



REPUBLIC OF NAMIBIA
OSHIKOTO REGIONAL COUNCIL

Tel: (065) 281900
Fax: (065) 240315

Private Bag 2028
ONDANGWA

**Request for Sealed Quotations
(Goods)**

**SUPPLY AND DELIVERY OF FOUR (4) MULTI-FUNCTION
PRINTERS**

NAME OF BIDDER:

CONTACT NO:

EMAIL ADDRESS:

TOTAL AMOUNT:

PROCUREMENT REFERENCE NO. G/RFQ/ORC DEAC – 16/2023

Closing Date & Time: 04 October 2023 @ 11h00



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Dear Potential Bidder,

SUPPLY AND DELIVERY OF FOUR (4) MULTI-FUNCTION PRINTERS

(Procurement Ref. No.: G/RFQ/ORC DEAC – 16/2023)

The Oshikoto Regional Council invites you to submit your quotation for the Goods described in details hereunder.

Any resulting contract or award of the bid shall therefore, be subject to the terms and conditions referred to in this document.

All queries shall be directed to the following people, on behalf of the Directorate;

Procurement Management Unit

Mr. Toivo Kambonde Tel: 065 281909

Mr. Paulus Leo Tel: 065 281953

Technical

Mr. Phillipus Nambahu Tel: 065 281927

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,

Secretary, Procurement Committee



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *Oshikoto Regional Council- Directorate of Education, Arts and Culture* reserves the right:

- (a) to accept or reject any bids, quotations and, or
- (b) 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 services mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the List of Goods and price Schedule Section III
- (c) the Specifications and Compliance Sheet in Section V;
- (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 bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following is in compliance:

	Document name / title	Please tick
1	Certified copy of a valid Certificate of Good Standing for Procurement Purposes , issued by the Ministry of Finance: Inland Revenue.	
2	Certified copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or Letter from the Employment Equity Commission (letter should be on letterhead, stamped and signed by the EEC).	
3	Certified copy of a valid Good Standing Certificate with the Social Security Commission.	
4	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other relevant Company Registration Certificate . These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render.	
6	A written undertaking issued in terms of section 138 of the Labour Act, 2007 (Act No. 11 of 2007), read in conjunction with Section 50 (2) (d) of the Public	

	Procurement Act, 2015 (Act No. 15 of 2015)	
7	All pages of the bidding document should be fully completed, initialled and principal business should be in line (ICT)	
8	Attach proof of confirmation of account from a Namibian Banking Institution , issued within the past 6 months (Proof of Conformation should have a bank date stamp).	

5. Delivery

Delivery shall be **within 30 days** after acceptance/issue of Purchase Order. Deviation in delivery period **shall be considered if such deviation is reasonable**.

6. Sealing and Marking of Bids

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Oshikoto Regional Council-Directorate of Education, Arts and Culture with the Bidder's name at the back of the envelope.

7. Submission of Bids

Quotations should be deposited in the Bid Box located at **Ground Floor, ORC Head Office in Omuthiya**, on or before **Wednesday, 04 October 2023, before 11h00**. Bids by post or hand delivered should reach by the same date and time at latest.

Late bids and that will be received by e-mail and fax will not be considered.

8. Opening of Bids

Bids will be opened internally by the Directorate immediately after the closing time referred to in section 7 above. A record of the Bids Opening stating the name of the Bidders and the amount, the presence or absence of Obligatory documents will be made available to any bidder on request within three working days after the Opening.

9. Evaluation of Bids

The **Procurement Committee** shall have the right to request for clarifications in writing or telephonically during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated bid or quotation.

10. Scope of Services, Specifications and Performance Standards

Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

11. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

12. Margin of Preference

12.1 The applicable margins of preference and their application methodology are as follows:

[Not Required]

12.2 Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

[Not Required]

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 as prescribed by the Directorate.

14. Notification of Award and Debriefing

The Oshikoto Regional Council-Directorate of Education, Arts and Culture shall after award must, make available the Evaluation Reports, upon on request from successful and unsuccessful bidders. Furthermore, the Directorate shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

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 provide the services detailed in the Scope of Service, 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.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

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 Priced Activity 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 services will commence within 90 days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within 30 days from date of issue of Purchase Order/ Letter of acceptance.

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:

Capacity of:

Name:

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____

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*

SECTION III: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

Currency of Quotation: _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Multi-Function Printer 3 in 1	4	Each		
<i>Enter 0% VAT rate if VAT exempt.</i>				Subtotal	
				VAT @ %	
				Total	

Priced Activity Schedule Authorised By:

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[The Public Entity 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/ORC-16/2023**

[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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A	B*	C	D
1	<ul style="list-style-type: none">Multi-Function Print, Copy, Scan		
2	<ul style="list-style-type: none">Up to 250-2500 Pages Duty Cycle		
4	<ul style="list-style-type: none">128MB Memory		
5	<ul style="list-style-type: none">24ppm Print Speed black/colour		
6	<ul style="list-style-type: none">24cpm Copy Speed black/colour		
7	<ul style="list-style-type: none">Automatic Duplex printing		
8	<ul style="list-style-type: none">A3, A4, letter, legal, statement, executive, index cards and envelopes; media types		

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	



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of Section 138 of the Labour Act, 2007 (Act No. 11 of 2007) and Section 50(2)(d) of the Public Procurement Act, 2015 (Act No. 15 of 2015)

1. EMPLOYERS DETAILS

Company Trade Name: _____

Registration Number: _____

Vat Number: _____

Industry/Sector: _____

Place of Business: _____

Physical Address: _____

Telephone Number: _____

Cell phone: _____ 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, 2007 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(s) as stipulated in Section 138 of the Labour Act, 2007, which includes (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.

