



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/OTRCRWS-14/2023/2024

DESCRIPTION OF GOODS

SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING AND CAMPING EQUIPMENT FOR DRYLAND CROP PRODUCTION SUBSIDY PROGRAMME

Name of Bidder:

Contact Number of Bidder:

Email Address of Bidder:

Authorized Representative:

Total price:

Signature:

Closing Date & Time: 22nd March 2024; 10h00

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

Tel: +264-67-303702

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Letter of Invitation

Bidder's name

Contact number

Procurement Reference Number: G/RFQ/OTRCRWS-14/2023/2024

Dear Sir/Madam,

Supply and delivery of protective clothing and camping equipment for dryland crop production subsidy programme

Otjozondjupa 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 *Mr Clarence Tjiho via email*
tjiho.clarence@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) 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)

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**

- (a) The following tests and inspections will be conducted on the goods at delivery:

Verification according to technical specifications

- (b) To return all the products that does not meet the standard and such products to 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; Otjozondjupa 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 Otjozondjupa Regional Council's head Quarters at 22 Henk Willems Street, Otjiwarongo; new building ground floor, Block B not later than **22nd March 2024 at 10h00**. Bids by post should reach Otjozondjupa 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

Otjondjupa 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

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 Otjondjupa Regional Council'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.

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. Performance Security

Not applicable

16. Notification of Award and Debriefing

Otjondjupa 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 Otjondjupa 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.

17. Terms of payment:

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

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:	Otjzondjupa Regional Council
Procurement Reference Number:	G/RFQ/OTRCRWS –14/2023/2024
Subject matter of Procurement:	Protective clothing and camping equipment.

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/OTRCRWS -14/2023/2024

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**

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 protective clothing and camping equipment to Otjozondjupa Regional Council.
PROCUREMENT REF NO. G/RFQ/OTRCRWS-14/2023/2024

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]				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					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/mon th	Country of Origin
1	Tent Afro 210 (2 Window 2.1×2.1×1.75m)	15	EA						
2	Mattress (3 Division Single Canvas 190×75×7cm) Greensport	15	EA						
3	Sleeping Bag Namib with Cowl (200 +30) ×80cm 300g Greensport	15	EA						
4	Stretcher GI Alu/Steel (193×80×42cm)	15	EA						
5	Chair Buffalo (150kg)	15	EA						
6	Table PE Rectangle (180×76×74cm Folding top)	15	EA						
7	Water Jerry Can (25Litres Blue PVC Addis)	15	EA						
8	Potjie No 3 Leg (Potjie No 3 Leg Greensport)	15	EA						
9	Varta Torch Day Light (2AA (6) Multi LED F20)	15	EA						

10	Mosquito Net Double White Spring Poly	15	EA						
11	Measuring Wheel with Carry bag (L/D MW7 Ross)	12	EA						
12	Garmin GPS Drive 53LT-SA	12	EA						
13	Engel Fridge/Freezer 80L MT80F-G3	4	EA						
14	Bag for Engel Fridge 80L (D)	4	EA						
15	Gas Cylinder Cadac	15	EA						
16	Cooker top Eco Cadac	15	EA						
17	Global Skottel Cadac	15	EA						
18	Cool box Hardbody 26 L Leisure Quip	10	EA						
19	Cooler 28L Performance 30Qty Coleman	15	EA						
20	Overall 2Pc R/Blue Conti S36 with Refi Tape	10	Pair						
21	Gazebo Steel legs 3×3m incl 2 slide panels Greensport	4	EA						
22	Overall 2Pc R/Blue Conti S38 with Refi Tape	10	Pair						
23	Overall 2Pc R/Blue Conti S40 with Refi Tape	15	Pair						
24	Overall 2Pc R/Blue Conti S42 with Refi Tape	20	Pair						
25	Overall 2Pc R/Blue Conti S44 with Refi Tape	20	Pair						
26	Overall 2Pc R/Blue Conti S46 with Refi Tape	20	Pair						
27	Overall 2Pc R/Blue Conti S48 with Refi Tape	10	Pair						
28	Boot Rebel FX2 Midsole BlackSTC	5	Pair						

29	S06 Boot Rebel FX2 Midsole BlackSTC S07	5	Pair							
30	Boot Rebel FX2 Midsole BlackSTC S08	10	Pair							
31	Boot Rebel FX2 Midsole BlackSTC S09	6	Pair							
32	Boot Rebel FX2 Midsole BlackSTC S10	5	Pair							
33	Boot Rebel FX2 Midsole BlackSTC S11	5	Pair							
34	Gum Boot PVC Standard Shova S06	5	Pair							
35	Gum Boot PVC Standard Shova S07	5	Pair							
36	Gum Boot PVC Standard Shova S08	10	Pair							
37	Gum Boot PVC Standard Shova S09	6	Pair							
38	Gum Boot PVC Standard Shova S10	5	Pair							
39	Gum Boot PVC Standard Shova S11	5	Pair							
40	Shoe Tarzan Veldskoen S05	5	Pair							
41	Shoe Tarzan Veldskoen S06	5	Pair							
42	Shoe Tarzan Veldskoen S07	6	Pair							
43	Shoe Tarzan Veldskoen S08	6	Pair							
44	Shoe Tarzan Veldskoen S09	5	Pair							
45	Shoe Tarzan Veldskoen S10	3	Pair							
46	Glove Nappa G/Tig Pig Skin S10 Dromex	100	Pair							
47	Hard Hat Cap (Hard Hat Cap Blue/Yellow)	20	EA							
48	Earplug (Earplug Howard Leight QD30)	50	EA							

49	SNR28) Spectacle Sporty Clear DV-12C	50	EA					
50	Rainsuit Yellow PVC w Hood M	10	Pair					
51	Rainsuit Yellow PVC w Hood L	10	Pair					
52	Rainsuit Yellow PVC w Hood XL	10	Pair					
TOTAL PRICE								
NAME OF REPRESENTATIVE:			POSITION:			SIGNATURE		DATE
NAME OF BIDDER:			ADDRESS:					

NB: Prices must be quoted in Namibian Dollars

SECTION IV: SPECIFICATIONS AND PERFORMANCE 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/OTRCRWS-14/2023/2024

<i>Item No</i>	<i>Technical Specification Required (Minimum)</i>	<i>Compliance of Specification Offered</i>	<i>Details of Non-Compliance/ Deviation (if applicable)</i>
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Tent Afro 210 (2 Window 2.1×2.1×1.75m)		
2	Mattress (3 Division Single Canvas 190×75×7cm) Greensport		
3	Sleeping Bag Namib with Cowl (200 +30) ×80cm 300g Greensport		
4	Stretcher GI Alu/Steel (193×80×42cm)		
5	Chair Buffalo (150kg)		
6	Table PE Rectangle (180×76×74cm Folding top)		
7	Water Jerry Can (25Litres Blue PVC Addis)		
8	Potjie No 3 3 Leg (Potjie No 3 3 Leg Greensport)		
9	Varta Torch Day Light (2AA (6) Multi LED F20)		
10	Mosquito Net Double White Spring Poly		
11	Measuring Wheel with Carry bag (L/D MW7 Ross)		
12	Garmin GPS Drive 53LT-SA		
13	Engel Fridge/Freezer 80L MT80F-G3		

14	Bag for Engel Fridge 80L (D)		
15	Gas Cylinder Cadac		
16	Cooker top Eco Cadac		
17	Global Skottel Cadac		
18	Cool box Hardbody 26 L Leasure Quip		
19	Cooler 28L Performance 30Qty Coleman		
20	Overall 2Pc R/Blue Conti S36 with Refi Tape		
21	Gazebo Steel legs 3×3m incl 2 slide panels Greensport		
22	Overall 2Pc R/Blue Conti S38 with Refi Tape		
23	Overall 2Pc R/Blue Conti S40 with Refi Tape		
24	Overall 2Pc R/Blue Conti S42 with Refi Tape		
25	Overall 2Pc R/Blue Conti S44 with Refi Tape		
26	Overall 2Pc R/Blue Conti S46 with Refi Tape		
27	Overall 2Pc R/Blue Conti S48 with Refi Tape		
28	Boot Rebel FX2 Midsole BlackSTC S06		
29	Boot Rebel FX2 Midsole BlackSTC S07		
30	Boot Rebel FX2 Midsole BlackSTC S08		
31	Boot Rebel FX2 Midsole BlackSTC S09		
32	Boot Rebel FX2 Midsole BlackSTC S10		
33	Boot Rebel FX2 Midsole BlackSTC S11		
34	Gum Boot PVC Standard Shova S06		
35	Gum Boot PVC Standard Shova S07		
36	Gum Boot PVC Standard Shova S08		

37	Gum Boot PVC Standard Shova S09		
38	Gum Boot PVC Standard Shova S10		
39	Gum Boot PVC Standard Shova S11		
40	Shoe Tarzan Veldskoen S05		
41	Shoe Tarzan Veldskoen S06		
42	Shoe Tarzan Veldskoen S07		
43	Shoe Tarzan Veldskoen S08		
44	Shoe Tarzan Veldskoen S09		
45	Shoe Tarzan Veldskoen S10		
46	Glove Nappa G/Tig Pig Skin S10 Dromex		
47	Hard Hat Cap (Hard Hat Cap Blue/Yellow)		
48	Earplug (Earplug Howard Leight QD30 SNR28)		
49	Spectacle Sporty Clear DV-12C		
50	Rainsuit Yellow PVC w Hood M		
51	Rainsuit Yellow PVC w Hood L		
52	Rainsuit Yellow PVC w Hood XL		

[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.]

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	

Authorised for and on behalf of:	Company	
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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/OTRCRWS-14/2023/2024**

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;	
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.*