



Otjozondjupa Regional Council

Tel: (067) 303702/303719
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P.O. Box 1682
Otjiwarongo
NAMIBIA

Request for Sealed Quotations For Goods

Procurement Reference No: G/RFQ/OTRCGE/02/2023/2024

REQUEST TO SUPPLY OFFICE MAINTANANCE
MATERIALS

**Procurement Committee
Otjozondjupa Regional Council
P.O. Box 691
Otjiwarongo
NAMIBIA**

Tel: (067) 303702

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Letter of Invitation

Procurement Reference Number: G/RFQ/OTRCGE-02/2023/2024

Dear Sir/Madam,

REQUEST TO SUPPLY OFFICE MAINTANANCE MATERIALS


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 *Ms J. Aktofel at 067-301269*

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,


.....
Ms. S.M.K. Tuahuku
Head Procurement Management Unit (PMU)



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Otjonzondjupa 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 annex for *Bid Security/Bid Securing Declaration [Public Entity to select as appropriate]*;
- (b) The List of Goods and Price Schedule Section III;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment 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 maybe retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be 30 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 valid Good Standing Tax Certificate;
- (c) have an original or valid certified copy of valid 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 certificate indicating SME status

5. Delivery

Delivery shall be 7 days after acceptance/issue of purchase order. Deviation in delivery shall not be accepted.

6. 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.

7. 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 on the Ground Floor, Block B** not later than **27th July 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.

8. Opening of Quotations

Bids will be opened by the Procurement Management Unit 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.

9. Evaluation of Quotations

The Public Entity 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 or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

10. Technical Compliance

No technical compliance shall apply under this bidding process.

11. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars and shall be fixed for a period of the good and services as required by public entity.

12. Margin of Preference

No margin of preference shall be applied under this bid.

13. 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.

14. Performance Security

No performance Security shall be required under this bid.

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: <i>[name of Public Entity]</i>	
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 Security / 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 *forfeiture of the security amount / disqualification on the grounds mentioned in the BDS.*

The validity period of the Quotation is 7 days *[Public Entity to insert number of 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.:

To: [insert complete name of Public Enti 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 _____, _____
[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: REQUEST FOR OFFICE MAINTENANCE MATERIALS

Procurement Ref No. G/RFQ/OTRCGE-02/2023/2024

INSTRUCTIONS TO THE PUBLIC BODY		INSTRUCTIONS TO BIDDERS							
At time of preparation of the RFQ, the Public Entity shall fill in Columns A to I. [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.		Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	Tank water poly vertical 1000L 20Kg	1	each						
2.	Nipple barrel galvanised 50mm	1	each						
3.	Cock ball brass lever female x female 50mm	2	each						
4.	Elbow compression HDPE equal 16BAR 50mm	2	each						
5.	Elbow compression HDPE male 16BAR 50mm x2"50mm	3	each						
6.	Elbow compression HDPE female 16BAR 50mmx1.1/2" 40mm	1	each						
7.	Adapter compression HDPE male 16BAR 50mmx2"50mm	4	each						
8.	Bush reduce galvanised 40mmx20mm	1	each						
9.	Pipe stand galvanised 20mmx1000mm	1	each						
10.	Elbow 90 degree galvanised female x female 20mm	1	each						
11.	Tap BIB 208-20 RBR Hose ¾ cobra	1	each						
12.	Tape thread seal PTF0015 heavy duty	2	each						
13.	Doors lockset 3lever	19	each						
14.	CDC long tube bulbs	2	each						
15.	Zinc star tap stop cran	5	each						
16.	Bulbs normal screw	5	each						

17.	Bulbs normal pin	5	each				
18.	External doors wood	2	each				
19	Curtain holder plastic 1.7m	1	each				
20	External paint cream 20L	2	each				
21	Padlocks gate	2	each				
22	Grill padlock set	1	each				
23	Standard door security gate	1	each				
TOTALS:							
NAME:		POSITION:	SIGNATURE	DATE			
NAME OF BIDDER:		ADDRESS:					

Please attach the menu to the quotation.

1. Price cannot be changed.

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/OTRCGE-02/2023/2024

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Tank water poly vertical 1000L 20Kg		
2	Nipple barrel galvanised 50mm		
3	Cock ball brass lever female x female 50mm		
4	Elbow compression HDPE equal 16BAR 50mm		
5	Elbow compression HDPE male 16BAR 50mm x2"50mm		
6	Elbow compression HDPE female 16BAR 50mmx1.1/2" 40mm		
7	Adapter compression HDPE male 16BAR 50mmx2"50mm		
8	Bush reduce galvanised 40mmx20mm		
9	Pipe stand galvanised 20mmx1000mm		
10	Elbow 90 degree galvanised female x female 20mm		
11	Tap BIB 208-20 RBR Hose ¾ cobra		
12	Tape thread seal PTF0015 heavy duty		

13	Doors lockset 3lever		
14	CDC long tube bulbs		
15	Zinc star tap stop cran		
16	Bulbs normal screw		
17	Bulbs normal pin		
18	External doors wood		
19	Curtain holder plastic 1.7m		
20	External paint cream 20L		
21	Padlocks gate		
22	Grill padlock set		
23	Standard door security gate		

[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.]

** Columns A and B to be completed by Public Entity.*

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/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **G/RFQ-GCC**) (available at public entities physical address/website: Insert Public Entity address/website) except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/OTRCGE-02/2023/2024

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Otjiwarongo Gender Office
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses: For the <i>[Public Entity]</i>, the address and the contact name shall be:</p> <p>The Chief Regional officer Otjozondjupa Regional Council P.O. Box 1682 Otjiwarongo</p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p>
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered within 7 days from the date of Purchase Order</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) Delivery note;</p> <p>(b) Invoice</p> <p>(c) Original Purchase Order</p>
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the materials and submission of a delivery note, invoice and the Purchase Order signed by the Supplier

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Performance Security GCC 18	(i) No performance security is required
Insurance GCC 24	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i>
Transportation GCC 25	The Goods shall be delivered: <i>[Incoterm for transportation]</i> .
Inspection and Tests GCC 26.	Inspection will be done on all items in line with the specifications
Liquidated Damages GCC 27	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per day. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price.

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

PROCUREMENT REFERENCE NO.: G/RFQ/OTRCGE-02/2023/2024

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
Original or certified copy of good standing Tax certificate Original or certified copy of good standing Social Security Certificate Valid certified copy of Affirmative Action compliance or proof from Employment Equity Commissioner that bidder is not relevant employer, or exemption issued in terms of section 42 of the Affirmative Action		

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.*