

REPUBLIC OF NAMIBIA  
**OSHANA REGIONAL COUNCIL**

Tel: 065-220441 / 220363 / 220927 Fax: 065-221292  
 E-mail: Pmu@oshanarc.gov.na  
 Our Ref .....  
 Your Ref.....  
 Enquiries: Mrs. Maria Nuule

P/Bag 5543  
 Oshakati, Namibia

## Request for Quotations For Goods

### SUPPLY AND DELIVERY OF OFFICE STATIONARIES

**Procurement Reference No: G/RFQ/ONARC-LANDS-70/2024/2025**

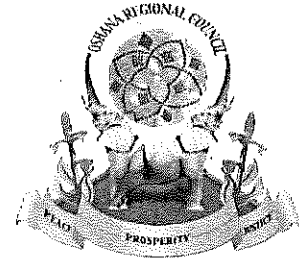
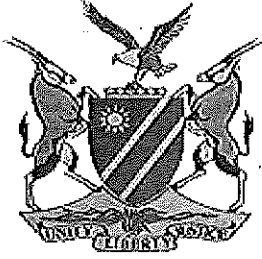
COMPANY NAME .....

CONTACT NUMBER.....

EMAIL ADDRESS.....

TOTAL BIDDING AMOUNT NS.....

**CLOSING DATE; 25 July 2024**  
**Closing Time: 11h 00**



REPUBLIC OF NAMIBIA  
 OSHANA REGIONAL COUNCIL

Tel: 065-2288200 Fax: 065-221292  
 E-mail: [Pmu@oshanarc.gov.na](mailto:Pmu@oshanarc.gov.na)

P/Bag 5543  
 Oshakati, Namibia

Enquiries: Maria Nuule

**Letter of Invitation**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Procurement Reference Number: G/RFQ/ONARC-LANDS-70/2024/2025**

Dear Sirs / Madam

**SUBJECT: SUPPLY AND DELIVERY OF STATIONARIES TO LANDS OSHAKATI REGIONAL OFFICE**

The Oshana 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 **Moses Matatias PMU Head, and Maria Nuule Lands Oshana 065 223860**

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,

.....  
**MOSES MATATIAS**  
 Head of Procurement Management Unit



# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

The Oshana Regional Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or lots
- (b) to accept or reject any quotation; and
- (c) 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 Securing Declaration*
- (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.

## 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 company Registration Certificate;
- (b) have an original valid or certified copy of good Standing Tax Certificate;
- (c) have an original valid or 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;
- (f) Submit signed Bid-securing Declaration.

## 5. Bid Securing Declaration

Bidders are required to *subscribe to a Bid Securing Declaration* for this procurement process.

## 6. Delivery

Delivery shall be *30 days* after acceptance/issue of Purchase Order. Deviation in delivery period *shall be considered if such deviation is reasonable*.

## 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

## 8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *Oshana Regional Council* not later than **25 July 2024 at 11:00**. Quotations by post or hand delivered should reach *Ministry of Agriculture Water And Land Reform, Oshakati* by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

## **9. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## **10. 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.

## **11. Technical Compliance**

Bidders shall submit along with their quotation's documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity'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**

13.1. The applicable margins of preference and their application methodology are as follows:

13.2.

## **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**

## **16. Notification of Award and Debriefing**

The Public Entity 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 (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

## SECTION II: QUOTATION LETTER

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 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 BD*.

The validity period of the Quotation is 90 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		

**Appendix to Quotation Letter**

**BID SECURING DECLARATION**

**(Section 45 of Act)**

**(Regulation 37(1)(b) and 37(5))**

**Date:** .....

**Procurement Ref No.:** .....

**To:** .....

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, 2015 and section 50(2)(D) of the Public Procurement Act, 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: .....

.....

**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:**.....



## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Ref No. ....

QUOTATION FOR: .....

INSTRUCTIONS TO THE PUBLIC ENTITY		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 E - I and fill the total							
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.	Bantex NOTEBOOK Classic Hardcover A5 (B1852)	20	Each						
2.	Mom Ami Sigmafo MARKER Bullet Whiteboard	04	Each						
3.	Impact STORAGE TRAY & LID unprinted	60	Each						
4.	REXEL GBC C230 COMB & WIRE BINDING MACHINE PUNCH 30SHT NEW	01	Each						
5.	CASH Box N08 (TS0030C)	01	Each						
6.	BIC PEN Crystal Medium Ballpoint	180	Each						
7.	Mon Ami HIGHLIGHTER Set 6	02	Each						
8.	Butterfly PAPER A4 Bright Spectra 80gsm 500 Green, Blue, Yellow, Orange and Pink	04	Each						
9.	Printy 75x15mm VERY URGENT (Stamp)	01	Each						

10.	Printy 75x15mm AUTHORIZED ( Stamp	01	Each					
11.	Primeline Pronoti Note Neon 75x75 PK3	10	Each					
12.	Env ENP98KM Plain C4 MANIILA Box 250	04	Each					
13.	Bantex LEVER ARCH FILE A4 PVC 70mm Spine	30	Each					
14.	Primeline CARRY FOLDER A4Bright 200Mic	100	Each					
15.	Examination Pad A4	100	Each					
16.	Apex COMBO ELEMENTS 16mm,19mm,10mm and 14mm A+ PK10 Box	04	Each					
17.	KW Trio STAPLES 23/6 6mm PK 1000	02	Each					
18.	KW Trio STAPLES x 23/8 8mm PK 1000	02	Each					
19.	KW Trio STAPLES 23/10 10mm PK1000	02	Each					
20.	KW Trio STAPLES 23/13 13mm PK 1000	02	Each					
NAME:		POSITION:		SIGNATURE		DATE		
NAME OF BIDDER:		ADDRESS:						

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

2. Currency: ..... Exchange Rate: .....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

**SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

*Not Applicable*

**SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**

Procurement Reference Number: **G/RFQ/ONARC-LANDS-70/2024/2025**

<b>Item No</b>	<b>Technical Specification Required</b>	<b>Compliance of Specification Offered</b>	<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Bantex NOTEBOOK Classic Hardcover A5 (B1852)		
2.	Mom Ami Sigmafio MARKER Bullet Whiteboard		
3.	Mpact STORAGE TRAY &LID unprinted		
4.	REXEL GBC C230 COMB & WIRE BINDING MACHINE PUNCH 30SHT NEW		
5.	CASH Box N08 (TS0030C)		
6.	BIC PEN Crystal Medium Ballpoint		
7.	Mon Ami HIGHLIGHTER Set 6		
8.	Butterfly PAPER A4 Bright Spectra 80gsm 500 Green,Blue,Yellow,Orange and Pink		
9	Printy 75x15mm VERY URGENT (Stamp)		
10.	Printy 75x15mm AUTHORIZED ( Stamp)		
11.	Primeline Pronoti Note Neon 75x75 PK3		
12.	Env ENP98KM Plain C4 MANIILA Box 250		
13.	Bantex LEVER ARCH FILE A4 PVC 70mm Spine		
14.	Primeline CARRY FOLDER A4Bright 200Mic		
15.	Examination Pad A4		
16.	Apex COMBO ELEMENTS 16mm,19mm,10mm and 14mm A+ PK10 Box		
17.	KW Trio STAPLES 23/6 6mm PK 1000		
18.	KW Trio STAPLES x 23/8 8mm PK 1000		
19.	KW Trio STAPLES 23/10 10mm PK1000		
20.	KW Trio STAPLES 23/13 13mm PK 1000		

## 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** on the website of the Public Entity (*www.oshanarc.gov.na*) 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/ONARC-LANDS**

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
<b>Purchaser</b> GCC 1.1(h)	The purchaser is: <i>Oshana RC</i>
<b>Site</b> GCC 1.1(m)	The Site/final destination for delivery of the Goods is: <b>MINISTRY OF AGRICULTURE, WATER AND LAND REFORM OSHANA</b>
<b>Incoterms Edition</b> GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> GCC 8.1	Any notice shall be sent to the following addresses: For the Oshana RC the address and the contact name shall be: PMU, Oshana RC PO Box 5543, Oshakati For the Supplier, the address and contact name shall be: _____

Subject and GCC clause reference	Special Conditions
<b>Disputes</b> GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: NA
<b>Delivery and Documents</b> GCC 13.1	The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Official Invoice
<b>Price Adjustment</b> GCC 15.1	The price charge for the Goods supplied and the related Services performed <i>shall not</i> be adjustable.  If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
<b>Terms of Payment</b> GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> GCC 16.4 (a)	The price <i>shall not be</i> adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
<b>Performance Security</b> GCC 18.1	<i>Not Applicable</i>
<b>Discharge of Performance Security</b> GCC 18.4	<i>Not Applicable</i>
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: OSHANA REGIONAL COUNCIL
<b>Insurance</b> GCC 24.1	<i>Not Applicable</i>

Subject and GCC clause reference	Special Conditions
<b>Transportation GCC 25</b>	The Goods shall be delivered: <i>NA</i>
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be: <i>At the day of receiving goods</i>
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: <i>OSHANA REGIONAL COUNCIL</i>
<b>Liquidated Damages GCC 27.1</b>	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 4-10%]</i> of the final contract price.
<b>Warranty GCC 28.3</b>	The period of validity of the warranty shall be: <i>3 years</i> For the purpose of the Warranty, the place(s) of the final destination(s) shall be: For item 1, the minimum period of warranty/shelf life shall be 3 years For item 3, the minimum period of warranty/shelf life shall be 1 years
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: <i>30 day(s)</i>

**SCHEDULE 3  
QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.: G/RFQ/ONARC-LANDS -70/2024/2025**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		

