



KUNENE REGIONAL COUNCIL HEAD OFFICE



Request for Sealed Quotations for Goods



Supply and delivery of Materials Assistance to Small Business Opuwo urban constituency: Kunene Regional council

Procurement Reference No: G/RFQ/KRC:28/2020

Name of bidder:.....

Contact Number of Bidder:.....

Email Address of Bidder:.....

Authorized Representative of Bidder:.....

Signature of Bidder:.....

Bid total amount: Lot A N\$
 Bid total amount: Lot B N\$
 Bid total amount: Lot C N\$
 Bid total amount: Lot D N\$
 Bid total amount: Lot E N\$
 Bid total amount: Lot F N\$
 Bid total amount: Lot G N\$
 Bid total amount: Lot H N\$
 Bid total amount: Lot I N\$
 Bid total amount: Lot J N\$
 Bid total amount: Lot K N\$
 Bid total amount: Lot L N\$
 Bid total amount: Lot M N\$
 Bid total amount: Lot N N\$
 Bid total amount: Lot O N\$



KUNENE REGIONAL COUNCIL HEAD OFFICE



Letter of Invitation

To:

.....

.....

Tel / Cell:

Procurement Reference No: G/RFQ/KRC:28/2020

24 September 2020

Dear Sir / Madam,

Request for the Quotation for the procurement of Materials Assistance to Small Business Opuwo urban constituency: Kunene Regional

Kunene Regional Council invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subjected to the terms and conditions referred to in the document.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation. The bidder should acknowledge the receipt of this document in writing.

Queries, if any, should be addressed to Ms. Sendra Nakale, Head of Procurement, Private Bag 502, Opuwo, at 065 – 273 950 or Email address;

Yours faithfully,

Mrs E Alweendo
Acting Chief Regional Officer

SECTION I: INSTRUCTIONS TO BIDDERS

1. 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 Security, where applicable;
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

2. Validity of Quotations

The Quotation validity period shall be 90 **days** from the date of submission deadline.

3. Delivery

Delivery shall be **21 days** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted/shall be considered if such deviation is reasonable.

4. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

5. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo**, not later than **7th October 2020 at 11:00AM**. Quotations by post or hand delivered should reach Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo by the same date and time at latest. Late quotations will be rejected. Quotations received by fax or e-mail will not be considered.

6. Opening of Quotations

Quotations will be opened internally by the Kunene Regional Council immediately after the closing time referred to in section 5 above

7. Evaluation of Quotations

Kunene Regional Council shall have the right to request for clarifications 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.

8. Eligibility Criteria

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

- (a) Have a certified valid copy of company Registration Certificate;
- (b) Have an original or certified valid copy of good Standing Tax Certificate;
- (c) Have an original or certified valid copy good Standing Social Security Certificate;
- (d) 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;
- (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 holder from Namibia Banking Institution

Kunene Regional Council may choose to request any bidder to substantiate compliance with these criteria.

9. Technical Compliance

Bidders shall submit along with their quotations documents, other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Kunene Regional Council's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

10. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

11. Bid Securing Declaration

N/A

12. 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.

13. Performance Security

N/A

14. Notification of Award and Debriefing

Kunene Regional Council shall after award of contract, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount. Furthermore, Kunene Regional Council shall attend to all requests for debriefing for contract made in writing within **30 days** the unsuccessful bidders are informed of the award.

15. Administrative Compliance

Bidders should submit a dully completed bidding document with all pages initialled and signed were required expect for non-amended administrative literature.

16. Authority of the person signing the bid

Bidders should submit a letter giving authority to the person signing or initialling the bid.

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.**]*

Quotation addressed to: <i>[name of Public Entity]</i>	
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 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: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

The validity period of our Quotation is **90 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./E-mail		

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Quotation for the procurement of Materials Assistance to Small Business Opuwo urban constituency: Kunene Regional

A Item no.	B Description of Goods	C Quantity required	D Unit of measures	E Price per unit NAD	Total Price NAD
	Lot A Material assistance to small business				
1.	Vetkoek Flour 10kg	11	Each		
2.	Sugar Brown 10Kg	4	Each		
3.	Caribbean Smoothie Trop1ltr	3	Each		
4.	Crush Super Concen ORO 1ltr	3	Each		
5.	Cooking oil 4ltr	1	Each		
6.	Egg Medium 18s	4	Each		
7.	Liberty Icing Sugar 1kg	4	Each		
8.	Rama F/Sprd 70% Original 500GR	4	Each		
9.	Anchor Instant Dry Yeast 10Gr	48	Each		
10.	Milk Long life C6 1L	4	Each		
11.	Cooking Oil 2ltr	1	Each		
				Sub Total	
				VAT 15 %	
				Grand Total	

B Item no.	B Description of Goods	C Quantity required	D Unit of measures	E	
				Price per unit NAD	Total Price NAD
	Lot B				
	Material assistance to small business				
1.	Miss Rosa (Extension Hair) black	10	Each		
2.	Akara dreadlock	4	Each		
3.	Darling Yaki Braid black	50	Each		
4.	Siya Short extension short human hair	2	Each		
5.	HH.CC Curry Extension No. 8	2	Each		
				Sub Total	
				VAT 15 %	
				Grand Total	

C	B	C	D	E
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD
	Lot C			Total Price NAD
	Material assistance to small business			
1.	Onions 1kg	4	Each	
2.	Carrots 3kg	3	Each	
3	Hugos Tomato 2ltr	1	each	
4.	Meatma 5kg soup bones	2	Each	
5.	R/Good Soup Pack 1kg	40	Each	
				Sub Total
				VAT 15 %
				Grand Total

D	B	C	D	E
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD
	Lot D			Total Price NAD
	Material assistance to small business			
1.	Rice 10kg	10	Each	
2.	3kg Macaroni	6	Each	
3.	Coke 330mm can	120	Each	
4.	Chill Pilchards 400G	6	Each	
6.	Soup 60G Minestrone	2	Each	
				Sub Total
				VAT 15 %
				Grand Total

E	B	C	D	E	
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD	Total Price NAD
	Lot E				
	Material assistance to small business				
1.	Plate Fomo 40s White 50kg	4	Each		
2.	Sugar White 10kg	2	Each		
3.	Top Score Poly 10kg	1	Each		
4.	Crush super concen ORO 1ltr	12	Each		
5.	Budget Mixed Portions 4kg	4	Each		
6.	Mayonnaise 3kg Sunlight	2	Each		
7.	Dishwashing Liquid 5ltr	1	Each		
8.	Cooking Oil 20ltr	1	Each		
9.	Flour Vetkoek Mix 10kg	4	Each		
10.	Macaroni Elbows 3kg	5	Each		
				Sub Total	
				VAT 15 %	
				Grand Total	

F Item no.	B Description of Goods	C Quantity required	D Unit of measures	E Price per unit NAD	E Total Price NAD
	Lot F Material assistance to small business				
1.	10kg Vetkoek Mix	5	Each		
2.	10kg White Sugar	5	Each		
3.	Top Score 10kg	5	Each		
4.	Cooking oil 5L	5	Each		
5.	Oros Crush 1L	10	Each		
6.	Rice 10kg	5	Each		
				Sub Total	
				VAT 15 %	
				Grand Total	

G	B	C	D	E
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD
	Lot G Material assistance to small business			Total Price NAD
1.	Wool 4ply white 500g	11	Each	
2.	Wool 4ply 500g CNS bright pink	1	Each	
3.	Wool 4ply 500g camel	1	Each	
4.	Wool 4ply 500g purple	2	Each	
				Sub Total
				VAT 15 %
				Grand Total

H Item no.	B Description of Goods	C Quantity required	D Unit of measures	E Price per unit NAD	Total Price NAD
	Lot H Material assistance to small business				
1.	Carry pack large 60s	2	Each		
2.	UHT milk f/CRM 6x 1ltr (case)	2	Each		
3.	Five Rose Tagless 200s	2	Each		
4.	Ricoffy Regular Instant 750g	2	Each		
5.	Sugar White 10kg	2	Each		
6.	Top Score 10kg	1	Each		
7.	flour Vetkoek mix 10kg	1	Each		
8.	Crush Oros 1Ltr	1	Each		
9.	Cooking oil sunflower 4Ltr	1	Each		
10.	All Gold Tomato Sauce 700ml	5	Each		
11.	Macaroni elbow 3kg	2	Each		
12.	Light flow table salt 500g	1	Each		
				Sub Total	
				VAT 15 %	
				Grand Total	

I Item no.	B Description of Goods	C Quantity required	D Unit of measures	E Price per unit NAD		Total Price NAD
	Lot I Material assistance to small business					
1.	Dressmaker Sewing machine 270g (empisel)	1	Each			
				Sub Total		
				VAT 15 %		
				Grand Total		

J Item no.	B Description of Goods	C Quantity required	D Unit of measures	E Price per unit NAD	E Total Price NAD
	Lot J Material assistance to small business				
1.	Dish wash liquid 750ml	3	Each		
2.	Fusion D/Blend Mango & APP 5Ltr	5	Each		
3.	Ricoffy Tin 750gr	1	Each		
4.	G/star Instant dry yeast 10GR	48	Each		
5.	Vetkoek flour 10kg	2	Each		
6.	Macaroni elbow 3kg	2	Each		
7.	Sugar white 10kg	4	Each		
8.	top score poly 10kg	2	Each		
9.	Potato Medium 7kg	4	Each		
10.	Rice parboiled 10kg	1	Each		
11.	F/roses T/BagsT/less	2	Each		
12.	Cooking Oil 4Ltr	4	Each		
13.	C/Boss Table Salt Flask 500g	5	Each		
14.	Onions 7kg	3	Each		
15.	Welton Swt Chilli SCE 750ml	2	Each		
16.	Mayonnaise 3kg	3	Each		
17.	Seven Colours Grill Seasoning 200g	3	Each		
				Sub Total	
				VAT 15 %	
				Grand Total	

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K Item no.	B Description of Goods	C Quantity required	D Unit of measures	E	
				Price per unit NAD	Total Price NAD
	Lot K Material assistance to small business				
1.	Vetkoek Flour 10kg	4	Each		
2.	Cooking Oil 2Ltr	10	Each		
3.	Sugar Brown 1Ltr	12	Each		
4.	Coke 1.25L NRB	24	Each		
5.	Wellington Tomato Sauce 700Ml	12	Each		
				Sub Total	
				VAT 15 %	
				Grand Total	

L	B	C	D	E	
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD	Total Price NAD
	Lot L Material assistance to small business				
1.	Top Score 10kg	2	Each		
2.	Sugar white 10kg	2	Each		
3.	flour vetkoek mix 10kg	2	Each		
4.	Cooking oil 4Ltr	2	Each		
5.	Macaroni elbow 3kg	1	Each		
6.	Potatoes 10kg	1	Each		
7.	Brookes Crush Oros 1Ltr	1	Each		
8.	Light flow table salt 1kg	1	Each		
9.	Knorr soup curry vegetable 50g	1	Each		
10.	Top class spice bowls steak & chops 400g	1	Each		
11.	Anchor yeast instead dry 10g	10	Each		
12.	All gold tomato sauce 700ml	3	Each		
13.	Onions 7 x p/kg (Bag)	1	Each		
				Sub Total	
				VAT 15 %	
				Grand Total	

M Item no.	B Description of Goods	C Quantity required	D Unit of measures	E Price per unit NAD	E Total Price NAD
	Lot M Material assistance to small business				
1.	Empisel Dressmaker Sewing machine 270g	1	Each		
2.	Flower (for deco)	25	Each		
				Sub Total	
				VAT 15 %	
				Grand Total	



Flower

N	B	C	D	E
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD
	Lot N Material assistance to small business			Total Price NAD
1.	Sugar white 10kg	10	Each	
2.	Macaroni elbow 3kg	3	Each	
3.	Real good chicken mixed portion 1.5kg	16	Each	
4.	Potatoes 10kg	3	Each	
5.	Cooking oil 2lt	24	Each	
6.	Flour vetkoek Mix 10kg	3	Each	
7.	Top class spice mix chilli 350g	1	Each	
				Sub Total
				VAT 15 %
				Grand Total

O	B	C	D	E
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD
	Lot O Material assistance to small business			Total Price NAD
1.	Fridge KIC 170lt	1	Each	
2.	TM 3- leg pot No. 2	1	Each	
				Sub Total

		VAT 15 %	
		Grand Total	

NAME: _____	POSITION: _____	SIGNATURE: _____	DATE: _____
NAME OF BIDDER: _____	ADDRESS: _____		



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:.....

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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., except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number:

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

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Kunene Regional Council, Opuwo Urban Constituency, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms DELIVER AT PLACE OF DESTINATION.
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses: pmu@kunenerc.gov.na For Kunene Regional Council, the address and the contact name shall be: Administrative: Ms Sendra Nakale. 065 – 273 950 OR Technical: Mr. Gabes Kavetu (065 273584) Kunene Regional Council Mbumbijazo Muharukua Street P/Bag 502, Opuwo 065-273 239</p> <p>For the Supplier, the address and contact name shall be (To be completed by the bidder)</p>
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered within 21 days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are: (a) signed delivery note; original invoice and original purchase order</p>
Terms of Payment 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
Terms of Payment GCC 16.3	Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Performance Security GCC 18	None
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be:
Insurance GCC 24	None
Transportation GCC 25	The Goods shall be delivered at Opuwo Urban Constituency (Kunene Regional Council)
Inspection and Tests GCC 26.	Materials to be verified by staff members of Kunene Regional Council
Liquidated Damages GCC 27	Liquidated damages for the whole contract are 1 % of the final contract price per day. The maximum amount of liquidated damages for the whole contract is 10 % of the final contract price
Warranty GCC 28.3	N/A

SCHEDULE 4: QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO:

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Securing Declaration	
Company registration certificate from the Ministry of Industrialisation, Trade and SME Development	
Valid original / certified copy of a good standing Tax Certificate	
Valid original / certified copy of a good standing Social Security Certificate	
Valid / certified copy of an Affirmative Action Compliance Certificate	

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.