



REPUBLIC OF NAMIBIA
OHANGWENA REGIONAL COUNCIL
Procurement Management Unit



Section: DEAC
Enquiries: Jelitha Wapota
Email Address: njelitha@yahoo.com

Private Bag 88005
Eenhana

Request for the Sealed Quotations For Non-Consultancy Services: Time Based

**Transportation, Storage and Handling of Maize Meal
Blend bags (12.5kg) to 97 various Government Schools in
Eastern Circuits (Okongo, Oshikunde, Ohakafiya and
Epembe) for term 2 (2024) and term 1 (2025).**

Procurement Reference No: NCS/RFQ/OHRC10-05/2024/2025



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Letter of Invitation

.....
.....
.....

(Bidder's Details)

Procurement Reference: NCS/RFQ/OHRC10-05/2024/2025

Dear Sir/Madam

Request for Quotation for Transportation, Storage and Handling of Maize Meal Blend bags (12.5kg) to 97 various Government Schools in Eastern Circuits (Okongo, Oshikunde, Ohakafiya and Epembe) for term 2 for (2024) and term 1 for (2025)

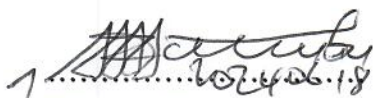
The **Ohangwena Directorate of Education, Arts and Culture** invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to **Ms Jelitha Wapota 081 556 6894** and **Ms Maria Nakwatumba 081 244 9966** at the Directorate of Education, Arts and Culture.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation before or on **28 June 2024 at 10h00**.

Yours faithfully,



Phillipus Shimhanda

HEAD OF PROCUREMENT MANAGEMENT UNIT





REPUBLIC OF NAMIBIA
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Procurement Management Unit

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Request for the Sealed Quotations for Non Consultancy Services

This Bid is segregated in two (2) Lots.
The Bidder must select one of the Lots listed, but not limited to one.

Mark with a cross and/ or a tick	
A	B

Bid description: Transportation, Storage and Handling of Maize Meal Blend bags (12.5kg) to 97 various Government Schools in Eastern Circuits (Okongo, Oshikunde, Ohakafiya and Epembe) for term 2 for (2024) and term 1 (2025)

Bid reference no: NCS/RFQ/OHRC10-05/2024/2025

Date issue: 18 June 2024

Closing date & time: 28 June 2024 at 10h00

Name of bidder:

Contact Person:

Tel no:

Fax no:

Total Bid price (VAT inclusive where applicable):

Signature of Authorized Representative:

Company seal

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:

4.1 Mandatory

- (a) Have a valid certificate of good Standing with the Receiver of Revenue;
- (b) Have a valid certificate of good Standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;
- (c) Have a valid Affirmative Action Compliance Certificate, an exemption issued under Section 42 of the Affirmative Action Act, 1998; proof from Employment Equity Commissioner that bidder or supplier is not a relevant employer as defined in that Act;
- (d) A written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No. 11 of 2007); and
- (e) Valid certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
- (i) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia;
- (ii) Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or
- (iii) Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements.

4.2 Supplementary

- a) Service to be rendered within Ohangwena region border, as specified in delimitation report of 2013.
- b) Bidder shall indicate the name of the place where the warehouse is situated. DAT (Incoterm 2010). (the Warehouse should be in 50-100km radius to and from Delivery at Place(s) (DAP). NB: Attach proof of residence i.e. Fitness Certificate)
- c) Bidder that do not own establishment within Ohangwena borders, shall attach proof of consent letter and/or service agreements from the owner of the establishment.
- d) Documentary proof of List of vehicles to be used during the transportation of maize blends bags to schools. Preferably, Closed-up Four-wheeler(s) (4x4) drive Truck(s) and Pick-up(s).
- e) The Bidder MUST select one of the Lot(s)) listed, but not limited to one. As long as each Lot MUST have its separate Bidding Document

5. Bid Security/Bid Securing Declaration

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

6. Contract Period for Services

The contract period shall be on fixed rate within the whole period of term 2 for 2024 and term 1 for 2025 as defined in the School Calendar for Academic Year 2024 and 2025 therein, after the issue of Purchase Order and Claim Form. Deviation in delivery period shall not be accepted.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided with customers' reference details.

8. Sealing and Marking of Quotations

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

9. Submission of Quotations

Quotations should be deposited in the Bid Box located at **Directorate of Education, Arts and Culture at Procurement Section, not later than 28 June 2024 at 10H00**. Quotations by post, courier or hand delivered should reach **Regional Council** at Reception Area by the same date and time. **Late quotations will be administered as per section 47 (2) of the Public Procurement Act 2015 (Act no. 15 of 2015) as amended.**

Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally at the **Directorate of Education, Arts and Culture** immediately after the closing time referred to in instruction 8 above. A record of the Bid Opening as contemplated in section 51 (4) of the Public Procurement Act, 2015 (Act no. 15 of 2015) as amended, will be available to council Website www.ohangwenarc.gov.na within three (3) days of opening.

11. Evaluation of Quotations

The **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 cost price, determine **the lowest evaluated quotation**.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the **Directorate of Education, Arts and Culture**. 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.

13. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars

14. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. 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

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order and Claim Form 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)

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 _____ 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 (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, 2007 and Section 50(2)(D) of the Public Procurement Act, 2015 as amended.

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 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 IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/OHRC10-05 2024/2025

Currency of Quotation: _____

Transportation, Storage and Handling of Maize Meal Blend bags (12.5kg) to 97 various Government Schools in Eastern Circuits (Okongo, Oshikunde, Ohakafiya and Epembe) for term 2 for (2024) and term 1 for (2025)

Lot A: for term 2 (2024)

Period Academic Year	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
Term 2 (2024)	Transportation, Storage and Handling of Maize Meal Blend bags (12.5kg) to 91 various Government Schools in Eastern Circuits	25 725	Each		
Enter 0% VAT rate if VAT exempt.				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

NB: Quantity specified in C is subject to increase and/or decrease at the employer discretion

*** Columns A to D to be completed as applicable by Public Entity**

Priced Activity Schedule Authorised By: [insert company seal]

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

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/OHRC10-05 2024/2025

Currency of Quotation: _____

Transportation, Storage and Handling of Maize Meal Blend bags (12.5kg) to 97 various Government Schools in Eastern Circuits (Okongo, Oshikunde, Ohakafiya and Epembe) for term 2 for (2024) and term 1 for (2025)

Lot B: for term 1 (2025)

Period Academic Year	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
Term 1 (2025)	Transportation, Storage and Handling of Maize Meal Blend bags (12.5kg) to 91 various Government Schools in Eastern Circuits	25 725	Each		
<i>Enter 0% VAT rate if VAT exempt.</i>				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

NB: Quantity specified in C is subject to increase and/or decrease at the employer discretion

*** Columns A to D to be completed as applicable by Public Entity**

Priced Activity Schedule Authorised By: [insert company seal]

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

SECTION IV: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/OHRC10-05 2024/2025**

Transportation, Storage and Handling of Maize Meal Blend bags (12.5kg) to 97 various Government Schools in Eastern Circuits (Okongo, Oshikunde, Ohakafiya and Epembe) for term 2 (2024) and term 1 (2025)

Lot A: Term 2 (2024) and Lot B: Term 1 (2025)

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>
Term 2 (2024) and Term 1 (2025)	Transportation, Storage and Handling of Maize Meal Blend bags (12.5kg) to 91 various Government Schools in Eastern Circuits		

** Columns A and B to be completed by Public Entity.*

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), **Ref: NCS-TB/RFQ-GCC** for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/OHRC10-05/2024/2025

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The date on which this Contract shall come into effect (when a Purchase Order and Claim Form/Letter of Acceptance has been issued).
GCC 1.3.1 Intended Completion date	The intended completion date is days of term 2 (2024) and term 1 (2025).
GCC 1.6.1 Issue of notices	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer;</p> <p>Mr Phillipus H Shilongo</p> <p>Ohangwena Regional Council: Directorate of Education, Arts and Culture</p> <p>Private Bag 88005, Eenhana</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order and Claim Form/Letter of Acceptance and the contact's name shall be:</p> <p>(fill in your details).</p> <p>.....</p> <p>.....</p> <p>.....</p>
GCC 2.6 Insurance and liabilities to Third Party	<p>The liquidated damages rate is 2% per week, for each and every second week and shall be administered as indicated hereunder;</p> <p>Term 2 (2024) 2% of the contract Price.</p> <p>Term 1 (2025) 2% of the contract Price.</p> <p>The contractor shall pay for the liquidated damage for each bag not delivered on the second week after these blender delivered at the contractor terminal DAT.</p>
GCC 2.7	The Service Provider shall report to: <i>[insert name(s), title(s) address and</i>

Reporting Obligations	<i>contract details].</i>
GCC 2.10 Performance Security	No Performance Security is required.
GCC 4.3 Terms of Payment	Payment shall be made within 30 days and due to the availability of funds upon receiving all relevant documents such as (a) signed Job card; (b) Invoice (c) Purchase Order and Claim Form
GCC 4.5 Price Adjustment	Price adjustment is permitted and shall be govern as per Section 63 of the Public Procurement Act, 2015 (Act No. 15 of 2015) as amended and change in any other Law within the Republic of Namibia subjected to the period of the Contract. The Employer, on his/her discretion shall accept and reject such application of the Price adjustment.

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: NCS/RFQ/OHRC10-05/2024/2025**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	