



# Otjozondjupa Regional Council



## Procurement Management Unit

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

**REF: G/IQ/OTRCICT-01/2023/2024**

### STANDARD FORM

*For*

### Informal Quotation (Goods)

### Description of Goods

#### PROCUREMENT OF TONERS AND CARTRIDGES (INK) FOR DIVISION ICT

Name of Bidder: .....

Contact Number of Bidder: .....

Email Address of Bidder: .....

Authorized Representative: .....

Total price: .....

Signature: .....

***Closing Date & Time: 26<sup>th</sup> October 2023; 10h00***

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

**Tel: +264-67-303702**

**Fax: +264-67-302760**

## INFORMAL QUOTATION (GOODS)

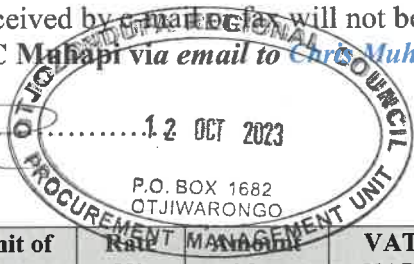
**Procurement Ref No: G/IQ/OTRCICT-01/2023/2024**

**Bidder's name:** .....

.....

The *Otjzondjupa 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 to The Secretary, Procurement Committee, P.O. Box 1682, Otjiwarongo at Otjzondjupa Regional Council Reference No: G/IQ/OTRCICT-01/2023/2024 not later than **26<sup>th</sup> October 2023 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 email will not be considered. Queries, if any, should be addressed to Mr. C Muhapi via email to [Chris.Muhapi@mict.gov.na](mailto:Chris.Muhapi@mict.gov.na)

**Responsible Officer's Signature:** .....



**Title of Responsible Officer:** PMU HEAD

Item No	Description	Quantity*	Unit of Measure	Rate		VAT NAD	Make & Model	Country of Origin
				N\$	without VAT - NAD			
1	Canon IP4845 Ink BK-426	10						
	Canon IP4845 Ink M-426	5						
	Canon IP4845 Ink C-426	5						
	Canon IP4845 Ink PGBK-425	5						
	Canon IP4845 Ink Y-426	5						
2	HP Deskjet Ink Advantage 4645 Tri-Color 650	5						
	HP Deskjet Ink Advantage 4645 Black-650	10						
<b>TOTAL</b>								

**Remarks: (\*) Quantities may be increased or decreased by 10% at time of placement of order.**

- (a) The Otjzondjupa Regional Council requests delivery within **7** days as from the date of delivery of Purchase Order.
- (b) **Delivery Date:** within **7** days from date of delivery of Purchase Order.
- (c) The following tests and inceptions will be carried or conducted on the goods at delivery:
- (d) **Validity of offer:** .....7... days as from closing date set for submission of quotations.

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

**Date** .....

**Bidder's Signature and Stamp:** .....

## **General Terms and Conditions Applicable**

### **1. Eligibility Criteria or Documents to be attached**

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid 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 or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) sign the Bid Securing Declaration
- (g) 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)
- (h) Sign and/ initial the whole document
- (i) Manufacturer's Authorization or Distributor's Certificate.

### **2. 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

### **3. 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.

### **4. The Contract:**

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

### **5. Purchase order:**

A supplier 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 goods or services on or before the date set in the purchase order for delivery of the goods or services.
- (c) the Purchase Order shall be valid for ..... days only and will be cancelled thereafter.

**6. General Conditions of Contract:**

The general terms and conditions shall be as per the General Conditions of Contract (Goods/Services) Ref. No: G/IQ/OTRCICT-01/2023/2024

**7. Warranty:**

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods/items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

**8. 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.

**BID SECURING DECLARATION**

**(Section 45 of the Public Procurement Act, 2015(Act 15 of 2015)**

**Date :**.....(Day|month|year)

**Procurement Ref No:** G/IQ/OTRCICT-01/2023/2024

**To:** .....  
(insert complete name of Public Entity and address)

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 \_\_\_\_\_, \_\_\_\_\_

[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(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: .....

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: **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.*