



# Otjozondjupa Regional Council

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

P.O. Box 1682  
Otjiwarongo  
NAMIBIA

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## Request for Sealed Quotations For Goods

Procurement Reference No:  
*G/RFQ/OTRC-LR-04/2023/2024*

### DESCRIPTION OF GOODS

#### PROCUREMENT OF TONERS AND CARTRIDGES FOR DIVISION LANDS OFFICE

Procurement Committee  
Otjozondjupa Regional Council  
P.O. Box 1682  
Otjiwarongo  
Namibia

Tel: +264-67-303702

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# Otjozondjupa Regional Council

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

## Letter of Invitation

**Bidder**.....  
.....  
.....

**Procurement Reference Number: G/RFQ/OTRC-LR 04/2023/2024**

Dear Sir/Madam,

**Request for Quotations for Procurement of Toners and Cartridges, Otjozondjupa Regional Council.**

**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 *Mrs Yvonne Mootu at 067-302777.*

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**  
**PMU: HEAD**



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

Otjondjupa 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.

### 2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II with its annexure for *Bid Securing Declaration*
- (b) The List of Goods and Price Schedule in Section III;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachments deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract 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 *[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 company Registration Certificate;
- (b) have an original or valid certified copy of good standing Tax Certificate;
- (c) have an 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) sign the attached written undertaking as contemplated in Section 138(2) of the Labour Act, 2007;
- (f) have a valid certified copy of a certificate indicating SME Status;

### 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 acceptance/issue of Purchase Order. Deviation in delivery period **shall not be accepted**

6.1. The following tests and inceptions will be conducted on the goods at delivery:

**Verification according to technical specifications**

## **7. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number**, addressed to **The Secretary for Otjozondjupa Regional Council Procurement Committee; P.O. Box 1682; Otjiwarongo**; with the Bidder's name and contact information 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 Willemse Street, Otjiwarongo; New Building on the Ground Floor, Block B** not later than **24<sup>th</sup> August 2023 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 by the Procurement Management Unit together with the Procurement Committee Secretary in the Regional Council's Boardroom in the New Building in Otjiwarongo on the closing date at 10h00. Bidders or their representatives may attend the Bid Opening if they choose to do so.

## **10. Evaluation of Quotations**

Otjozondjupa 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 price, to determine the lowest evaluated substantially responsive bid which meets the qualification criteria.

## **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 Otjozondjupa 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. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

## **13. Margin of Preference**

Not applicable

**14. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

**15. Performance Security**

Not applicable

**16. Notification of Award and Debriefing**

Otjzondjupa Regional Council shall after award of contract 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 days. Furthermore, the Otjzondjupa Regional Council shall attend to all requests for debriefing made in writing within (7) days of the unsuccessful bidders being informed of the award.

## 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 Price list 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 will be rejected.**]*

Quotation addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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 1: Instruction to Bidders.

We undertake to abide 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*.

The validity period of the Quotation is (30) days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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 quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

**BID SECURING DECLARATION  
(Section 45 of Act)  
(Regulation 37(5) and 56(2))**

**Date:** .....Day/month/year

**Procurement Ref No.:** G/RFQ/OTRC-LR-04/2023/2024

**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*

## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

### QUOTATION FOR: PROCUREMENT OF TONERS AND CARTRIDGES

Procurement Ref No. G/RFQ/OTRC-LR-04/2023/2024

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 measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1	HP 201A BLACK MFP M277/M252	1							
2	HP 201A CYAN MFP M277/M252	1							
3	HP 201A MAGENTA MFP M277/M252	1							
4	HP 201A YELLOW MFP M277/M252	1							
5	HP LASER JET P3015 BLACK 6K TONER	1							
6	HP 207A CYAN LASER JET TONER	1							
7	HP 207A BLACK LASER JET TONER	1							
8	HP 207A YELLOW LASER JET TONER	1							
9	HP 207A MAGENTA LASER JET TONER	1							
10	W2120A Black Toner	1							



11	W2121A Cyan Toner	1						
12	W2122A Yellow Toner	1						
13	W2123A Magenta Toner	1						
		POSITION:	SIGNATURE			DATE		
NAME:		ADDRESS:						
NAME OF BIDDER:								

**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/OTRC-LR-04/2023/2024**

<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	HP 201A BLACK MFP M277/M252		
2	HP 201A CYAN MFP M277/M252		
3	HP 201A MAGENTA MFP M277/M252		
4	HP 201A YELLOW MFP M277/M252		
5	HP LASER JET P3015 BLACK 6K TONER		
6	HP 207A CYAN LASER JET TONER		
7	HP 207A BLACK LASER JET TONER		
8	HP 207A YELLOW LASER JET TONER		
9	HP 207A MAGENTA LASER JET TONER		
10	W2120A Black Toner		
11	W2121A Cyan Toner		
12	W2122A Yellow Toner		

13	W2123A Magenta Toner		
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*[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	

**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. 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.*

**SCHEDULE 2:****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/OTRC-LR-04/2023/2024**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
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 Registration Certificate;	
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	
Valid certified copy of a certificate indicating SME Status	

**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.*