



KUNENE REGIONAL COUNCIL



Tel: +264-65-273950
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M. Muharukua Street
OPUWO, NAMIBIA

Private Bag 502
OPUWO, NAMIBIA

REQUEST FOR SEALED QUOTATIONS

**Supply and delivery of goods for CDC,
CACOC & office maintenance
Kamanjab, Kunene Region 2023/2024**

Procurement Reference No: G/RFQ/KRC:06/2024

Name of bidder: _____

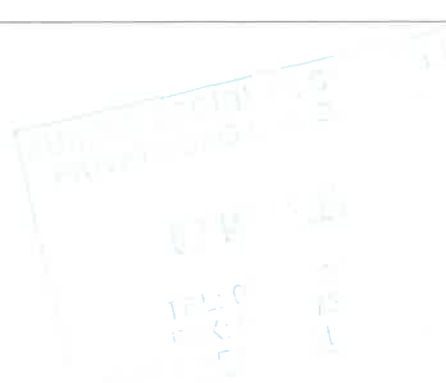
Contact Number of Bidder: _____

Email Address of Bidder: _____

Signature of Bidder: _____

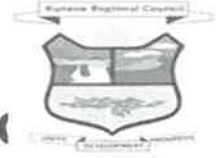
Total amount: N\$ _____

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Letter of Invitation

[Name and Address of Bidder]

.....
.....

Procurement Reference No: **G/RFQ/KRC: 06/2024**

Dear Sir/Madam,

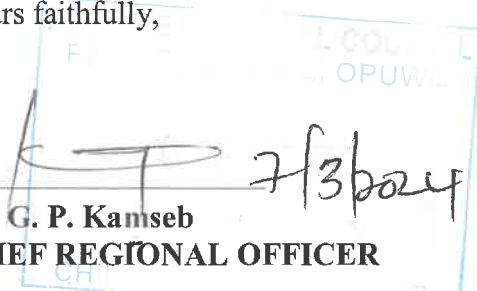
Supply and delivery of goods for CDC, CACOC & Office Maintenance, Kamanjab, Kunene Region 2023-2024

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

Any resulting contract shall be subject to the terms and conditions referred to in the document. Queries, if any, should be addressed to **Mrs L Nkolo 0811445537,, pmu.kunenerc@gmail.com**

Please prepare and submit your quotation in accordance with the instructions given or inform the under signed if you will not be submitting a quotation.

Yours faithfully,



Mr. G. P. Kamseb
CHIEF REGIONAL OFFICER

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kunene Regional Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. 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;
- (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 Sealed 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.

3. Validity of Quotations

The Quotation validity period shall be 180 days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original or certified copy of valid good Standing Tax Certificate;
- (c) have an original or certified copy of valid 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) 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;
- (f) 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.
- (g) Attach proof of confirmation of account from a Namibian Banking institution.
- (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) Certified copy of Identification document of the owner of the company.

(i) A 5% price preference (shall be given to bidders operating within Kunene Region where the services required. Therefore, attach a confirmation letter from the respective Regional Councillor (not older than two months).

5. Bid Securing Declaration

Bidders are required to submit a subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation,

6. Delivery

Delivery shall be 14 days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

7. 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.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Kunene Regional Council, Mumbijazo Muharukua Street, P/Bag 502, Opuwo, not later than **02 April 2024 11h00**. Late quotations will be rejected. Quotations received by e-mail will not be considered. Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Kunene Regional Council immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the absence of a Bid Security will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

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

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity'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.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

5% margin of preference shall be given to bidders from Kunene Region

14. 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 Agreement and General Conditions of Contract.

The bidder must be within 0% above and 5% below the budget allocation.

NB: Bidders previously awarded bid (s) by Kunene Regional Council and still have outstanding delivery of works/service /goods will not be considered for this procurement.

15. Performance Security

N/A

16. Notification of Award and Debriefing

The 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 and post a notice of award on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

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:	Kunene Regional Council, Mbumbiango Muharukua Street
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, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* 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.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD. *[Public Entity shall delete this paragraph in case no security is required or re-write the paragraph accordingly in case a Bid Security is requested].*

The validity period of our Quotation is _____ days *[Public Entity to insert number of 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: SUPPLY AND DELIVERY OF GOODS FOR CACOC- KAMANJAB CONSTITUENCY

LOT NO: 1

Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Still water 500ml cases 24 pack/cases	12 cases	Each		
2.	Cool drinks Assorted 330ml 24 pack/ cases	14 cases	Each		
3.	Juice Assorted 330ml x 24 pack/cases	6 cases	Each		
4.	Beacon Smoothies Assorted (Sweets) 1kg	16	Each		
5.	Chicken Mixed Portions 1.5kg	5	Each		
6.	Chicken Drumsticks 1.5kg	5	Each		
7.	Rice Tastic 2kg	4	Each		
8.	Macaroni Elbows 3kg	4	Each		
9.	Spice Chicken 1kg	2	Each		
10.	White Sugar 2.5kg	1	Each		
11.	Mixed Veggies can 410g	10	Each		
12.	Knorr Soup pack Minestrone 200g	2	Each		
13.	Vienna's tins 410g	8	Each		

14.	Mayonnaise 750g	2	Each				
15.	Plastic plates standard for Lunch strong plastic	50	Each				
16.	Plastic spoons 50's pack for Lunch standard	1	Each				
17.	Potatoes package in bag 7kg	2	Each				
				VAT @%			
				Total			
				Grand Total			
NAME:		POSITION:		SIGNATURE	DATE		
NAME OF COMPANY:				ADDRESS:			

SECTION III: LIST OF GOODS AND PRICE SCHEDULE
QUOTATION FOR: SUPPLY AND DELIVERY OF GOODS FOR CDC- KAMANJAB CONSTITUENCY

LOT NO: 2

Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Still Mineral Water 500ml cases x 24 pack/cases	12 cases	Each		
2.	Cool drinks Assorted 300ml x 24 pack/cases	16 cases	Each		
3.	Cooldrink sugar free 300ml assorted 24pack	2 cases	Each		
4.	Beacon Smoothies Assorted (Sweets) 250g	10	Each		
5.	Chicken Mixed Portions 1.5kg	5	Each		
6.	Chicken Drumsticks 1.5kg	5	Each		
7.	Rice Tastic 2kg	4	Each		
8.	Macaronni Elbows Polana 3kg	4	Each		
9.	Brown Sugar 2kg	2	Each		
10.	Tea Five Roses (100 Tea bags)	1	Each		
11.	Full Cream Milk 1Litre	3	Each		
12.	Ricoffy 750g	1	Each		

13.	Mixed Veggies Cans 410g	8	Each			
14.	Mayonnaise Original 750g	4	Each			
15.	Soup Knorr Minestrone 200g	2	Each			
16.	Polony Jagwurst 400g	2	Each			
17.	Tuna tins 170g	4	Each			
				VAT @%		
				Total		
				Grand Total		
NAME: POSITION:		SIGNATURE		DATE		
NAME OF COMPANY:		ADDRESS:				

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: MAINTENANCE MATERIALS FOR KAMANJAB

LOT NO: 3

Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Door lock Cylinder for Kitchen Door & middle Door	2	Each		
2.	Toilet Tank Fill Valve Toilet System For Male and Female Toilets	2	Each		
3.	Taps-Pillartap Basin 15mm Nandi	1	Each		
4.	Valve – Angle CP ½ x 15mm Agri	5	Each		
5.	Connector Braided 15mm FXF 450mm SABS	4	Each		
6.	Bath room Base Tap Stop Female	1	Each		
7.	Tape PTFE Thread Seal 19mm x 40m x 0.1mm	3	Each		
8.	Waste Fitting 110mm U/G Bend 90° Plain	1	Each		
9.	Taps – Garden Tap Brass Hose 20mm L/P (Build It)	1	Each		
10.	Toilet suite Close Coupled white T/Flush Tamarin	1	Each		
11.	Window Curtain (<i>Small</i>) for Reception 2m x 2m	1	Each		
12.	Pad Lock Big for parking lots	3	Each		
13.	Chain big 5meter long for parking lot	1	Each		

14.	Bulbs long (Kitchen, Store rooms & Office)	8	Each	
				VAT @%
				Total
				Grand Total
NAME:	POSITION:	SIGNATURE	DATE	
NAME OF COMPANY:	ADDRESS:			

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

Date:.....

Procurement Ref No.:

To: Kunene Regional Council Mbumbiako Muharukua Street, P/Bag 502, Opuwo

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 _____

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 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
Implement the empowerment and industrialization policies of Government	100
Local bidder	50
Women	20
Youth (age 18 - 35)	30
Total	



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:

Please take note:

- 1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

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. G/RFQ-GCC), 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. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Kunene Regional Council, Opuwo
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is to Kamanjab Constituency Office, Kamanjab
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the [<i>Kunene Regional Council</i>], the address and the contact name shall be: Procurement Management Unit Kunene Regional Council Mbumbijazo Muharukua Street Private Bag 502, Opuwo Tell: 065-273950
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Shall be in writing and addressed to PMU.
Delivery and Documents GCC 13.1	The Goods are to be delivered within 15 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; original invoice and original purchase order

Subject and GCC clause reference	Special Conditions
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall be fixed.
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 days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price " <i>shall not be</i> " adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p> <p>ii) An interest rate of 10% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	None
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Procurement Management Unit, Kunene Regional Council Mbumbijazo Muharukua Street, Private Bag 502, Opuwo, Tell: 065-273950 Procurement reference number:
Insurance GCC 24.1	30 days
Transportation GCC 25	The Goods shall be delivered: Kamanjab Constituency Office, Kamanjab
Inspection and Test GCC 26.1	The inspection and tests shall be: Done during the delivery of the items
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Kunene Regional Council, Kamanjab Constituency Office, Kamanjab

Subject and GCC clause reference	Special Conditions
Liquidated Damages GCC 27.1	N/A
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: 1 year</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Kamanjab Constituency Office, Kamanjab</p> <p>For item 1, the minimum period of warranty/shelf life shall be 1 year</p>
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 1 year

SCHEDULE 4: QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

PROCUREMENT REFERENCE NO.:

Description	Attached (please tick if submitted and cross if not)
Have a copy of Company registration certificate from the Ministry of Industrialisation, Trade and SME Development	
Have a valid original or certified copy of good standing Tax Certificate	
Have a valid original or certified copy of good standing Social Security Certificate	
Have a valid original or certified copy of Affirmative Action Compliance Certificate	
Have a valid original or certified copy of SME Certificate	
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.	
Attach proof of confirmation of account 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.*