



Otjozondjupa Regional Council



Tel: (067) 303702/303619/304168
Fax: (067) 302760/302742

P.O. Box 1682
Otjiwarongo
NAMIBIA

Request for Sealed Quotations For Goods

Procurement Reference No:
G/RFQ/OTRCED-14/2024/2025

DESCRIPTION OF GOODS

SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE DIRECTORATE OF EDUCATION ARTS AND CULTURE

Name of Bidder:.....

Contact Number of Bidder:.....

Email Address of Bidder:

Authorized Representative:

Total price:

Signature:

Closing Date & Time: 24th July 2024; 10h00

**Procurement Management Unit
Otjozondjupa Regional Council
P.O. Box 1682
Otjiwarongo
Namibia**



Otjozondjupa Regional Council



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Letter of Invitation

Bidder's name

Contact number

Procurement Reference Number: G/RFQ/OTRCED-14/2024/2025

Dear Sir/Madam,

Otjozondjupa Regional Council invites you to submit your best quote for the items described in detail hereunder.

Supply and delivery of office stationery for the Directorate of Education, Arts and Culture.

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

Queries, if any, should be addressed to **Ms Engombe at loise986@gmail.com**

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



MRS S.M.K. TUAHUKU
HEAD: PROCUREMENT MANAGEMENT UNIT.

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Otjozondjupa Regional Council reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, and
- (b) To accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.
- (c) To return all the products that does not meet the standard and such products to be replaced at the cost of the supplier.

2. Preparation of Quotations

You are requested to quote for the goods 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 Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet 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 for **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 Founding Statement for any of the followings:
 - i. *an entity incorporated or registered under the company or close corporation laws in Namibia;*
 - ii. *co-operative registered under the laws regulating co-operatives in Namibia;*
 - iii. *document serving as of registration as a Trust and Trust deed for a trust registered under laws regulating trusts in Namibia;*
- (b) have valid original or certified copy of Good Standing Tax Certificate;

- (c) have valid original or certified copy of Good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate or 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) original or certified copy of partnership agreement in the case of partnership, a valid joint venture agreement in the case of a joint venture or valid agreement in case of other similar arrangement, but a bidder or supplier who is a sole proprietor only needs to comply of (a) to (d)
- (f) have or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (g) have a valid certified copy of a certificate indicating SME Status;
- (h) sign the Bid Securing Declaration
- (i) Sign/Initial the whole document.

5. Bid Securing Declaration

Bidders are required to ***subscribe to a Bid Securing Declaration*** for this procurement process.

6. Delivery

Delivery shall be **14 days** after issue of Purchase Order. Deviation in delivery period **shall not be accepted**.

The following test/s and inspections will be conducted on the goods at delivery:

- a) Inspect goods according to technical specifications; and**
- b) Verification of quantities.**

All products that do not meet the standard shall be returned and be replaced at the cost of the supplier.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number** and addressed to **The Secretary; Otjzondjupa Regional Council; Procurement Committee; P.O. Box 1682; Otjiwarongo**; with the Bidder's name and contact number at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Bid Box located at Otjzondjupa Regional Council's head Quarters at 22 Henk Willems Street, Otjiwarongo; new building ground floor, Block B not later than **24th July 2024 at 10h00**. Bids by post should reach Otjzondjupa Regional Council; by the same date and time at latest. Late bids will be rejected and returned to the bidder unopened. Bids received by e-mail or fax will not be considered.

9. Opening of Quotations

Bids will be opened internally by the OTRC immediately after the closing time referred to in section 9 above. Bidders or their representatives may attend the Bid Opening if they choose to do so.

10. Evaluation of Quotations

Otjozondjupa 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 evaluated cost to determine the lowest evaluated quotation.

11. Technical Compliance

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. 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.

13. Margin of Preference

Not applicable

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to delivering the goods shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

15. Notification of Award and Debriefing

Otjozondjupa Regional Council shall after award 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 Otjozondjupa Regional Council shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

16. Terms of payment:

Payment will be made within thirty (30) days after delivery of goods upon presentation, by the supplier, of the signed Purchase Order and Invoice.

SECTION II: QUOTATION LETTER
(To be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule 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 may be rejected.]

Quotation Addressed to:	Otjozondjupa Regional Council
Procurement Reference Number:	G/RFQ/OTRCED-14/2024/2025
Subject matter of Procurement:	Supply and delivery of office stationery for the Directorate of Education, Arts and Culture

We offer to provide the goods detailed in Section IV, 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 I: Request for Quotations.

We undertake to abide to 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 disqualification on the grounds mentioned in the BDS.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

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 bid validity.

The delivery will commence within _____ *[insert number]* days from date of issue of Purchase Order.

The delivery of goods will be completed within _____ *[insert number]* days from date of issue of Purchase Order.

Quotation Authorised By:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

Appendix to Quotation Letter

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

Date: ----- *[Day | month | year]*
Procurement Ref No: **G/RFQ/OTRCED-14/2024/2025**

To: Otjozondjupa Regional Council

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***

SECTION III: LIST OF GOODS AND PRICE SCHEDULE
QUOTATION FOR: Supply and delivery of office stationery for the Directorate of Education,
Arts and Culture.

PROCUREMENT REF NO: G/RFQ/OTRCED-14/2024/2025

INSTRUCTIONS TO THE PUBLIC BODY		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]		E	F	G	H	I			
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Unit Price NAD ¹	Amount in NAD	Total amount	Delivery Days	Country of Original
1.	Laminating Pouch 65x95mm 250mic 100 in pack	10	Pack						
2.	Laminating Pouch credit card 250mic	10	Each						
3.	Laminate pouch A5 125mic 100 in pack	10	Pack						
4.	Laminating pouch A4 pouch 250mic 100 in pack	10	Pack						
5.	Laminating Pouch A3 white 150Mic	10	Pack						
6.	Guillotine A4 (paper cutter)	1	Each						
7.	Binding ring/ combo elements 10mm 100 in pack	2	Packs						
8.	Binding rings/ combo elements 12mm 100 in pack	2	Packs						
9.	Binding rings/ combo elements 14mm 25 in pack	2	Packs						

Bidders shall fill-in columns F, G & H 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

10.	Binding rings/ combo elements 16mm 25 in pack	2	Packs						
11.	Five Assorted Colour papers A4 100 in pack	6	Packs						
12.	Binding cover Assorted colour 100 in pack	10	Packs						
13.	Adhesives memo 90x90 in pack	40	Packs						
14.	Board A4 160gram in five assorted colours 50 in pack	10	Packs						
15.	Paper clips 33mm in pack	30	Packs						
16.	Paper clips 55mm in pack	30	Packs						
17.	Paper clips 78mm in pack	30	Packs						
18.	Guan's Storage box brown contract	20	Each						
19.	Staples light duty (26 sheets) box	200	each						
20.	Staples heavy duty (66 sheets) box	150	each						
21.	Office Alphabetic recording boos	5	each						
22.	Exercise books 72 pages	1000	Each						
23.	Counter book A4 192 pages	400	Each						
24.	Colour pencil	100	Each						
25.	Erasers	1000	Each						
26.	Pencils HP	3000	Each						
27.	Pen blue	160	Each						
28.	Plastic Rulers	1000	Each						
29.	Glue Stick	100	Each						

30.	Flip chart papers 25sheets	20	pack				
31.	Short hand notebooks	100	Each				
32.	Wood glue 500ml	15	Each				
33.	Bostik Prestik or Pritt Sticky Tack	15	each				
34.	Correction fluid/correction pen	15	each				
35.	Scissor small	20	each				

TOTAL

NAME OF REPRESENTATIVE:		POSITION:	SIGNATURE	DATE
ADDRESS:				
NAME OF BIDDER:				

NB: Prices must be quoted in Namibian Dollars

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

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 Otjozondjupa Regional Council's requirements. The bidders must ensure that materials quoted for are according to the technical specifications provided below.

Verification will be done at delivery

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/OTRCED-14/2024/2025

[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 specification offered in the signature block below.]

Item No	Technical Specification Required (Minimum)	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
1.	Laminating Pouch 65x95mm 250mic 100 in pack		
2.	Laminating Pouch credit card 250mic		
3.	Laminate pouch A5 125mic 100 in pack		
4.	Laminating pouch A4 pouch 250mic 100 in pack		
5.	Laminating Pouch A3 white 150Mic		
6.	Guillotine A4 (paper cutter)		
7.	Binding ring/combo elements 10mm 100 in pack		
8.	Binding rings/combo elements 12mm 100 in pack		
9.	Binding rings/combo elements 14mm 25 in pack		
10.	Binding rings/combo elements 16mm 25 in pack		
11.	Five Assorted Colour papers A4 100 in pack		
12.	Binding cover Assorted colour 100 in pack		

13.	Adhesives memo 90x90 in pack		
14.	Board A4 160gram in five assorted colours 50 in pack		
15.	Paper clips 33mm in pack		
16.	Paper clips 55mm in pack		
17.	Paper clips 78mm in pack		
18.	Guan's Storage box brown contract		
19.	Staples light duty (26 sheets) box		
20.	Staples heavy duty (66 sheets) box		
21.	Office Alphabetic recording boos		
22.	Exercise books 72 pages		
23.	Counter book A4 192 pages		
24.	Colour pencil		
25.	Erasers		
26.	Pencils HP		
27.	Pen blue		
28.	Plastic Rulers		
29.	Glue Stick		
30.	Flip chart papers 25sheets		
31.	Short hand notebooks		
32.	Wood glue 500ml		
33.	Bostik Prestik or Pritt Sticky Tack		
34.	Correction fluid/correction pen		
35.	Scissor small		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised 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 and the bidder will deliver the materials to Otjozondjupa Regional Council's head office.



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of Section 138 of the Labour Act, 2007(Act No. 11 of 2007) and Section 50(2)(d) of the Public Procurement Act, 2015(Act No. 15 of 2015)

1. EMPLOYER’S 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:
Otjiwarongo

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(Act No. 11 of 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.

SCHEDULE 2:**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No: G/RFQ/OTRCED-14/2024/2025**

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Securing Declaration	
Evidence for conformity of Goods	
Valid certified copy of Company Founding Statement;	
Valid original or certified copy of Good Standing Tax Certificate;	
Valid original or certified copy of Good Standing Social Security Certificate;	
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;	
Valid certified copy of a certificate indicating SME Status;	
Signed written undertaking as contemplated in section 138(2) of the Labour Act, 2007	

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.*