



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

Tel: (067) 220684/0813213500
Email: Hileni.Ndjuulume@mlr.gov.na
Enquiries: Hileni Ndjuulume

DIVISION: LANDS OSHIKOTO 714, Dr. Hage Geingob Drive
P. O. Box 1196
TSUMEB

Request for Sealed Quotations

For The

SUPPLY AND DELIVERY OF DIARIES AND LINED JOURNAL NOTEBOOKS FOR DIVISION LANDS OSHIKOTO: TSUMEB

**Procurement Reference No. G/RFQ/ORC MAWLR-
7/2023**

Bidder Name: _____

Bidder Contacts Number: _____

Bidder Email Address: _____

Total Bid Amount: _____



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

Tel: (067) 220684
Email: Hileni.Ndjuulume@mlr.gov.na
Enquiries: Hileni Ndjuulume

DIVISION: LANDS OSHIKOTO

714, Dr. Hage Geingob Drive
P. O. Box 1196
TSUMEB

LETTER OF INVITATION

Dear Sir/Madam,

SUPPLYING AND DELIVERY OF DIARIES AND LINED JOURNAL NOTEBOOKS FOR DIVISION LANDS OSHIKOTO: TSUMEB (Procurement Ref. No. G/RFQ/ORC MAWLR -7/2023)

Oshikoto Regional Council hereby invites you to submit a sealed quotation. Your offer should be made in this form, with any annexure which you may enclose, and should be sent to Oshikoto Regional Council in a sealed envelope marked **Procurement Reference No. G/RFQ/ORC MAWLR-7/2023**. Your quotations should reach the Oshikoto Regional Council on or before Thursday the **23 November 2023 at 11h00**.

Please prepare and submit your quotation in accordance with the instruction given or inform 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** 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 please tick below, to indicate whether each of the following is complied with:

	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.	
5	Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialisation and Trade (if applicable).	
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	Bidders with previous record of failure to deliver with Oshikoto Regional Council will not be considered	
8	Attach proof of confirmation of account from a Namibian Banking Institution, issued within the past 6 months.	
9.	Each page should be initialled and the principal business should in line	
10.	Preference will be given to bidders that will provide samples of each item.	

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 Security as per the format contained in Appendix to Quotation Letter of this document for an amount of NAD based on 2% of your budget estimate for the procurement validity period of bid security must be 30 days beyond the quotation validity period.

6. Delivery

Delivery shall be 30 days after acceptance. Deviation in delivery period shall be considered if such deviation is reasonable.

6.1. Test and Inspections will be conducted on the goods at delivery:

6.1.1 Any defect on the products.

6.1.2 Right quality.

6.1.3. Right products as per the specifications

6.1.4 Approved standard/s

6.1.5 Right Quantity

7. 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.

8. Submission of Quotations

8.1 Quotations should be deposited in the Quotation/Bid Box located at **Oshikoto Regional Council Head Office, Penda Ya Ndakolo Ave**, on or before Thursday **23rd November 2023 at 11H00**. Quotations by post or hand delivered should reach **The Secretary, Procurement Committee, P. O Box 19247, Omuthiya**, by the same date and time latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

8.2 Samples of all the quoted products/items are required upon submission of the quotations as per the specifications provided.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security will be available at Oshikoto Regional Council Head Office at Omuthiya.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotation documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars as quoted. Quotation shall cover all cost including duties.

13. Margin of Preference

13.1. None

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 Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit 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 IQ 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, *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. We further understand that this subscription could lead to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the 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 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	

Appendix to Quotation Letter

**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 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***

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: SUPPLYING AND DELIVERY OF THE DIARIES AND LINED JOURNALS FOR STAFF MEMBERS

SUPPLY AND DELIVERY OF DIARIES AND JOURNAL NOTEBOOKS FOR DIVISION LANDS: TSUMEB (Procurement Ref No. G/RFQ/ORC MAWLR -7 /2023)

INSTRUCTIONS TO THE PUBLIC ENTITY At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.		INSTRUCTIONS TO BIDDERS <u>Bidders shall fill-in columns E - I and fill the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) <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	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Total price with VAT	Country of Origin
1.	Diaries	30	Each						
2.	Branded Lined Journal	30	Each						
TOTAL N\$									
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:							

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

Currency: _____ Exchange Rate: _____ Delivery Period: _____

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

[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.]

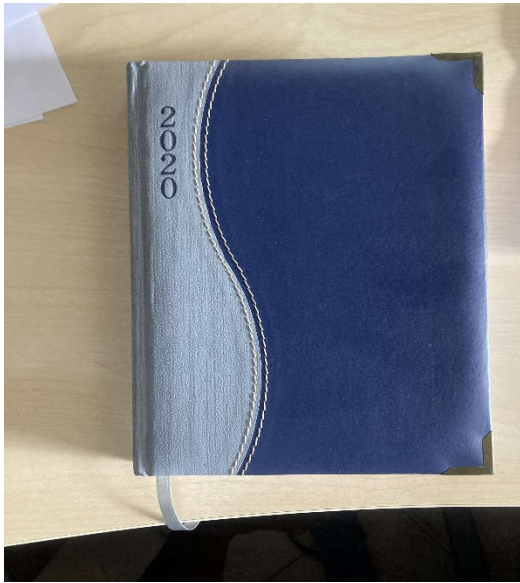
SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	<ol style="list-style-type: none">1. Hard cover with the year (horizontal) on top left corner,2. Titled with name of the Division and coat of arms with the name of the Division (Centred)3. Numbers of pages to be customized 154. Page 1 (Oshikoto Regional Council EXECUTIVES)5. Page 2 Staff members per each sub-division6. Page 3 Oshikoto Regional Anthem7. Picture to be inserted after each month (to be provided)8. Second last page (Vision and Mission statements of the Ministry of Agriculture, Water and Land Reform)9. Last page (Ministry of Agriculture, Water and Land Reform, EXECUTIVES)10. A5 Size11. Grey and Maroon colour (as per picture below)		

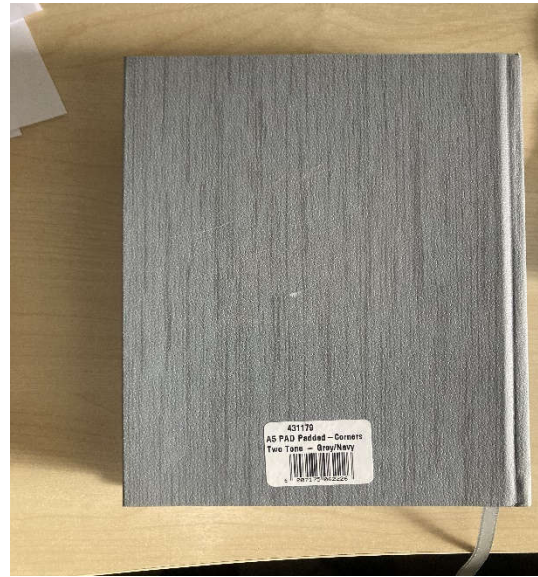
2	<ul style="list-style-type: none"> • Colour: Black • Binding method: Wire binding (90 pages/180 sheets) 6mm high and horizontal grid. • Cover size: 23.7*17.5 cm, inner core size: 21*13.7 cm (gift box packaging) • Design: Water resistance hard cover with the court of arms, Division name and, large-capacity organ-style pockets, multi-functional card slots for convenient storage, and a metal pen with an inner core that can be replaced at any time. • multifunctional notebook, not just a notebook. It can be used for business activities/travel notes/work meetings/hobby collection/reading abstracts. • 80G acid free paper inner page, beige eye protection paper. Great for writing with fountain pens/ballpoint pens, etc. The paper should be thin and thick and the density is moderate, no matter the thickness of the stroke or the weight of the ink, it is not easy to smudge, and the back does not penetrate. • (Sample picture below) 		
---	--	--	--

Procurement Reference Number **G/RFQ/ORC MAWLR-7/2023**

1. Sample Image Item 1: Diary



Front side



Back side

2. Sample Picture Item 2: Line Journal



[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.]

*** 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	

SCHEDULE 3

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/ORC MAWLR-7/2023

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
<i>[Public Entity to insert any other]</i>		

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.*



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: _____

Cellphone: _____ 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.*