



# **Otjozondjupa Regional Council**

## **Procurement Management Unit**

**(Established under section 25 of the Public Procurement Act, 2015)**

**REF: NCS/IQ/OTRCGE-06/2023/2024**

### **I n f o r m a l   Q u o t a t i o n**

#### **Request for Quotations For Non-Consultancy Services**

**Procurement of refreshment and stationeries for meeting of  
Otjozondjupa Regional Gender Permanent Task Force-  
26 October 2023**

**Procurement Management Unit  
Otjozondjupa Regional Council  
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Otjiwarongo  
Namibia**

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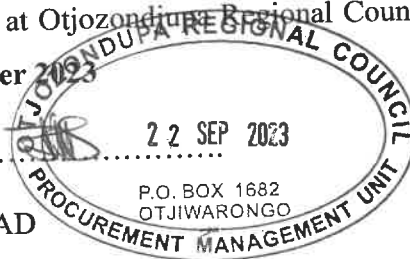
## INFORMAL QUOTATION (OTHER SERVICES)

**Procurement Ref: No. NCS/IQ/OTRCGE-06/2023/2024**

**Bidder:** .....  
 .....  
 .....

The *Otjonzondjupa Regional Council* hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, should be sent in a sealed envelope and addressed at Otjonzondjupa Regional Council Reference No: NCS/IQ/OTRCGE-06/2023/2024 on or before the **5<sup>th</sup> October 2023**

**Responsible Officers Signature**.....



Date: 22/09/2023

**Title of Responsible Officer:** PMU HEAD

### Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
	Quotation for 30 people for one (1) day				
1.	Conference		Per day		
2.	Morning tea	30	Per person		
3.	Lunch	30	Per Person		
4.	Afternoon Tea	30	Per person		
5.	Shorthand note book	30	Each		
6.	Black BIC pen	30	Each		
7.	500ml Still bottled water	60	Each		
				<b>Sub Total</b>	
				<b>VAT @%</b>	
				<b>Total</b>	

- (a) *Otjonzondjupa Regional Council* requested works completion period: within 2 days as from the date of placement of order.
- (b) Bidder's proposed completion period: within 2 days from date of placement of Purchased Order.
- (c) The following tests and inspections will be conducted : None
- (d) Validity of offer: 7 days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned services at price(s) quoted by me/us and subject to conditions specified overleaf.

**Date**.....

**Bidder's signature and seal** .....

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

**Date:** .....

**Procurement Ref No:** NCS/IQ/OTRCGE-06/2023/2024

**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*

## **General Terms and Conditions Applicable**

### **1. Employer**

The Public Entity inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

### **2. Service Provider**

The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Service Provider.

### **3. Rights of Public Entity**

The Public Entity shall have the rights to

- (a) ask for clarifications at time of evaluating quotations and
- (b) reject all quotations.

A Public Entity shall not be bound to accept the lowest or any quotation.

### **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) have a valid certified copy of a certificate indicating SME Status;
- (f) have or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (g) sign the Bid Securing Declaration
- (h) 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)
- (i) Sign and/ initial the whole document

### **5. Bid Securing Declaration**

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

### **6. Prices**

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

## **7. The Contract**

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Service Provider

## **8. Purchase Order**

A service provider to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) May not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the services on or before the date set in the purchase order for delivery of the services.
- (c) the purchase order shall be valid for 30 days only and will be cancelled thereafter.

## **9. General Conditions of Contract**

The general terms and conditions shall be as per the General Conditions of Contract (Services)

**Ref No: NCS/IQ/OTRCGE-06/2023/2024** posted in the website of the Policy Unit and on the *Otjozondjupa Regional Council* website.

## **10. Warranty**

The service provider warrants that the services provided shall conform to the standards, specifications as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the service provider in its response to the Purchaser's Invitation for Informal Quotation.

## **11. Payment**

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Service Provider making good all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

## **12. Project Manager**

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administering the contract.

## **13. Advanced payment**

Advance payment is not applicable.

## **14. Insurance Covers [Not Applicable].**

## **15. Performance Security [Not Applicable]**

## **16. Liquidated damages [Not Applicable].**



**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. 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: **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.*