



# Otjozondjupa Regional Council



Tel: (067) 303702/303619/304168  
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P.O. Box 1682  
Otjiwarongo  
NAMIBIA

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

**REF: NCS/IQ/OTRCED-04/2023/2024**

**STANDARD FORM**

**For**

**DESCRIPTION OF SERVICE**

**SERVICING OF TOYOTA PARADO GRN81739 FOR  
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: 2<sup>nd</sup> February 2024 @ 10h00***

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

**Tel: +264-67-303702  
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**INFORMAL QUOTATION (GOODS)**

**Procurement Ref No: NCS/IQ/OTRCED-04/2023/2024**

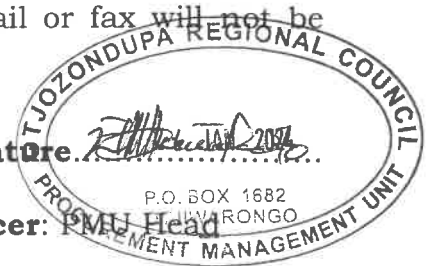
**To:** .....

The **Otjondjupa 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 to Otjondjupa regional Council's head Quarter, 22 Henk Willems street, Otjiwarongo: New Building on the Ground Floor, Block B not later than **2<sup>nd</sup> February 2024 @ 10h00**. Bids by post should reach Otjondjupa Regional Council; by the same date and time at latest. Late bids will be rejected and returned to the bidder unopened. Bids receive by e-mail or fax will not be considered.

**Date: 23<sup>rd</sup> January 2024**

**Responsible Officer Signature:** 

**Title of Responsible Officer:** PMU Head



**Priced Activity Schedule**

<b>Item No</b>	<b>Brief Description of Services</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price (N\$)</b>	<b>Total Price (N\$)</b>
1.	Gasket, sump plug		Each		
2.	Element Assy fuel		Each		
3.	Oil Filter (10)		Each		
4.	Clutch Fluid (500Ml)		Each		
5.	Gear Oil, Lt 75W-85 1 ltr		Each		
6.	Oil 10W30 bulk (Per10 ML)		Each		
7.	Element air Cleaner		Each		
8.	Toyota Genuine super long life coolant (24)		Each		
9.	Element, Air refiner		Each		
10.	Labour		Hours		
Sub Total					
VAT @%					
<b>Total</b>					

**Remarks: (\*) The bidder should indicate the quantity of each item quoted.**



- (a) **Delivery Date:** The Otjozondjupa Regional Council requests delivery within **7** days as from the date of delivery of Purchase Order.
- (b) **Validity of offer:** ..... 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 Term and Conditions Applicable**

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

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

- (a) have a valid certified copy of Founding Statement;
- (b) have original or valid certified copy of Good standing Tax Certificate;
- (c) have original or valid certified copy of Good standing Social Security Certificate;
- (d) have a 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
- (e) Submit a signed written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) submit a signed Bid Securing Declaration;
- (g) Sign and Initial the whole document

#### **1. 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.

#### **2. 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.

#### **3. 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.

#### **4. 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 7 days only and will be cancelled thereafter.

#### **5. General Conditions of Contract:**

The general terms and conditions shall be as per the General Conditions of Contract for Services Ref. No: NCS/IQ/OTRCED-04/2023/2024.

**6. Warranty:**

- (a) The Supplier warrants that the service 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 service at its own cost promptly.
- (c) The Supplier warrants that the parts to be used in servicing are new and unused and that it shall attend promptly to any defect in the parts as per the warranty conditions mentioned in its offer.

**7. Payment:**

The Purchaser undertakes to effect payment within **30 days** of the goods/items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any non-compliance in the execution of the contract.

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

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

**Procurement Ref No:** NCS/IQ/OTRCED-04/2023/2024

**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. 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(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.*