



REPUBLIC OF NAMIBIA
OSHIKOTO REGIONAL COUNCIL



Tel: (065) 244800
Fax: (065) 244071
Enquiries: HM. Nangombe

Private Bag 19247
ONDANGWA
18 July 2024

Request for Sealed Quotations
(Goods)

SUPPLY AND DELIVERY OF PHOTOCOPY PAPERS A4 REAMS (WHITE)
ROTATRIM TO OSHIKOTO REGIONAL COUNCIL HEAD OFFICE MAIN
STORE

NAME OF BIDDER:

CONTACT NO:

EMAIL ADDRESS:

TOTAL AMOUNT:

PROCUREMENT REFERENCE NO. G/RFQ/ORC – 03/2024

Closing Date & Time: 23 July 2024 @ 11h00



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Dear Potential Bidder,

**SUPPLY AND DELIVERY OF PHOTOCOPY PAPERS A4 REAMS (WHITE)
ROTATRIM TO OSHIKOTO REGIONAL COUNCIL HEAD OFFICE MAIN
STORE PROCUREMENT REF. NO.: G/RFQ/ORC – 03/2024**

The Oshikoto Regional Council invites you to submit a Sealed Quotation to Supply and Deliver Photocopy Papers A4 Reams (White) Rotatrim for Oshikoto Regional Council Head Office main store.

This request is in line with the Public Procurement Act. 2025 (Act No. 15 of 2015), as amended. Your offer should be made on this form with any annexure which you wish to attach and should be sent to Oshikoto Regional Council in a sealed envelope marked the procurement references No. G/RFQ/ORC – 03/2024.

Your quotation should reach Oshikoto Regional Council on or before Tuesday, 23 July 2024 at 11h00. Documents should be submitted to the Secretary: Procurement Committee, Oshikoto Regional Council, PO Box 19247, Omuthiya, Head Office-Ground Floor in the RFQ Bid Box, Penda Ya Ndakolo Street.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation. The obligatory documents should be submitted along with the sealed quotation documents.

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 bids, quotations and, 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 30 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	Original / Certified copy of a valid Certificate of Good Standing for Procurement Purposes , issued by Namibia Revenue Agency (NAMRA)	
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 and all pages must be attached.	
5	Certified copy of a valid Certificate of registration as an SME , issued by the Ministry of Industrialisation and Trade (if applicable).	
6	An original 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	Each page should be initialled and principal business should be in line (IT or ICT related)	

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).	
9	Attached an original or certified copy of proof of at least three (3) reference letters/ completion certificate of rendering similar services / delivering similar goods.	
10	Bidders with records of rejecting Awards, and/or provided poor services delivery with Oshikoto Regional Council and delegated function will not be considered.	
11	Bidders with more than two awards pending at ORC and delegated Functions will not be considered.	

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 10 days after acceptance. No part-deliveries will be accepted. Deviation in delivery period shall be considered if such deviation is reasonable.

- a. Test and Inspections will be conducted on the goods at delivery:
 - 6.1.1 Any defect on the products.
 - 6.1.2 Specified capacity as per description.
 - 6.1.3 Operation manual availability
 - 6.1.4 Availability of all components
 - 6.1.5 Guarantee condition

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.

7 Submission of Quotations

8 Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Oshikoto Regional Council Head Office, Penda Ya Ndakolo Street**, on or before **23 July 2024 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.

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 quotations 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

- a. The applicable margins of preference and their application methodology are as follows:

[To be inserted if applicable]

- b. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

[To be inserted if applicable]

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. The Public Entity reserves the right to terminate the contract, should the bidder fail to deliver within the delivery period.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it 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 30 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	

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: Supply and delivery of Photocopy Papers A4 Reams (White) Rotatrim for Oshikoto Regional Head Office main store:
Procurement Ref No. G/RFQ/ORC-03/2024

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total					
				E= mark with a *if an equivalent is quoted					
				F= Rate per unit G=Total price for one item (C x F)					
				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	UOM	*	Price per unit NAD ¹	Total price without NAD	VAT: NAD	Total including VAT	Country of Origin
1.	Photocopy Papers A4 Reams (White) Rotatrim	555	Each						
GRAND 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: NAD Exchange Rate: _____ Delivery period: 7 days after acceptance

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 QUOT

Bidder should complete this part indicating whether they comply to the technical specifications outlined or not.

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-02/2024**

Specifications and Compliance Sheet Authorised By:

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.	Photocopy Papers A4 Reams (White) Rotatrim		

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.*

QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO. G/RFQ/ORC-03/2024

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.