



**KUNENE REGIONAL COUNCIL
DEPARTMENT OF WORKS**



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

M.Muhukukua Street
OPUWO, NAMIBIA

Private Bag 502
OPUWO, NAMIBIA

Re-advertisement

Informal Quotations

Supply and Delivery of (Sanitizer) cleaning materials for
Department of Works

Procurement Reference No: **G/IQ/KRC: MWTC – 03/2021**

Kunene Regional Council
P/Bag 502
Opuwo
Tel: 065 - 273950
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Letter of Invitation

To: _____

The Kunene Regional Council hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent to Kunene Regional Council, Mbumbiazo Muharukua street, Opuwo in a sealed envelope marked Quotation Reference No: **G/IQ/KRC:MWTC - 03/2021**. Your quotation should reach the Kunene Regional Council on or before the **27 September 2021**, by 11H00 at latest.

Full Name of Head of Procurement Management Unit: Sendra Nakale

Date: 20/09/2021



Signature: *Sendra Nakale*

Priced Activity Schedule

Item	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
1.	Sanitizer (alcohol based 70 100%) 5L	15.00	Each		
2.	Pine Gel 20 Ltr	4.00	Each		
3.	Dishwashing Liquid 5Ltr	4.00	Each		
4.	Hand Soap 5Ltr	3.00	Each		
				Sub Total	
				VAT	
				Grand Total	

- (a) Kunene Regional Council requested service completion period 14 days after receiving the Purchase Order.
- (b) Bidder's proposed completion period:
- (c) The following tests and inspections will be conducted : N/A

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 Qf signing]

Corporate Seal

[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.]



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written 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:

Tel No:

Fax No.

Email Address:

Postal Address•:

Full name of Owner/Accounting Officer:

Email Address:

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.

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'.....

General Terms and Conditions Applicable

1. Employer

The **Kunene Regional Council** inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

2. Service Provider

The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Service Provider.

3. Rights of Public Entity

The Public Entity shall have the rights to

- (a) ask for clarifications at time of evaluating quotations and
- (b) reject all quotations.

A Public Entity shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

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

- (a) have a valid certified copy of company Registration Certificate;
- (b) have an original valid / certified copy of good Standing Tax Certificate;
- (c) have an original valid / certified copy of 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) 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.
- (f) Attach proof of confirmation of account from a Namibian Banking institution.
- (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) Bidders are required complete the local sourcing declaration form.
- (i) Preference shall be given to local bidders from Kunene Region where the service is required. Therefore, attach a confirmation letter from the Councilor's Office not older than 2 months.
- (j) Successful bidder will be required to provide certificate of Analysis (COA) from Namibia Standard Institution containing the actual results of the products upon delivery of goods. Failure to that will result in disqualify the award.

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule I of this document

6. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. **The Contract**
The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Service Provider
8. **Purchase Order**
A service provider to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;
- (a) May not change or alter the terms of the purchase order; and
 - (b) must undertake to deliver the services on or before the date set in the purchase order for delivery of the services.
 - (c) the purchase order shall be valid for 30 days only and will be cancelled thereafter.
9. **General Conditions of Contract**
The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No. posted in the website of the Policy Unit.
10. **Warranty**
The service provider warrants that the services provided shall conform to the standards, specifications as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the service provider in its response to the Purchaser's Invitation for Informal Quotation.
11. **Payment**
The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Service Provider making good all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.
12. **Project Manager**
The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administering the contract.
13. **Advanced payment**
Advance payment is not applicable.

