



REPUBLIC OF NAMIBIA  
OHANGWENA REGIONAL COUNCIL  
**SUBDIVISION: AUDIO-VISUAL AND PRINT MEDIA**

*Section Procurement Management Unit  
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EENHANA*

19 December 2023

# **Request for Sealed Quotations for Goods**

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**Supply and fitting Tyres on GRN 4306 &  
GRN 3730**

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**Procurement Reference No: G/RFQ/OHRC29-03/2023/2024**

*Ohangwena Regional Office-MICT, Hifikepunye Pohamba Street, 065-263049 Fax 065-263067, victortuhadeleni78@gmail.com, 19 December 2023*

## REQUEST FOR QUOTATION

Description: Supply and fitting Tyres on GRN 4306 & GRN 3730

Procurement Ref no: G/RFQ/OHRC29-03/2023/2024

Closing date & time: 10 January 2024, 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

TO: .....

.....

.....

**Procurement Reference: G/RFQ/OHRC29-03/2023/2024**

Dear Sir/Madam

**Request for Quotations to Supply and fitting Tyres on GRN 4306 & GRN 3730**

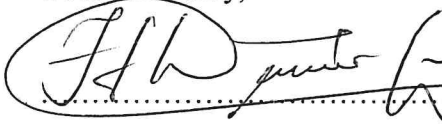
The Subdivision: **Audio Visual & Print Media, ICT-Ohangwena Regional Council** invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to **Meschtride Mathias, 065263049**, Subdivision: AV &PM ICT, ORC.

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 10 January 2023, @ 10h00**

Yours faithfully,



Fillipus Shimhanda

Head of Procurement Management Unit



# **SECTION I: INSTRUCTIONS TO BIDDERS**

## **1. Rights of Public Entity**

The Subdivision of Audio Visual and Print Media 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 **60** 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 company Registration Certificate;
- (b) Have an original valid good Standing Tax Certificate;
- (c) Have an original valid good Standing Social Security Certificate;
- (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.

### **Delivery**

Delivery shall be **05 days** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

### **6. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the **Subdivision: Audio Visual & Print Media, ICT** 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 **the reception area of MICT Office, not later than the 10 January 2024 at 10h00** Quotations by post or hand delivered should in the bid box reach 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 Ohangwena Regional Council Procurement Management Unit (PMU) 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.

### **9. Evaluation of Quotations**

The Subdivision: AV&PM, ICT-**Ohangwena Regional Council** 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.

### **10. 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.

### **11. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

## **12. Margin of Preference**

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

*N/A*

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

*N/A*

## **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 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 authorized, 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 Authorized by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorizing the Quotation:		Position:	Signature:
Date		Phone No./Fax	

**BID SECURING DECLARATION**  
**(Section 45 of Act)**  
**(Regulation 37(1) (b) and 37(5))**

**To:** .....

**Procurement Ref No.:** .....

**Date:** .....

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 \_\_\_\_\_, 2023  
[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

**Witten 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], 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 Tyres for GRN 4306 & GRN 3730 Procurement Ref No. G/RFQ/OHRC29-03/2023/2024

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]				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 Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD <sub>1</sub>	G TOTAL : NAD	H Delivery weeks) (days/month	I Country of Origin
1.	Firestone (245/70R16)	5						
2.	DUNLOP s/p trakgrip (255/70R15)	5						
					SUB-TOTAL			
					VAT			
					TOTAL			
NAME:				SIGNATURE		DATE		
NAME OF BIDDER:								

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

*[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/OHRC29-03/2023/2024

*[Bidders should complete columns C and E 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 specification offered in the signature block below.]*

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>	<i>E</i>
1	Firestone (245/70R16)	5		
2	DUNLOP s/p trakgrip (255/70R15)	5		

Specifications and Compliance Sheet Authorized By:

Name:		Signature:	
Position:		Date:	
Authorized for and on 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](http://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/OHRC29-03/2023/2024

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser</b> <b>SCC 1.1(h)</b>	The purchaser is: Ohangwena Regional Council Subdivision: Audio Visual & Print Media, ICT
<b>Site</b> <b>SCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is: Eenhana Regional Office
<b>Incoterms Edition</b> <b>SCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> <b>SCC 8.1</b>	Any notice shall be sent to the following addresses: Hifikepunye Pohamba Street, Private bag 88017 Eenhana, Tel 065263049 or fax 065263067 Enquiries: Victor Tuhadeleni/Meschtride Mathias-Shiningayamwe For the Supplier, the address and contact name shall be:  _____ _____
<b>Disputes</b> <b>SCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to SCC 10.2 shall be as follows:

<b>Delivery and Documents</b> <b>SCC 13.1</b>	The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Invoice (c) Original Purchase Order
<b>Price Adjustment</b> <b>SCC 15.1</b>	The price charge for the Goods supplied and the related Services performed <i>shall not</i> be adjustable.  If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used

Subject and GCC clause reference	Special Conditions
<b>Terms of Payment</b> <b>SCC 16.1</b>	The structure of payments shall be: full payment following delivery of the supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment</b> <b>SCC 16.3</b>	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> <b>SCC 16.4 (a)</b>	The price <i>shall not be</i> adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> <b>SCC 16.5</b>	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:  <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days 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.  ) An interest rate of <i>N/A</i> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
<b>Performance Security</b> <b>SCC 18.1</b>	(i) No performance security is required N/A
<b>Discharge of Performance Security</b> <b>SCC 18.4</b>	The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date. N/A

<b>Packing SCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: <u>                    N/A                    </u>
<b>Insurance SCC 24.1</b>	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i> <i>N/A</i>
<b>Transportation SCC 25</b>	The Goods shall be delivered: at Subdivision: Audio-Visual & Print Media, ICT
<b>Inspection and Test SCC 26.1</b>	The inspection and tests shall be: made on the materials to be delivered
<b>Location of Inspection and Tests SCC 26.2</b>	The inspections and tests shall be conducted at: AV& PM (ICT)Office
<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Liquidated Damages GCC 27.1</b>	Liquidated damages for the whole contract are 4% per day. The maximum amount of liquidated damages for the whole contract is 6 % of the final contract price.
<b>Warranty SCC 28.3</b>	The period of validity of the warranty shall be 2 years  For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Subdivision of Audio-Visual and Print Media (ICT), Hifikepunye Pohamba Street, Erf 54 next to Eenhana Nampost.
<b>Repair and Replacement SCC 28.5</b>	The period for repair or replacement shall be: 30 day(s)

***QUOTATION CHECKLIST SCHEDULE***

**Procurement Reference No.: G/RFQ/OHRC29-03/2023/2024**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
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.