



**KAVANGO WEST REGIONAL COUNCIL – DIRECTORATE OF
EDUCATION, ARTS AND CULTURE**

Request for Sealed Quotations for Non-Consultancy Services LUMP SUM

**KINDLY PROVIDE A QUOTE FOR RENDERING OF
DECORATION SERVICES FOR EXAM RESULTS
INTERVENTION & DISCUSSIONS**

20 March 2024 At Nkurenkuru Expo Hall

Procurement Reference No: NCS/IQ/KWRC-DOEAC – 52/2023

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**KAVANGO WEST REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE**

Letter of Invitation

11 March 2024

TO:.....
.....
.....

Procurement Reference No: NCS/IQ/KWRC/DOEAC – 52/2023

Dear Sir/ Madam

KINDLY PROVIDE A QUOTE FOR RENDERING OF DECORATION SERVICES FOR THE EXAM RESULTS INTERVENTION & DISCUSSIONS ON 20 MARCH 2024 AT NKURENKURU EXPO HALL

Kavango West Regional Council – Directorate of Education, Arts and Culture invites you to submit your best quote for the services 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 Olyvia N. Joachim @ 0812515203**

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,

Joseph K. Kandjimi

Head of the Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kavango West Regional Council – Directorate of Education, Arts and Culture reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable ;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet 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 for **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 a valid original/certified copy of good Standing Tax Certificate;
 - (c) have a valid original/certified copy 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) Attach Certified National Identity Document (ID)
 - (f) Submit signed Bid-securing Declaration.
 - (g) No Tippex (Correction fluid) should be used
 - (h) All corrections should be initialled
 - (i) **Compliance to the Public Procurement Act, 2015 (Act 15 of 2015) as amended.**
- Section 66 (2B) (a) states that “staff members of the public entity; may not participate either personally or through an entity corporate or incorporate in which he or she has a financial, economic or personal interest, as a bidder or supplier in a procurement process conducted by the Board or public entity;

5. Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be on fixed rate for a period of **30 days** after the closure.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Kavango West Regional Council, Procurement Management Unit, Nkurenkuru Plaza, Nkurenkuru not later than **Monday, 18 March 2024 at 10H00** Quotations by post or hand delivered should reach **Kavango West Regional Council** 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 Kavango West Regional Council, 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 presence or absence of a Bid-Securing Declaration, and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Kavango West Regional Council – Directorate of Education, Arts and Culture, shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation

11. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

12. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

13. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

14. Margin of Preference

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

N/A

15.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

N/A

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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 and General Conditions of Contract.

17. Performance Security

N/A

18. Notification of Award and Debriefing

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

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

| | |
|--|--|
| Quotation Addressed to: <i>[Name of Public Entity]</i> | |
| Procurement Reference Number: | |
| Subject matter of Procurement: | |

We offer to provide the services detailed in the Scope of Services, 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: Request for Quotations.

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 disqualification on the grounds mentioned in the BDS.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is 30 days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 bid validity.

The service will commence on **20 March 2024** after the issuing of the purchase order.

The services should be completed on **20 March 2024** after receipt of purchase order.

Quotation Authorised By:

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

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*

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/IQ/KWRC-DOEAC-52/2023**

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

| Item No | Brief Description of Services | Quantity | Unit of Measure | Unit Price | Total Price |
|---------|---|----------|-----------------|-------------------------------|-------------|
| A* | B* | C* | D* | E | F |
| 1 | Medium Tent (7 x12m) NB: it must be a clean tent and still in good condition | 1 | Each | | |
| 2 | Plastic chair with covers | 50 | Each | | |
| 3 | Rectangle synthetic table (plastic) with table covers | 6 | Each | | |
| 4 | Round table with table covers | 5 | | | |
| 5 | Green carpet for the one medium tent | | | | |
| 6 | Fresh Flower for the Main Table | 1 | Each | | |
| 7 | Decoration (Mini) | | | | |
| 8 | Theme: Navy Blue and White | | | | |
| | | | | Other additional costs | |
| | | | | Subtotal | |
| | | | | VAT @ % | |
| | | | | Total | |

Enter 0% VAT rate if VAT exempt.

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By:

| | | | |
|----------------------------------|---------|------------|--|
| Name: | | Signature: | |
| Position: | | Date: | |
| Authorised for and on behalf of: | Company | | |

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/IQ/KWRC-DOEAC-52/2023**

[Bidders should complete columns C and D with the specifications and Performance standards of the services 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.]

| Item No | Specifications and Performance Required | Compliance of Specifications and Performance Offered | Details of Non-Compliance/ Deviation (if applicable) |
|----------------|---|---|---|
| <i>A*</i> | <i>B*</i> | <i>C</i> | <i>D</i> |
| 1 | Medium Tent (7 x12m) NB: it must be a clean tent and still in good condition | | |
| 2 | Plastic chair with covers | | |
| 3 | Rectangle synthetic table (plastic) with table covers | | |
| 4 | Round table with table covers | | |
| 5 | Green carpet for the one medium tent | | |
| 6 | Fresh Flower for the Main Table | | |
| 7 | Decoration (Mini) | | |
| 8 | Theme: Navy Blue and White | | |

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

Specifications and Performance Standard Compliance Sheet Authorised By:

| | | | |
|----------------------------------|--|------------|--|
| Name: | | Signature: | |
| Position: | | Date: | |
| Authorised for and on behalf of: | | Company | |

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), **Ref: NCS/IQ/KWRC/DOEAC – 52/2023** for the procurement of services (time based) except where modified by the

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/IQ/KWRC/DOEAC – 52/2023

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

| Clause | Contract Data |
|---|---|
| GCC 1.1 Effectiveness of Contract | The Contract shall be deemed to come into effect as from date when the purchase order will be issued. |
| GCC 1.3.1 Intended Completion date | Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities within 10 days after the receipt of the purchase order. |
| GCC 1.6.1 Issue of notices | The Authorized Representative of the Employer is : Mr Matheus K. Singambwe The Authorized Representative of the Service Provider is: _____ |
| GCC 2.6 Insurance and liabilities to Third Party | The amount of the Professional Indemnity Insurance Cover shall be at least: Not applicable |
| GCC 2.7 Reporting Obligations | The Service Provider shall report to: Mrs. Olyvia N. Joachim @ 0812515203 , Directorate of Education, Arts and Culture, Kavango West Regional Office, Matukuchila Complex, Nkurenkuru. |
| GCC 2.10 Performance Security | The Performance Security shall be for an amount of: Not applicable. |
| GCC 4.2 Contract Price | The amount payable per month is. Not applicable |
| GCC 4.3 Terms of Payment | Payments will be made to the Service Provider after receipt of invoice. |
| GCC 4.5 Price Adjustment | Prices shall not be adjustable. |

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/IQ/ KWRC/DOEAC – 52/2023

| Description | Attached (please tick if submitted and cross if not) |
|----------------------------------|--|
| Quotation Letter | |
| Priced Activity Schedule | |
| Performance Compliance Sheet | |
| Bid Security Declaration | |
| Documents evidencing eligibility | |
| | |
| | |
| | |

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.