



**KUNENE REGIONAL COUNCIL**



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

M. Muharukua Street  
OPUWO, NAMIBIA

Private Bag 502  
OPUWO, NAMIBIA

**Request for Quotations for Goods**

**SUPPLY AND DELIVERY OF MARKETING  
MATERIAL FOR THE KUNENE REGIONAL  
COUNCIL**

**Procurement Reference No: G/RFQ/KRC-19/2022**

Name of bidder: .....

Contact Number of Bidder: .....

Email Address of Bidder: .....

Authorized Representative of Bidder: .....

Signature of Bidder: .....

Lot 1 Amount: N\$: .....

**Kunene Regional Council**  
**Private Bag 502**  
**Opuwo**  
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**Letter of Invitation**

**To:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procurement Reference No: **G/RFQ/KRC-19/2022**

Dear Sir / Madam,

**Supply and Delivery of Marketing Material for the Kunene Regional Council**

The **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.

Queries, if any, should be addressed to Ms. Sendra Nakale, Head of Procurement, Private Bag 502, Opuwo at 065-273950 or e-mail address: [pmu.kunenerc@gmail.com](mailto: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,

  
G.P. Kamseh  
Chief Regional Officer



## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

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 Securing Declaration;
- (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) have a certified valid copy of company Registration Certificate;
- (b) have a certified valid copy of good Standing Tax Certificate;
- (c) have a certified valid copy of good Standing Social Security Certificate;
- (d) have a certified valid 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 valid certified copy of 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 from a Namibian Banking Institution
- (i) Preference shall be given to 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). Furthermore, women and youth are encouraged to bid.
- (j) Attach certified copy of your Identification Document (ID).

### **5. Bid Securing Declaration**

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

**6. Delivery**

Delivery shall be 30 days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted/shall be considered if such deviation is reasonable.

**7. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to Kunene Regional Council 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 **01 November 2022 at 11h00**. 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 Public Entity immediately after the closing time referred to in instruction 8 above.

**10. Evaluation of Quotations**

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

- a) Bid prices must be market from the manufacture.
- b) Materials/goods must comply with SANS or ISO standards.
- c) Delivery schedule as per Incoterm specified in the BDS.
- d) Availability in Namibia of spare parts and after sales services for equipment offer in the bid.
- e) An adjustment equal to the cost to the Purchaser of establishing the minimum services facilities and parts inventories, as outlined in BDS, if quoted separately, shall be added to the bid price, for evaluation purposes only.
- f) Specific additional criteria.

**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'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% preference shall be given to local bidders (Section I: 4(i))

**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's price must be within 0% above and 15% below the budget allocation.**

**NB: Bidder 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**

Not applicable

**16. 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. And post a notice on its website within (7) days. Furthermore, Kunene Regional Council shall attend to all requests for debriefing for contract made in writing within 7 days the unsuccessful bidders are 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:	
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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of the Quotation is \_\_\_\_\_ days *[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./Fax		

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

**Date:** .....

**Procurement Ref No.:** .....

**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*

ANNEXURE 2

**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.*

**A. Evaluation Criteria (for office use only)**

	Max Marks
<b>Implement the empowerment and industrialization policies of Government</b>	<b>100</b>
Local bidder	40
Women	20
Youth (age 18 - 35)	40





**Republic of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

Witten undertaking in terms of section 138 of the Labour Act, 2007 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 services in relations to the goods and services being procured under this contract.*

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

#### QUOTATION

Procurement Reference Number: **G/RFQ/KRC-14/2022**

Item No	Brief Description of Goods	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
A*	B*	C*	D*	E	F
	<b>Printing of Marketing Material for Kunene Regional Council</b>				
1.	Pull Up Banners ( Design and Printing)	4	2080mm x 850mm		
2.	Wall Banners ( Design and Printing )	2	3m x 3m		
3.	Polywill Tablecloth ( Rectangular) inclusive of graphic set up and printing	4	2.25m x 1.55m		
<b>SUB-TOTAL</b>					
<b>VAT@%</b>					
<b>TOTAL COST NS</b>					

## 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 Public Entity Notice board 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-19/2022**

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: <b>Kunene Regional Council, Opuwo</b>
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is: <b>Kunene Regional Council</b>
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 Kunene Regional Council, the address and the contact name shall be: <b>Procurement Management Unit Kunene Regional Council Mbumbijazo Muharukua Street P/Bag 502, Opuwo Tel: 065-273950</b>

Subject and GCC clause reference	Special Conditions
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 address to PMU
Delivery and Documents GCC 13.1	The Goods are to be supplied within <b>14 days</b> from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Invoice (c) original purchase order
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following 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 within 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	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: (i) <b>On Acceptance:</b> The Contract Price of goods receive 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) support by the Acceptance Certificate issued by the Purchaser. (ii) An interest rate of <b>10%</b> is payable to the supplier by the purchase for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	No performance security is required
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than <b>15 days</b> completion date. Not applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: <b>THE NAME AND DESCRIPTION OF THE PRODUCT</b>
Insurance GCC 24.1	N/A

Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The Goods shall be delivered: <b>Kunene Regional Council - Opuwo</b>
Inspection and Test GCC 26.1	The inspection and tests shall be: <b>Done during the delivery of the items</b>
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: <b>Kunene Regional Council</b>
Liquidated Damages GCC 27.1	N/A
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: <b>180 Days</b></p> <p>For the purpose of the Warranty, the place(s) of the final destination (s) shall be: <b>Kunene Regional Council</b></p> <p>Or item 1, the minimum period of warranty/shelf life shall be <b>30 Days</b></p>
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: <b>5 Days</b>

**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/KRC-19/2022**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Company Registration Certificate		
Good Standing Tax Certificate		
Good Standing Social Security Certificate		
Affirmative Action Certificate		
SME Certificate		
Bid Securing declaration		
Letter of undertaking		
Bank account confirmation		
Confirmation letter from Regional Councillor		
Identification document (ID)		