



OSHANA REGIONAL COUNCIL

Tel: 065 209315
Fax: 065 222588

Private Bag
P/Bag 5518

**Request for Sealed Quotations for
Goods**

**Supply and Delivery of Duvet Covers and Accessories
to Ongwediva RDC**

Procurement Reference No: G/RFQ/ONARC-ORDC-39/2024/2025

NAME OF BIDDER.....

CONTACT NUMBER OF BIDDER.....

E-MAIL ADDRESS OF BIDDER.....

AUTHORISED REPRESENTATIVE.....

SIGNATURE.....

BID AMOUNT:.....

DUE DATE: 13 JUNE 2024



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To:.....
.....
.....

Procurement Reference Number: G/RFQ/ONARC-ORDC - 39/2024/2025

Dear Sir/Madam,

Subject: Request for sealed quotation to supply and delivery of Duvet Covers and Accessories to Ongwediva Rural December Centre

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 Mr. Mike Kamati 0817817269, Member of PMU or Mr. M. Moses, Head of Procurement Management Unit, Private Bag 5543, Oshakati, at 065 228203 or email address: pmu@oshanarc.gov.na

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,

Private Bag 5543
OSHAKATI

2024-05-28
Mr. M. Moses

Head of Procurement Management Unit

Tel: 065-2288200
Fax: 065-221292



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
- (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 Security
- (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 may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be 180 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/copy valid good Standing Tax Certificate;
- (c) Have an original/copy 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) Bidders are required to initial each page of the bidding document

5. Bid Securing Declaration

Bidders are required to submit a subscribe Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

6. Delivery

Delivery shall be within 60 days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

7. Sealing and Marking of Quotations

Bidders shall submit along with their quotations any relevant documents for this request.

Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Oshana Regional Council, Leo Shoopala Street, and Private bag 5518, Oshakati not later than **13 June 2024 at 11h00**. Quotations by post or hand delivered should reach Oshana Regional Council by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

8. Opening of Quotations

Quotations will be opened internally by the Oshana Regional Council 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 Security will be posted on the website of the Oshana Regional Council and available to any bidder on request within three working days of the Opening.

9. Evaluation of Quotations

Quotations will be opened internally by the Oshana Regional Council PMU members immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the bid opening report will be available to any bidder on request within three working days of the Opening.

10. 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 Oshana Regional Council 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.

11. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

12. Margin of Preference

N/A

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

N/A

15. Notification of Award and Debriefing

The Oshana 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. Furthermore, the Oshana Regional Council 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

(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 attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of the Quotation is _____ 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:.....
[Day|month|year]

Procurement Ref No.:

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 _____, _____
[insert date of signing]

Corporate Seal (where 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:.....

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.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Request for sealed quotation to supply and delivery of Duvet Covers and Accessories to Ongwediva RDC
 Procurement Ref No: G/RFQ/ONARC-ORDC- 39/2024/2025

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.				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	Qty Req.	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	Total price with VAT	Delivery weeks) (days/month)	Country of Origin
1	Duvet Cover set - Cheetah set (1 Duvet cover double size 200 x 200; 2 x Pillow Case Standard size 45 x 70, 100% Cotton per cale/200 thread count white)	14	Set						
2	Duvet Cover set - Cheetah set (1 Duvet cover Queen size 230 x 200; 2 x Pillow Case Standard size 45 x 70, 100% Cotton per cale/200 thread count white)	2	Set						
3	Blankets - hotel Signature Collection - Aranda Double size 200 x 230/color, Bone, furpile with boarder around edge/600GSM	14	Each						
4	Blankets - hotel Signature Collection - Aranda Double size 220 x 240/color, Bone, furpile with	2	Each						

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[The Oshana Regional Council 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/ONARC-ORDC-39/2024/2024**

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.	Duvet Cover set - Cheetah set (1 Duvet cover double size 200 x 200; 2 x Pillow Case Standard size 45 x 70, 100% Cotton per cale/200 thread count white)		
2.	Duvet Cover set - Cheetah set (1 Duvet cover Queen size 230 x 200; 2 x Pillow Case Standard size 45 x 70, 100% Cotton per cale/200 thread count white)		
3.	Blankets - hotel Signature Collection - Aranda Double size 200 x 230/color, Bone, furple with boarder around edge/600GSM		
4.	Blankets - hotel Signature Collection - Aranda Double size 220 x 240/color, Bone, furple with boarder around edge/600GSM		
5.	Toilet Brush Holder with Lid, Square plastic cover, silver, coated removable plastic inner for cleaning reason, size 95mm L x 95mm x 400mm H		
6.	Pedal Bin - Bathroom 3 ltr mirror finish black plastic removable bucket 160 x 250mm (W x H)		
7.	Pedal Bin - Bathroom 3 ltr mirror finish black plastic removable bucket 200 x		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	280mm (W x H)		
8.	Luggage Rack - Folding, solid wood frame with black straps 70 x 41 x 58 (w/h/d)		

[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 on the website of the Oshana Regional Council Email address: pmu@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-ORDC-39/2024/2025

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Ongwediva Rural Development Centre
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Ongwediva Rural Development Centre
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Oshana Regional Council the address and the contact name shall be: Procurement Management unit, Oshana Regional council, Leo Shoopala Street, Private bag 5518, Oshakati, Tel; 065 228203
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Shall be in writing and addressed to PMU
Delivery and Documents GCC 13.1	The Goods are to be delivered within thirty (30) days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed and stamped/sealed delivery note, original invoice, original purchase order
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall be fixed.
Terms of Payment 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
Terms of Payment GCC 16.3	Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.

Subject and GCC clause reference	Special Conditions
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) On Acceptance: 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.</p>
Performance Security GCC 18.1	(i) No performance security is required*or
Discharge of Performance Security GCC 18.4	N/A
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be: Procurement Management Unit, Oshana Regional Council, Leo Shoopala Street, Private bag 5518, Oshakati, Telephone: 065 209315 and Procurement Reference Number: G/RFQ/ONARC-ORDC-39/2024/2025</p>
Insurance GCC 24.1	N/A
Transportation GCC 25	The Goods shall be delivered: Ongwediva Rural Development Centre
Inspection and Test GCC 26.1	The inspection and tests shall be: Bidders to Submit Sample of each item to be supplied during bidding process.
Location of Inspection and Tests GCC 26.2	<p>The inspections shall be conducted at: Technical Person: Mike Kamati Ongwediva Rural Development Centre Private Bag 1486 Oshakati 065-230282</p>
Liquidated Damages GCC 27.1	N/A
Warranty GCC 28.3	N/A

Subject and GCC clause reference	Special Conditions
Repair and Replacement GCC 28.5	N/A

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/ONARC-ORDC-39/2024/2025

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		
have a valid certified copy of company Registration Certificate;		
have an original valid or certified copy of good Standing of Tax Certificate;		
have an original valid or certified copy of good Standing of Social Security Certificate;		
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;		

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.