



REPUBLIC OF NAMIBIA

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS & CULTURE



Request for Sealed Quotations

(Goods)

Supply and Delivery of Archive boxes and Archive's file holder

NAME OF BIDDER:

CONTACT NO:

EMAIL ADDRESS:

TOTAL AMOUNT:

PROCUREMENT REFERENCE NO. G/RFQ/ORC DEAC – 16/2021



REPUBLIC OF NAMIBIA
OSHIKOTO REGIONAL COUNCIL
DIRECTORATE OF EDUCATION,
ARTS AND CULTURE

Tell: 065 281933

Fax: 065 240315

Enquiries: HS Mbeeli

Private Bag 2028
Ondangwa

Procurement Ref. No.: G/RFQ/ORC DEAC – 16/2021

Dear Sir/ Madam

SUBJECT: SUPPLY AND DELIVERY OF ARCHIVE BOXES AND ARCHIVE FILES HOLDER.

The Oshikoto Regional Council - Directorate of Education, Arts and Culture invites you to submit your quotation for the Goods described in details hereunder.

Any resulting contract or award of the bid shall therefore, be subject to the terms and conditions referred to in this document.

All queries shall be directed to the following people, on behalf of the Directorate;

Procurement Management Unit

Ms HS Mbeeli Tel: +264 65 281933

Mr. ET Kateta Tel: +264 65 281940

Technical enquiries

Mrs. Lahja M. Nambahu Tel: +264 65 242500

Please prepare and submit your quotation in accordance with the instructions given or inform the 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- Directorate of Education, Arts and Culture* reserves the right:

- (a) to accept or reject any bids, quotations and, or
- (b) 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 services 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;
- (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	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	All pages should be initialled and business principle should be in line
8	Attach proof of confirmation of account from a Namibian Banking Institution , issued within the past 6 months.

5. Delivery

Delivery shall be within 30 days after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

6. Sealing and Marking of Bids

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Oshikoto Regional Council-Directorate of Education, Arts and Culture with the Bidder's name at the back of the envelope.

7. Submission of Bids

Quotations should be deposited in the Bid Box located at **Ground Floor, ORC Head Office in Omuthiya**, on or before Tuesday, **30 November 2021, before 11h00**. Bids by post or hand delivered should reach by the same date and time at latest.

Late bids and that will be received by e-mail and fax will not be considered.

8. Opening of Bids

Bids will be opened internally by the Directorate immediately after the closing time referred to in section 7 above. A record of the Bids Opening stating the name of the Bidders and the amount, the presence or absence of Obligatory documents will be made available to any bidder on request within three working days after the Opening.

9. Evaluation of Bids

The **Procurement Committee** shall have the right to request for clarifications in writing or telephonically during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated bid or quotation.

10. Scope of Services, Specifications and Performance Standards

Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

11. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

12. Margin of Preference

12.1 The applicable margins of preference and their application methodology are as follows:
[Not Required]

12.2 Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:
[Not Required]

13. 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 as prescribed by the Directorate.

14. Notification of Award and Debriefing

The Oshikoto Regional Council-Directorate of Education, Arts and Culture shall after award must, make available the Evaluation Reports, upon request from successful and unsuccessful bidders. Furthermore, the Directorate shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

**SECTION II: QUOTATION LETTER
(to be completed by Bidders)**

If your quotation is not authorised, it may be rejected.

Quotation Addressed to : [Name of Public Entity]:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

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 [forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]

The validity period of our Quotation is _____ days [insert number of days] from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 services will commence within _____ [to insert number] days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ [to insert number] days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		
Contact Person		
Name of Person Authorising the Quotation:	Position:	Signature:
Date	Phone No./Fax	

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(I)(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:

Capacity of:

Name:

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____

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

Written undertaking in terms of section 138 of the Labour Act, 2015 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:
Tell No:
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]*.....*[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:.....

SECTION III: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____
 Currency of Quotation: _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Archive box 39cm x 26cm x 11.5 cm	500	Each		
2.	Archive boxes 34cm x 26cm x 25cm	500	Each		
3.	Suspension files 36cm x 24cm	500	Each		
<i>Enter 0% VAT rate if VAT exempt.</i>					
			VAT @	%	
			Total		

NB: See attached annexure for design

Priced Activity Schedule Authorised By:

Name of signatory:	Signature:
Position:	Date:
Company Name:	

