# Otjozondjupa Regional Council

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

**P.O. Box 1682**
**Otjiwarongo**
**NAMIBIA**

## Procurement Management Unit

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

**REF: G/IQ/OTRCED-12/2023/2024**

## Informal Quotation (Goods)

## Description of Goods

## Supply and delivery of Trimmer Machine 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:*** *8th March 2024; 10h00*

**Procurement Management Unit**
**Otjozondjupa Regional Council**
**P.O. Box 1682**
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## INFORMAL QUOTATION (GOODS)

**Procurement Ref: No. G/IQ/OTRCED-12/2023/2024**

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

**Contact number:.....**

The ***Otjozondjupa Regional Council*** hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annexure which you may wish to enclose, should be send to The Secretary, Procurement Committee, P.O. Box 1682, Otjiwarongo at Otjozondjupa Regional Council Reference No: G/IQ/OTRCED-12/2023/2024 on or before the **8th 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. Queries, if any, should be addressed to ***Ms Engombe @ loise986@gmail.com***

***Date:*** *23th February 2024*

Responsible Officers Signature.....

Title of Responsible Officer: PMU Head

OTJOZONDJUPA REGIONAL COUNCIL
13 FEB 2024
P.O. BOX 1682
OTJIWARONGO
PROCUREMENT MANAGEMENT UNIT

| Item No | Description | Quantity* | Unit of Measure | Unit Price | Total Amoun |
|---|---|---|---|---|---|
| 1. | Electrical Grass Trimmer machine | 2 | Each | | |
| 2. | Nylon Square Red Roll 2.7mm x 215m | 2 | Each | | |
| | | | *Sub-Total* | | |
| | | | *VAT 15%* | | |
| | | | *Grand Total* | | |

(a) **Delivery Date:** The Otjozondjupa Regional Council requests delivery within **14** 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 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 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.

### 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 receipt within three days of receiving 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 *14* 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/OTRCED-12/2023/2024.

**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. 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.

**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/IQ/OTRCED –12/2023/2024**

**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***

**Republic of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of Section 138 of the Labour Act, 2007 and Section 50(2)(d) of the Public Procurement Act, 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, 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.*