

REPUBLIC OF NAMIBIA
OHANGWENA REGIONAL COUNCIL
PROCUREMENT MANAGEMENT UNIT

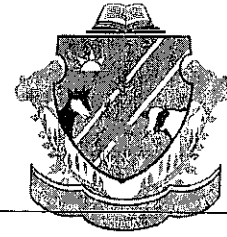
Section DEAC
Tel: (+264) 65 290200
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Enquiries: Magdalena N.T. Nanyango
Email Address: mntashipala@gmail.com

108, Church Street
Private Bag, 88011
EENHANA

Request for Sealed Quotations for Goods

Supply and delivery of HP Cartridges for Stock Control
office

Procurement Reference No: G/RFQ/OHRC10-52/2021/2022



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Letter of Invitation

TO:.....
.....
.....

Procurement Reference: G/RFQ/OHRC10-52/2021/2022

Dear Sir/Madam

Request for Quotations to supply and deliver HP Cartridges for Stock Control office.

The Ohangwena Directorate of Education, Arts and Culture invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to **Mrs. E.K. Shivolo/ Mrs. M.N.T. Nuunyango 065290275/273, Greenwell complex 1st floor Eenhana.**

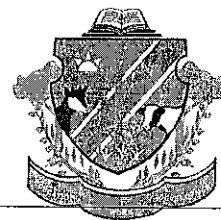
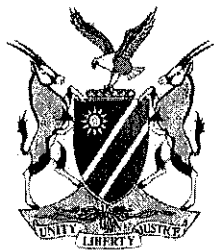
Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation **on or before 31 January 2022, @ 10h00**

Yours faithfully,

Philip Shimhanda

Head of Procurement Management Unit





REPUBLIC OF NAMIBIA
OHANGWENA REGIONAL COUNCIL
PROCUREMENT MANAGEMENT UNIT

Section: DEAC
Tel: (+264) 65 290275
Fax: (+264) 65 290224
Enquiries: Magdalena N.T. Nuunyango
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108, Church Street
Private Bag 88011
EENHANA

REQUEST FOR QUOTATION

Description: Supply and deliver of HP Cartridges for Stock Control office

Procurement Ref no: G/RFQ/OHRC10-52/2021/2022

Date of issue: 21 January 2022

Closing date & time: 31 January 2022, @ 10h00

Name of bidder:

Contact person:

Tel no:

Cell no:

Fax no:

Total Bid Price (vat Inclusive where applicable)

Signature of Authorized Representative:

Company seal / Company Stamp

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Directorate of Education, Arts and Culture 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:

- (a) Have a valid certified copy of company Registration Certificate;
- (b) Have an original/certified copy valid good Standing Tax Certificate;
- (c) Have an original /certified copy valid good Standing Social Security Certificate; (Nature of business must be in line with this procurement)
- (d) Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) An 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; and;

5. Bid Securing Declaration

Bidders are required to submit to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

6. Delivery

Delivery shall be **20 days** after acceptance/issue of Purchase Order and Claim Form. Deviation in delivery period shall not be accepted.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Procurement Office** in Ohangwena Directorate of Education, Arts & Culture. Not later than **31 January 2022 at 10H00** Quotations by post or hand delivered should reach **Ohangwena Directorate of Education, Arts and Culture** by the same date and time at 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 Ohangwena Directorate of Education, Arts and Culture immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration will be available to any bidder on request within three working days of the opening.

10. Evaluation of Quotations

The Ohangwena Directorate of Education, Arts and Culture shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership 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.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

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

N/A

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

N/A

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 Purchase Order/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)

NB: 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 _____ days *[insert number of 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

[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:.....

Tel 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]*, owner/representative

of *[Insert full name of company]*

hereby undertake in writing that my company will at all relevant times fully comply 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 cleaning materials and chemical to Government schools Hostel
Procurement Ref No. G/RFQ/OHRC10-52/2021/2022

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]				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	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD ¹	TOTAL : NAD	Delivery weeks) (days/month	Country of Origin
	CARTRIDGES							
1.	HP Laserjet CF 280A(80A) BLACK	30	each					
2.	HP Laserjet CF 283A (83A)BLACK	15	each					
3.	HP Laserjet CE 505A (05A)BLACK	45	each					
4.	HP Laser W2070A (117A) BLACK	10	each					
5.	HP Laser W2071A(117A) BLUE	10	each					
6.	HP Laser W2072 (117A) YELLOW	10	each					
7.	HP Laserjet HPQ7553A (53A)BLACK	10	each					
					SUB-TOTAL			

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:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Item No	Technical Specification Required	Quantity	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>		<i>C</i>	<i>D</i>
1	HP Laserjet CF 280A(80A) BLACK	30		
2	HP Laserjet CF 283A (83A)BLACK	15		
3	HP Laserjet CE 505A (05A) BLACK	45		
4	HP Laser W2070A (117A) BLACK	10		
5	HP Laser W2071A(117A) BLUE	10		
6	HP Laser W2072 (117A) YELLOW	10		
7	HP Laserjet HPQ7553A (53A)BLACK	10		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and behalf of:		Company:	

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of the Ohangwena Regional Council (www.ohangwenarc.gov.na) except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/OHRC10-52/2021/2022**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser SCC 1.1(h)	The purchaser is: Ohangwena Regional Council, Directorate of Education, Arts and Culture
Site SCC 1.1(m)	The Site/final destination for delivery of the Goods is: Ohangwena Directorate of Education , Arts and Culture , Stock Control Office, Eenhana
Incoterms Edition SCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010. The seller bears all costs and risks until the goods' arrival at the named place of destination (DAP and/or DDP)

Subject and GCC clause reference	Special Conditions
Notices SCC 8.1	<p>Any notice shall be sent to the following addresses: 1st Floor Greenwell Complex, Private bag 88005 Eenhana, Tel 065290275/273 or fax 065290224 Enquiries: Mrs E. K. Shivolo/ Mrs. M. N.T. Nuunyango</p> <p>For the Supplier, the address and contact name shall be:</p> <hr/> <hr/>
Disputes SCC 10.2	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:</p> <p>Disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to the Review Panel and/or Procurement Policy Unit.</p>
Delivery and Documents SCC 13.1	<p>The Goods are to be delivered within 20 working (and/or less) days from the date of receiving Purchase Order and Claim Form or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <ul style="list-style-type: none"> (a) signed delivery note; (b) Invoice (c) Purchase Order and Claim Form
Price Adjustment SCC 15.1	<p>Price adjustment is not applicable.</p> <p>Price quoted to by the Bidder shall be final. There Shall be no adjustment to any price after submitting of bid.</p>
Terms of Payment SCC 16.1	<p>The structure of payments shall be: full payment following delivery of all items and/or materials by the Contractor, upon submission of an invoice and the documents listed in clause 13.1</p>
Terms of Payment SCC 16.3	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser and/or on the availability of funds</p>
Terms of Payment SCC 16.4 (a)	<p>The price shall not be adjustable to the fluctuation in the rate of exchange. As such payment shall be made fixed to the Namibian Dollar.</p>

Subject and GCC clause reference	Special Conditions
Payment Period SCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days and/or on the availability of funds, of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Discharge of Performance Security SCC 18.4	Performance security is not required for this bid.
Packing SCC 23.2	The packing, marking and documentation within and outside the packages shall be: marked clearly with procurement reference number
Insurance SCC 24.1	Where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation Incoterms DAP and/or DDP shall govern.
Transportation SCC 25	The Goods shall be delivered: Ohangwena Directorate of Education , Arts and Culture , Stock Control Office, Eenhana
Inspection and Test SCC 26.1	The inspection and tests shall be made by Officer in Charge at Stock Control office.
Location of Inspection and Tests SCC 26.2	The inspections and tests shall be conducted at: Stock Control office.
Liquidated Damages SCC 27.1	Liquidated damages for the whole contract are [1%] per day. The maximum amount of liquidated damages for the whole contract is [10%] of the final contract price. However, the Purchaser has rights to cancel and/or terminate the Contract, if the Contractor fails to deliver is prescribed herein.
Warranty SCC 28.3	The period of validity of the warranty shall be: 12 months For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Ohangwena Directorate of Education , Arts and Culture , Stock Control Office, Eenhana
Repair and Replacement SCC 28.5	The period for repair or replacement shall be: 7 working and/or less day(s).

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/OHRC10-52/2021/2022**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Signed Bid Securing Declaration		
Evidences for conformity of Goods		
Valid company Registration Certificate		
Original valid good Standing Tax Certificate		
Original valid good standing Social Security Certificate		
Valid certified copy of Affirmative Action Compliance certificate, proof from Employment Equity Commissioner		
A certified indicating SME		

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.