. Rights of the Public Entity

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

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

### 4. Eligibility Criteria

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

- a. have a certified copy of company Registration Certificate;
- b. have an original/certified copy of valid good Standing Tax Certificate;
- c. have an original /certified copy of valid good Standing Social Security Certificate;
- d. Attach certified copy of certificate indicating 100% Namibian owned SME from Ministry of Industrialization, Trade and SME Development. Or an entity of which 51% or more equity is owned by Namibian citizen.
- e. Attach proof of confirmation of account from a Namibian Banking institution.
- f. 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;
- g. Submit signed Bid-securing Declaration.
- h. 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;

### 5. 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

### 6. Prices

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

**7. 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 Public Entity and the Supplier.

**8. Purchase order**

A supplier 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 goods on or before the date set in the purchase order for delivery of the goods.
- (c) the purchase order shall be valid for 14 days only and will be cancelled thereafter.

**9. General Conditions of Contract**

The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No.- G/RFQ-GCC posted in the website of the Policy Unit and on the [insert public entities name] website.

**10. Warranty**

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

**11. Payment**

The Purchaser undertakes to effect payment within 7 days after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

**12. Project Manager**

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

**13. Advanced payment**

Advance payment is not applicable.

**14. Insurance Covers not applicable**

**15. Performance Security not applicable.**

**16. Liquidated damages not applicable.**



**QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.: G/IQ/KRC-12/2021**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
have a valid certified copy of company Registration Certificate;		
have an valid original or certified copy of good Standing Tax Certificate;		
have an valid original or certified copy of good Standing Social Security Certificate;		
have a valid original or certified copy of certificate indicating SME Status (for Bids reserved for SMEs);		
Proof of confirmation from a Namibian Banking Institution		

**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.