



OSHIKOTO REGIONAL COUNCIL



Request for Informal Quotation (Goods)

REQUEST FOR INFORMAL QUOTATION FOR THE:

*SUPPLY AND DELIVERY OF MERCURY VAPOUR BULBS TO MICT
OSHIKOTO REGIONAL OFFICE*

Procurement Reference No: G/IQ/ORC/MICT-01/2023

Enquiries: Mrs. Ndekuteelela Iita
065: 244 257

INFORMAL QUOTATION

Procurement Ref. No. G/IQ/ORC/MICT-01/2023

Dear Potential Bidder,

The Regional Council of Oshikoto hereby invites you to submit your quotation, in terms of Section 38 of the Public Procurement Act, 2015 (Act No. 15 of 2020). Your quotation should be made on this form, with any annexure which you may wish to enclose, and should be delivered to the Secretary: Procurement Committee, Oshikoto Regional Council, P. O. Box 19247, Omuthiya, ORC Head Office Building, Hon. Penda Ya Ndakolo Street, Attention: Procurement Management Unit, in a sealed envelope marked Quotation Reference No. G/IQ/ORC/MICT 01/2023. Your quotation should reach the Regional Council on or before Tuesday, 12 September 2023 by 11h00 latest.

Secretary: Procurement Committee



Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Mercury vapour bulbs	05	Each		
				Sub Total	
				VAT @15%	
				TOTAL	

SPECIFICATIONS

ITEM	SPECIFICATIONS REQUIRED
1.	HPS 100W E40 ELLIPTICAL OSR/PHI

- (a) Oshikoto Regional Council requests that the delivery of goods / services completion period should be within seven (7) days as from the date of placement of order.
- (b) Bidder's proposed completion period: within three 3 days from date of placement of order.
- (c) Validity of offer: 30 days as from closing date set for submission of quotations.

Remarks *[if any from Bidder]*:

I/We agree to supply the abovementioned services at price(s) quoted by me/us and subject to conditions specified overleaf.

Date: _____

Bidder's signature and seal _____
(Please overleaf)

General Terms and Conditions Applicable

1. Employer

The Public Entity inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. Rights of Public Entity

The Public Entity shall have the rights to

- (a) ask for clarifications at time of evaluating quotations;

- (b) reject all quotations; and
- (c) the 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 please tick below, to indicate whether each of the following document is attached:

	Document name / title	Please tick
1	Original or 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	Original or 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.	
5	Certified copy of a valid Certificate of Registration as an SME, issued by the Ministry of Industrialisation and Trade (if applicable).	

5. Bid Securing Declaration

Bidders are not required to subscribe to a Bid Securing Declaration for this procurement method.

6. Prices

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 Contractor.

8. Purchase order

A supplier 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 goods or services.
- (c) The purchase shall be valid for 30 days only and will be cancelled there after

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No. G/IQ/ORC/MICT-01/2023 posted in the website of the Procurement Policy Unit subject to the data provided hereunder.

10. Project Manager

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administering the contract.

11. Advanced payment

Advance payment is not applicable.

12. 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.

13. Insurance Covers *[Not applicable].*

14. Performance Security *[Not applicable]*

15. Liquidated damages *[insert quantum and conditions attached, applicable].*