



# OKASHANA RURAL DEVELOPMENT CENTRE



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## Request for Informal Quotation

### PROCUREMENT OF INKG CARTRIDGES

Procurement Reference No: G/IQ/ORDC-03/2024

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***BIDDER'S NAME:***

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***TOTAL AMOUNT (VAT INCLUSIVE):***

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***BIDDER'S CONTACT NUMBER:***

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## INFORMAL QUOTATION

Procurement Ref. No. G/IQ/ORDC-03/2024

Dear Potential Bidder,

Okashana Rural Development Centre 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 Oshikoto Regional Council, P. O. Box 19247, Omuthiya, ORC Head Office Building, Penda Ya Ndakolo Street .Attention: Procurement Management Unit, in a sealed envelope marked Quotation Reference No. *G/IQ/ORDC-03/2024*. Your quotation should reach Oshikoto Regional Council on or before **6<sup>th</sup> August 2024** by 11h00 latest.



A handwritten signature in black ink, consisting of stylized initials and a long horizontal stroke.

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Secretary: Procurement Committee

### Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1	HP 652 Tri-Colour	6	each		
2	HP 652 Black	10	each		
3	HP 123 Tri-Colour	10	each		
4	Hp 123 Black	14	each		
				Sub Total	
				VAT @ 15%	

### SPECIFICATIONS

ITEM	SPECIFICATIONS REQUIRED
1	HP 652 Tri-Colour
2	HP 652 Black
3	HP 123 Tri-Colour
4	Hp 123 Black

- (a) Okashana Rural Development Centre requests that the procurement of cartridges should be done 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]*:

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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 documents is attached:

	Document name / title	Please tick
1	<b>Certified copy of a valid Certificate of Good Standing for Procurement Purposes</b> , issued by the Ministry of Finance: Inland Revenue.	
2	<b>Certified copy of a valid Affirmative Action Compliance Certificate</b> (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or <b>Letter from the Employment Equity Commission</b> (letter should be on letterhead, stamped and signed by the EEC).	
3	<b>Certified copy of a valid Good Standing Certificate with the Social Security Commission.</b>	
4	<b>Certified Copy of the Close Corporation Certificate</b> (issued in terms of Act 26 of 1988) or <b>Founding Statement or any other relevant Company Registration Certificate</b> . These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render.	
5	<b>Certified copy of a valid Certificate of Registration as an SME</b> , issued by the Ministry of Industrialization and Trade (if applicable).	
6	<b>A written undertaking</b> 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 (15 of 2015)	
7	<b>Attach proof of confirmation of account from a Namibian banking Institute.</b>	
8	<b>Principle of business should be inline</b>	
9	<b>Each page should be initialed and the business principal should be in line.</b>	

#### 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/ORDC-03/2024 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].*



## 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  
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*