



Kunene Regional Council



Request for Sealed Quotations

Supply and Delivery of Office Stationery for MGEPEWSW

Procurement Reference: G/RFQ/KRC-04/2021

Name of Bidder:.....

Contact Number of Bidder:.....

Email Address of Bidder:.....

Authorized Representative of Bidder:.....

Signature of Bidder:.....

Bid Total Amount: N\$

**Kunene Regional Council
P/BAG 502
Opuwo
Tel: +264-65-273950
Fax: +264-65-273077**



Kunene Regional Council



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

Opuwo

Private Bag 502

Letter of Invitation

[Name and Address of Bidder]

.....
.....
.....

Procurement Reference No: **G/RFQ/KRC:MGEPESW-04/2021**

Dear Sir/Madam,

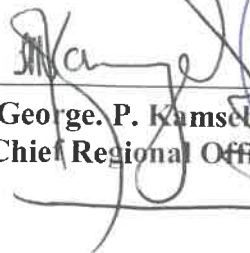
Supply and Delivery of Office Stationery for MGEPESW

The Kunene Regional Council invites you to submit your best quote for the items 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 Ms Sendra Nakale, Head of Procurement Management Unit, Private Bag 502, Opuwo, at 065 273 950 or email address: pmu.kunenerc@gmail.com

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

Yours faithfully,


George P. Kamsch
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 90 days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) To be eligible to participate in this Quotation exercise, you should:
- (b) have a certified valid copy of company Registration Certificate;
- (c) have a certified valid copy of good Standing Tax Certificate;
- (d) have a certified valid copy of good Standing Social Security Certificate;
- (e) 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;
- (f) have a valid certified copy of certificate indicating SME Status (for Bids reserved for SMEs);
- (g) Submit signed bid securing declaration
- (h) Attach proof of confirmation of account from a Namibian Banking institution
- (i) Preference shall be given to SME bidders operating within Kunene Region where the goods are required. Therefore, attach a confirmation letter from the Councillor's Office (not older than two months) or fitness certificate from the Local Authority in Kunene Region.

Bid Securing Declaration

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

5. Delivery

Delivery shall be 15 days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

6. 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.

7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Kunene Regional Council, Mbumbijazo Muharukua Street, and Private bag 502, Opuwo not later than **22 November 2021 at 11h00**. Quotations by post or hand delivered should reach Kunene Regional Council by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail or faxed will not be considered.

8. 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 presence or absence of a Bid Securing declaration will be posted on the website of the Kunene Regional Council and available to any bidder on request within three working days of the Opening.

9. Evaluation of Quotations

The Kunene Regional Council shall have the right to request for clarifications in writing during evaluation. A margin of preference shall apply.

Preference shall be given to suppliers based and operating from the Kunene Region, where the Works are required. Preference will be in the form of 5% Price Preference on the bidder's total cost for those who have submitted a substantially responsive bid.

10. Technical Compliance

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

11. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

12. Margin of Preference

A margin of preference **shall** apply.

Preference shall be given to suppliers based and operating from the Kunene Region, where the Works are required. Preference will be in the form of 5% Price Preference on the bidder's total cost for those who have submitted a substantially responsive bid.

13. 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.

14. Performance Security

N/A

15. 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 Kunene Regional Council 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: <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, *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: Instruction to Bidders.

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 Security attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of the 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./Fax	

Appendix to Quotation Letter

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

Date:.....
[Day|month|year]

Procurement Ref No.:

To:.....
.....
[insert complete name of Public Entity and address]

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)

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.*



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 III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and delivery of Computer Stationery for MGEPESW

Procurement Ref No. G/RFQ/KRC:MGEPESW-04/2021

A	Description of Goods	Quantity required	Unit of measures	Price per unit NAD	Total Price
1.	Arch level files	30	Each		
2.	Photocopy papers	20	Boxes		
3.	Subject files	2500	Each		
4	Paper clips, giant gem 50mm (pack of 100)	20	Pack		
5	Staples Kanex 210S	8	Each		
6	Staplers 26/6	10	Boxes		
7	Staplers 23/10 Heavy Duty	3	Boxes		
8	Staplers 17-24mm Heavy Duty	3	Boxes		
9	BIC Ink Pen Black	5	Boxes		
10	Permanent Markers assorted colours	5	Boxes		
11	Highlighter, assorted colours	20	Each		
12	Rubber Bands 100g, Croxley N0.32	5	Packs		
13	Table Paper notes assorted colours	19	boxes		
14	Paper note holder	19	Each		
15	Carl Angel Manual Pencil Sharpener	5	Each		
				Sub Total	
				VAT	
				15%	
				Grand Total	
NAME:		POSITION:		SIGNATURE	
NAME OF BIDDER:		ADDRESS:		DATE	

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: Namibian Dollars Only Exchange Rate: N/A

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA=NOT APPLICABLE, NQ=NO QUOTE**

Sharpener



SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[The Kunene Regional Council shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Arch level files		
2.	Photocopy papers		
3.	Subject files		
4.	Paper clips, giant gem 50mm (pack of 100)		
5	Staples Kanex 210S		
6	Staplers 26/6		
7	Staplers 23/10 Heavy Duty		
8	Staplers 17-24mm Heavy Duty		
9	BIC Ink Pen Black		
10	Permanent Markers assorted colours		
11	Highlighter, assorted colours		
12	Rubber Bands 100g, Croxley N0.32		
13	Table Paper notes assorted colours		
14	Paper note holder		

15	Carl Angel Manual Pencil Sharpener		
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[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

** Columns A and B to be completed by Public Entity.*

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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** on the website of the Kunene Regional Council Email address: pmu.kuenerc@gmail.com except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

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 except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/KRC:MGEPESW-04/2021**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Kunene Regional Council (Division of Gender Equality, Poverty Eradication & Social Welfare)

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, Division of Gender Equality, and Poverty Eradication & Social Welfare).
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 Kunene Regional Council the address and the contact name shall be: Procurement Management unit, Kunene Regional council, Mbumbijazo Muharukua Street, Private bag 502, Opuwo, Tell; 065 273 950
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 and stamped/sealed delivery note, original invoice, original purchase order
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 (30) days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: 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. 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.
Performance Security GCC 18.1	(i) No performance security is required

Subject and GCC clause reference	Special Conditions
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than 15 days following completion date.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Procurement Management Unit, Kunene Regional Council, Mbumbijazo Street, Private bag 502, Opuwo, Telephone: 065 273 950 and Procurement Reference Number: G/RFQ/KRC:MGEPESW-04/2021
Insurance GCC 24.1	N/A
Transportation GCC 25	The Goods shall be delivered at: Kunene Regional Council
Inspection and Test GCC 26.1	The inspection and tests shall be: Done during the delivery of goods/items
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at Kunene Regional Council
Liquidated Damages GCC 27.1	N/A
Warranty GCC 28.3	The warranty for the materials and parts will be 12 months. (Only for Electrical apparatus)
Repair and Replacement GCC 28.5	If any faults discovered on electrical apparatus within 12 months the supplier should be in the position to repair or replace such apparatus with the new a one.

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/KRCMGEPESW-04/2021

Description	Attached	Not Attached
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Have a copy of Company Registration certificate from the Ministry of Industrialisation, Trade and SME Development		
Have an Original or Certificate Copy Valid Original Good Standing Tax Certificate		
Have an valid original or certified copy of Affirmative Action Compliance Certificate		
Have an Original or certificate copy valid Good Standing Social Security Certificate		
Attach certified copy SME Certificate		
Attach proof of confirmation of account from a Namibian Banking Institution.		
Attach signed bid securing declaration		

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.

