



## Kunene Regional Council



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

Ref: G/RFQ/KRC: MGECW 01/2020

# STANDARD BIDDING DOCUMENTS

*For*

## Request for Sealed Quotations

[Issued in terms of section 7(1)(1) of the Public Procurement Act, 2015]

**(To supply and delivery of Income  
Generating Activities (AGA) materials to  
Ministry of Gender, Equality and Child  
Welfare Regional Office)**

Kunene Regional Council  
Procurement Management Unit  
Mbumbijazo Muharukua Street  
Private Bag 502  
Opuwo, Namibia

Tel: +264 65 273590

Email: [pmu.kunenerc@gmail.com](mailto:pmu.kunenerc@gmail.com)

[Fax: +264 65 273077]



## 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 60 days from the date of submission deadline.

### 4. Eligibility Criteria

(a) **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 Security/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.

## **6. Delivery**

Delivery shall be 15 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, Mbumbijazo Muharukua Street, and Private bag 502, Opuwo not later than 27 February 2020 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 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 presence or absence of a Bid Security 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.

## **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 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.

## **12. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

## **13. Margin of Preference**

N/A

#### 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.

#### 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 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 \_\_\_\_\_ 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)



## 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 III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: Supply and delivery of goods for Dihotani Project-Outjo Constituency 2018/2019**  
**Procurement Ref No. G/RFQ/KRC: MGEWCW-01/2020**

### Lot 1

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item ( C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1	Set of 4 moon cake tins	1	25cm, 30cm, 35cm and 39 & cm each						
2.	set of 4 diamond cake tins	1	16cm, 21cm,26cm & 31cm each						
3.	Set of 4 pillow cake tins	1	20cm, 21cm,34, & 38cm each						
4.	set of 4 tear drops zips	1	17cm, 20cm,23cm & 25cm each						
5.	set of 4 squire cake tins	1	21cm,26cm,31cm &37cm each						
6.	Set of 4 round cake tins, pan	1	16cm,21cm,30cm & 35cm each						
7.	Pan numeral with base 1	1	33,5cm						
8.	Pan numeral with base 2	1	33.5cm each						

9.	Pan numeral with base 3	1	33.5cm each					
10.	Pan numeral with base 4	1	33.5cm each					
11.	Pan numeral with base 5	1	33.5cm each					
12.	Pan numeral with base 6	1	33.5cm each					
13.	Pan numeral with base 7	1	33.5cm each					
14.	Pan numeral with base 8	1	33.5cm each					
15.	Pan numeral with base 9	1	33.5cm each					
16.	Premium plastic icing-satin white 15	5	33.5cm each					
17.	Persipan 12.5kg	4	kg					
18.	Drum cake square 16'406	10	203cm each					
19.	Drum cake square 18'475	10	229cm each					
20.	Icing bag set & tubes 6	2	each					
21.	Pan spring form mini 16cm (7682)	2	16cm each					
22.	Pan spring foam 2 base silver 18cm	2	18cm each					
	<b>TOTAL</b>							
NAME:		POSITION:	SIGNATURE		DATE			
NAME OF BIDDER:		ADDRESS:						

**QUOTATION FOR: Supply and delivery of goods for Mehono Tailoring Project-Opuwo Urban Constituency 2018/2019**

Procurement Ref No. G/RFQ/KRC: MGE CW-01/2020

**LOT 2**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item ( C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	S4423HD sewing machine	1	Each						
2.	Table steel 1800x750mm	1	mm						
3.	BZ dezi chair black	2	mm each						
4.	Belting 20m	20	m each						
5.	Vilene 20m	20	m each						
6.	Anglaise adging (outpiese) 30mm	23	mm each						
7.	Zips standard	10	cm each						
8.	Swese materials 20m	20	m each						
9.	Dush materials 15m	15	m each						
10	Dorcot threads	11	each						
11.	Bewez scissors	2	m each						
12.	Minimatte 15m (maroon)	20	15 m each						

13.	Minimatte 20m (grey)	20	m each							
	<b>TOTAL</b>									
NAME:		POSITION:		SIGNATURE		DATE				

**QUOTATION FOR: Supply and delivery of goods for Tjiraso Sewing Project-Opuwo Rural Constituency 2018/2019**

Procurement Ref No. G/RFQ/KRC: MGE CW-01/2020

**LOT 3**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item ( C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page						
A Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD <sup>1</sup>	G Total price without VAT NAD	H VAT: NAD	I Delivery weeks) (days/m onth	Country of Origin	
1.	<b>S4423 HD Sewing machine</b>	1	Each							
2.	S14SH 754 Over locker	1	Each							
3.	Chair black	20	m each							
4.	Belting 20m	20	m each							
5.	Vilene 20m	20	m each							
6.	Anglaise adging (oupiese) 30mm	30	mm each							
7.	Zips standard	10	40cm each							
8.	Sewes materials 20m	20	20m each							



**QUOTATION FOR: Supply and delivery of goods for Otjondumbu Trading cc-Sesfontein Constituency 2018/2019**  
Procurement Ref No. G/RFQ/KRC: MGECW-01/2020

**LOT 4**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]				<p>Bidders shall fill-in columns E - I and fill the total</p> <p>E= mark with a *if an equivalent is quoted</p> <p>F= Rate per unit</p> <p>G= Total price for one item ( C x F)</p> <p>If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</p> <p>Bidders shall fill in and sign the bottom section of this page</p>					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/m onth	Country of Origin
1.	Meat-O-Matic econo meat saw (normal meat cutting machine)	1	Each						
2.	Table steel 1800x750mm	1	mm						
3.	5Xbz dezi chair (black) normal black plastic chair	5	Each						
4.	1Xbz Chair (black) adult party (normal plastic chair)	1	Each						
	<b>TOTAL</b>								
NAME:				SIGNATURE		DATE			

2. 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

**QUOTATION FOR: Supply and delivery of goods for Ovahimba ICE Project-Epupa Constituency 2018/2019**  
**Procurement Ref No. G/RFQ/KRC: MGE CW-01/2020**

**LOT 5**

INSTRUCTIONS TO THE PUBLIC ENTITY					INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]					Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item ( C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page				
A Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD <sup>1</sup>	G Total price without VAT NAD	H VAT: NAD	I Delivery weeks) (days/m onth	Country of Origin
1.	Gas 48kg LPG cengas green bottle 48kg	1	Kg						
2.	Stove cast iron 2 burners (hot plate working on gas)	1	Each						
3.	D/frame fixed 813x2032x115x1LH	1	Each						
4.	Nails/R/W 75mm500g	3	g each						
5.	Cheetah cement 42.5N	2	Kg each						
6.	Plug 8 way BP	3	Each						
7.	Membrane Dura mesh 100mmx10m	1	m						
8.	Duram wal& CEI ACR PNT white 5L	1	Ltr						
9.	Lasher rake garden 16T steel	1	Each						
10.	Zero C/Freezer gas 215L	1	Each						
11.	Gentech genset 2.8KWVA	1	kwva						
	<b>TOTAL</b>								
NAME:				SIGNATURE		DATE			
				POSITION:					

3. 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



**QUOTATION FOR: Supply and delivery of goods for Mbakaenda Tailoring Project-Opuwo Rural Constituency 2018/2019**  
**Procurement Ref No. G/RFQ/KRC: MGE CW-01/2020**

**LOT 6**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item ( C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page						
A	B		C	D	E	F	G	H	I	
Item no.	Description of Goods		Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	1xSolar system 16500w		1	Each						
2	Gemsky 8900 industrial sewing Machine		1	Each						
3.	5L Oil (normal oil for sewing machine)		1	Each						
4.	1515 (14) needles		1	Each						
5.	X8999 Table Steel 1800x750mm		1	mm						
6.	201638 Bz Dezi Chairs (Black)		2	Each						
	<b>TOTAL</b>									
NAME:		POSITION:		SIGNATURE				DATE		

5. 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

**QUOTATION FOR: Supply and delivery of goods for Khuvukland Project-Kamanjab Constituency 2018/2019**  
**Procurement Ref No. G/RFQ/KRC: MGEW-01/2020**

**LOT 7**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item ( C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/m onth	Country of Origin
1.	Salon mirrors (Big standing mirrors).	2	Each						
2.	Wahl cutting machines (normal cutting machine)	4	Each						
3.	Salon Towels (normal towel but not small one).	6	Each						
4.	Salon Cutting capes ( cloth covering the body during hair cut).	4	Each						
5.	Hair Brush set (6pcs)	1	Each						
6.	Set of styling comb set (10 pcs)	1	Each						
7.	Salon trolley	2	Each						
	<b>TOTAL</b>								
NAME:				SIGNATURE		DATE			
				POSITION:					

6. 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

## 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: **G/RFQ/KRC-70/2019**

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.			
2.			
3.			
4.			
1.			

2.			
3.			
4.			
5.			
6.			
1.			
2.			
3.			

*[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](mailto: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/FRQ/KR:MGECW/01/2020**

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser</b> <b>GCC 1.1(h)</b>	The purchaser is: <b>Kunene Regional Council</b>
<b>Site</b> <b>GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is Outjo Constituency Office
<b>Incoterms Edition</b> <b>GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> <b>GCC 8.1</b>	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
<b>Disputes</b> <b>GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Shall be in writing and addressed to <b>PMU</b>

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> <b>GCC 13.1</b>	<p>The Goods are to be delivered within 15 days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed and stamped/sealed delivery note, original invoice, original purchase order</p>
<b>Price Adjustment</b> <b>GCC 15.1</b>	<p>The price charge for the Goods supplied and the related Services performed shall be fixed.</p>
<b>Terms of Payment</b> <b>GCC 16.1</b>	<p>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</p>
<b>Terms of Payment</b> <b>GCC 16.3</b>	<p>Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.</p>
<b>Terms of Payment</b> <b>GCC 16.4 (a)</b>	<p>The price shall not be adjustable to the fluctuation in the rate of exchange.</p>
<b>Payment Period</b> <b>GCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> 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>
<b>Performance Security</b> <b>GCC 18.1</b>	<p>(i) No performance security is required*or</p>
<b>Discharge of Performance Security</b> <b>GCC 18.4</b>	<p>The performance security will be discharged and returned to the supplier not later than <b>15 days</b> following completion date.</p>
<b>Packing</b> <b>GCC 23.2</b>	<p>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: <b>G/RFQ/KRC: MGECW/01/2020</b></p>

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Insurance GCC 24.1</b>	N/A
<b>Transportation GCC 25</b>	The Goods shall be delivered: <b>Ministry Gender, Equality and ChildWelfare in Opuwo.</b>
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be: <b>Done during the delivery of goods/items</b>
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: MGECW Office
<b>Liquidated Damages GCC 27.1</b>	N/A
<b>Warranty GCC 28.3</b>	For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Outjo Constituency Office For item 1; the minimum period of warranty/shelf life shall be 12 months
<b>Repair and Replacement GCC 28.5</b>	None as they will be no labour required.

### **QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.: G/RFQ/KRC: MGECW/01/2020**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		



Company Registration certificate from the Ministry of Industrialisation, Trade and SME Development		
Valid Original or Certified Copy of Good Standing Tax Certificate		
Valid Original Certified Copy of Good Standing Social Security Certificate		
SME Certificate (if is an SMEs		

**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.*