



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

Tel: (065) 244 046
Fax: (065) 2440 071
Enquiries: Mariana Kamulumbu

P. O. Box 19247
OMUTHIYA
procurement@oshikotorc.gov.na

Request for Sealed Quotations (Goods)

Supply and delivery of Income Generating Activities materials and equipment.

Bidder Name: _____

Bidder Contacts Number: _____

Bidder Email Address: _____

Total Bid Amount: _____

Procurement Reference No: G/RFQ/GEPESW-02/2024



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INVITATION LETTER

To: Potential Bidders,

Dear Sir / Madam,

REQUEST FOR SEALED QUOTATIONS FOR GOODS: Supply and delivery of Income Generating Activities materials and equipment. (Procurement Reference Number: G/RFQ/ORC GEPESW-02/2024)

Oshikoto Regional Council hereby invites your company to submit quotation for works as per the specifications outlined herein. This request is in line with the Public Procurement Act no. 15 of 2015. Your offer should be made on this form, with any annexure which you may wish to enclose, and should be sent or should be deposited in the Bid Box located at **Ground Floor, ORC Head Office in Omuthiya Oshikoto Regional Council**, in a sealed envelope marked Quotation Reference No. **G/RFQ/ORC GEPESW-01/2024**. Your quotation should reach **Oshikoto Regional Council** on or before 11 December 2024 by **11:00** latest.

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 as outlined under section 4 on page 3, should be submitted along with the sealed quotations document.

Yours faithfully,

Secretary: Procurement Committee



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Oshikoto Regional Council- Division of Gender Equality, Poverty Eradication and Social Welfare** 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, where applicable;
- (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 submit the following documents that must be valid by the date of submission:

	Description
1	Certified copy of a valid Certificate of Good Standing , issued by 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 , issued within 30 days before closing date of submission of bid.
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	A written undertaking on the part of the Bidder, that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof;
6	All pages of the bid document should be fully completed, initialled & principal business should be in line

7	Attach proof of confirmation of account from a Namibian Banking Institution , issued within the past 6 months with date stamp.
8	Bidders with more than two awards/purchase orders pending/outstanding will not be considered.
9	Bidders with records of poor service delivery, turning down of awards/purchase orders with Oshikoto Regional Council/Delegated Functions will not be considered.
10	Attached an original or certified copy of proof of one (1) reference letter of rendering similar services/delivering similar goods.

5. Delivery

Delivery shall be 14 days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted, unless if such deviation is reasonable and requested in writing from the Accounting Officer.

6. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the **Oshikoto Regional Council- Division of Gender Equality, Poverty Eradication and Social Welfare** with the Bidder's name and contact information at the back of the envelope.

7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Oshikoto Regional Council Head Office, Omuthiya, Penda YaNdakolo Ave** not later than **11 December 2024** at 11:00. Quotations by post or hand delivered should reach **The Secretary, Procurement Committee, P. O Box 19247, Omuthiya**, by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

8. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 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/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

9. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation.

10. Prices and Currency of Payment

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

11. Margin of Preference

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

[Not Required]

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

[Not Required]

12. 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 contained in Section VI: Contract Agreement and General Conditions of Contract.

13. Performance Security

Not applicable for this bid

14. Notification of Award and Debriefing

The Oshikoto Regional Council- Division of Gender Equality, Poverty Eradication and Social Welfare shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

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 RFQ 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 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 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 of Purchaser Order/ 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:

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:
[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***



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2007 and Section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name: _____

Registration Number: _____

Vat Number: _____

Industry/Sector: _____

Place of Business: _____

Physical Address: _____

Telephone Number: _____

Fax Number: _____

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 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 as stipulated in section 138 of the labour Act, 2007, which include 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.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and delivery of Income Generating Activities materials and equipment (Procurement Ref No. G/RFQ/ORC GEPESW-02/2024)

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. [To be filled by the Public Entity]				<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) • 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.	Curling tong set 10 PCE black	1	Each						
2.	Shampoo unit champ 14638	1	Each						
3.	Hood dryer standing belleza SY-1433	1	Each						
4.	WAHL CUTEK HAND DRYER 2000w	1	Each						
5.	Silver bullet glide straightner 25 mm	1	Each						
6.	WAHL homecut multi cut hair clipper kit	1	Each						
7.	Industrial machine	1	Each						
8.	Vambo material 100M	1	Each						
9.	DEFY 530LT C/FREEZER	1	Each						
10.	DEFY 387LT C/FREEZER	1	Each						
11.	DEFY DMF470 195LT CHEST FREEZER NAM	1	Each						
12.	RH RHEM 36P04B 36LT DARK SS MWO	1	Each						
13.	SUNBEAM 3L DEEPFRYER	1	Each						
14.	SUNBEAM HEALTH GRILL	1	Each						
15.	BENNETTRE DIGITAL MICROWAVE	1	Each						
16.	T-Shirt and fabric printing	1	Each						
17.	Epson 4 vinyl cutter	1	Each						

TOTAL WITHOUT VAT (N\$)			
VAT (N\$)			
GRAND TOTAL WITH VAT (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: 14 days

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

Procurement Reference Number: G/RFQ/GEPESW-02/2024

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.	Curling tong set 10 PCE black		
2.	Shampoo unit champ 14638		
3.	Hood dryer standing belleza SY-1433		
4.	WAHL CUTEK HAND DRYER 2000w		
5.	Silver bullet glide straightner 25 mm		
6.	WAHL homecut multi cut hair clipper kit		
7.	Industrial machine		
8.	Vambo material 100M		
9.	DEFY 530LT C/FREEZER		
10.	DEFY 387LT C/FREEZER		
11.	DEFY DMF470 195LT CHEST FREEZER NAM		
12.	RH RHEM 36P04B 36LT DARK SS MWO		
13.	SUNBEAM 3L DEEPFRYER		
14.	SUNBEAM HEALTH GRILL		

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>
15.	BENNETTRE DIGITAL MICROWAVE		
16.	T-Shirt and fabric printing		
17.	Epson 4 vinyl cutter		

[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

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/GEPEWSW-02/2024

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / 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.