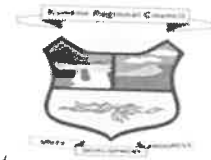


KUNENE REGIONAL COUNCIL



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

M. Muharukua Street
OPUWO, NAMIBIA

Private Bag 502
OPUWO, NAMIBIA

Request for Sealed Quotations for Goods

*Printing and delivery of Booklets for the Kunene Regional
Council*

Procurement Reference No: G/RFQ/KRC-06/2021

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

M. Muharukua Street
OPUWO, NAMIBIA

Private Bag 502
OPUWO, NAMIBIA

Letter of Invitation

To:
.....
.....

Dear Sir / Madam,

REQUEST FOR QUOTATIONS TO PRINTING AND DELIVERY OF BOOKLETS FOR THE KUNENE REGIONAL COUNCIL: KUNENE REGION

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: pmu@kunenerc.gov.na

Yours faithfully,


Mr J. E. Jantze
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 **4th June 2021 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.

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

Bidders are required to submit a Bid Securing Declaration for this procurement process.

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

Procurement Ref No. G/RFQ/KRC-

| INSTRUCTIONS TO THE PUBLIC BODY | | INSTRUCTIONS TO BIDDERS | | | |
|--|--|---|------------------|---------------------------------|-----------------------------|
| At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity. | | Bidders shall fill-in columns F, G & H and fill the total E= Rate per unit G=Total price for one item (D x G) | | | |
| | | <ul style="list-style-type: none"> • 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 | D | E | F | G |
| Item no. | Description of Goods | Quantity required | Unit of measures | Price per unit NAD ¹ | Total price without VAT NAD |
| 1. | Printing of the Great Kunene Annual Journal x 300 copies Full Color A4 (297 x 210 mm) 42 Pages Glossy | 300 | each | | |
| | | | | | |
| | | | | | |
| | | | | Subtotal | |
| | | | | VAT 15% | |
| | | | | Grand Total | |

| | | | |
|-------------------------|------------------|-------------------|--------------|
| NAME: | POSITION: | SIGNATURE: | DATE: |
| NAME OF COMPANY: | | ADDRESS: | |
| | | | |
| | | | |
| | | | |

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

Currency: NA..... Exchange Rate: NA.....

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/KRC-06/2021**

[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.]

**Specifications
Sheet Authorised**

| Item No | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (if applicable) |
|---------|----------------------------------|-------------------------------------|--|
| A* | B* | C | D |
| 1. | A4 (297 x 210 mm) | | |
| | | | |
| | | | |

**and Compliance
by:**

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

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

Date:.....

Procurement Ref No.: G/RFQ/KRC –

To:
.....

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)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

****delete if not applicable / appropriate***



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I*[insert full name]*, owner/representative

of*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

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/KRC-, except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/KRC-**

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:</p> <p>pmu@kunenerc.gov.na</p> <p>For Kunene Regional Council, the address and the contact name shall be: Administrative: Ms Sendra Nakale. 065 – 273 950 OR Tuli Pandeni (0811220887) 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:</p> <p style="padding-left: 40px;">(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 |

| Subject and GCC clause reference | Special Conditions |
|---|--|
| 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 | 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: G/RFQ/KRC-06/2021 |
| 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**

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

Procurement Reference No.: G/RFQ/KRC-06/2021

| Description | Attached | Not Attached |
|---|-----------------|---------------------|
| Quotation Letter | | |
| List of Goods and Price Schedule | | |
| Specification and Compliance Sheet | | |
| Bid Securing Declaration | | |
| Have a valid company Registration Certificate | | |
| Have an original/certified Copy valid good Standing Tax Certificate | | |
| Have a valid Affirmative Action Compliance Certificate | | |
| Have an Original/certified Copy valid good Standing Social Security 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.*