



**KAVANGO WEST REGIONAL COUNCIL
-INFORMATION AND COMMUNICATION TECHNOLOGY**

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PROCUREMENT MANAGEMENT UNIT

REQUEST FOR QUOTATIONS FOR GOODS

**SUPPLY AND DELIVERY OF OFFICE STATIONERY AND
CLEANING MATERIALS FOR MICT.**

Procurement Reference No: G/IQ/KWRC-MICT-01/2024



KAVANGO WEST REGIONAL COUNCIL

Tel. No.:066-264875/6
Fax No.:066-264853
Enquiry: Martha Kaundu @0813958609

Private Bag6294
NKURENKURU
Namibia

Letter of Invitation

Procurement Reference No: G/IQ/KWRC-MICT-01/2024

18 June 2024

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.....
.....

Dear Sir/Madam

Request for quotation to procure stationery and cleaning materials for MICT.

KWRC-Information and Communication Technology 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. Martha Kaundu @ 066-264997 or 0813958609.**

Please prepare and submit your quotation on or before **25 June 2024 at 10H00** in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Mr J.K. Kandjimi
Head of Procurement Management Unit



INFORMAL QUOTATION (GOODS)

Procurement Ref No: G/IQ/KWRC-MICT-01/2024

Priced Activity Schedule

Item No	Brief Description of Goods	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
1	Pilot Pens(black)	50	Each		
2	Shredder machine	1	Each		
3	Stapler (medium)	8	Each		
4	Punch (Medium)	8	Each		
5	Stapler heavy duty (Medium)	1	Each		
6	Toilet rolls 2 ply	480	Each		
8	Sanitary brush	18	Each		
9	Scrubbing brushes	10	Each		
				Sub Total	
				Vat @%	
				Total	

Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order.

- (a) The MICT requests delivery within 3 days as from the date of placement of order.
- (b) Delivery Date: within 1 day from date of placement of order.
- (c) The following tests and inceptions will be carried conducted on the goods at delivery: N/A
- (d) Validity of offer: 30 days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal

(Please see overleaf)

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

Date:

Procurement Ref No.: **G/IQ/KWRC-MICT-01/2024**

To: KWRC- Information and Communication Technology

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)

General Terms and Conditions Applicable

1. Purchaser

The Public Entity inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. Rights of the Public Entity

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

A Purchaser shall not be bound to accept the lowest or any quotation.

1. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents is attached:

	Document name / title	Please tick
1	Original valid Certificate of Good Standing for Procurement Purposes , issued by the Ministry of Finance: Inland Revenue.	
2	Certified copy not a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or Letter from the Employment Equity Commission(Letter should be on letterhead, stamped and signed by the EEC)	
3	Original or Certified copy of valid Good Attending Certificate with the Social Security Commission	
4	Certified Copy of the Close Corporation Certificate (Issued in terms of Act 26 of 1988) or Founding Statement or any other Company Registration Certificate. These Certificates should clearly indicate the goods / services that the Supplier is registered to render.	

4. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

5. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

6. The Contract

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

7. Purchase order

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) may not change or alter the terms of the purchase order; and
- (b) Must undertake to deliver the goods or services on or before the date set in the purchase order for delivery of the goods or services.
- (c) The purchase shall be valid for 30 day only and will be cancelled thereafter.

8. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.- NCS/RFQ-GCC14 posted in the website of the Policy Unit and on the [insert public entities name] subject to the data provided hereunder.

9. Warranty

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

10. Payment

The Purchaser undertakes to effect payment within 30 days after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.