



**KAVANGO WEST REGIONAL COUNCIL**

Tel. No.:066 – 264875/6  
Fax No.:066 – 264853

Private Bag 6294  
NKURENKURU  
Namibia

# **Request for Sealed Quotations for Goods**

**SUPPLY AND DELIVERY OF STATIONARIES FOR  
MGEPESW**

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**Procurement Reference No: G/RFQ/KWRC-MGEPESW-01/2024**

Private Bag 6294, Nkurenkuru, Tel: 066-264875/264962, Fax: 066-264853



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**Letter of Invitation**

**Procurement Reference No: G/RFQ/KWRC-MGEPESW-01/2024**

**31 July 2024**

**To:** .....  
.....

Dear Sir/Madam

**Request for quotation to supply and delivery of Office Stationaries for KWRC-MGEPESW**

The Kavango West 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. P Mupuma@0812051176** and **Mrs. M Haingura@0813652679**.

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,

**J.K. Kandjimi**  
**Head of Procurement Management Unit**



# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

The **Kavango West Regional Council – Procurement Management Unit** 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 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.

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 **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 company Registration Certificate; (with principle business in line with the required goods)**
- (b) **have an original/certified valid good Standing Tax Certificate;**
- (c) **have an original/certified 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) **have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007**
- (f) **have a certificate indicating SME Status (for Bids reserved for SMEs);**
- (g) **Submit signed Bid-securing Declaration.**
- (h) **Have a Namibian national document**

## 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. Delivery

Delivery shall be **10 working days** after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted*.

6.1 The following tests and inspections will be conducted on the goods at delivery:

6.1.1 quality of the product;

6.1.2 quantity of the product;

6.1.3 and original or counterfeit of the product.

## 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 Secretariat, Procurement Committee, Kavango West Regional Council, Private Bag 6294, Nkurenkuru, Namibia** 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 Kavango West Regional Council-Procurement Management Unit, Nkurenkuru Plaza office no.7 not later than **Monday 12 August 2024 at 10h00**. Quotations by post or hand delivered should reach **Kavango West Regional Council-Procurement Unit, Nkurenkuru Plaza, Office No.7** 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, Procurement Unit 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 put on the website of the **Kavango West Regional Council**, and available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

**Kavango West Regional Council** 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 quotations **documents, catalogues** and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Kavango West 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.

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

## 13. Margin of Preference

N/A

**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**

Not applicable

**16. Notification of Award and Debriefing**

**Kavango West 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 and post a notice of award within seven (7) days. Furthermore, Kavango West 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

Quotation addressed to: <i>[name of Public Entity]</i>	<b>KAVANGO WEST REGIONAL COUNCIL</b>
Procurement Reference Number:	<b>G/RFQ/KWRC-MGEPESW-01/2024</b>
Subject matter of Procurement:	<b>Procuring of Stationaries for MGEPESW</b>

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, 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.

The validity period of the Quotation is 30 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 bid 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(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: .....  
*[signature of person whose name and capacity are shown]*

Capacity of:.....  
*[indicate legal capacity of person(s) signing the Bid Securing Declaration]*

Name: .....  
*[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 \_\_\_\_\_, \_\_\_\_\_  
*[date of signing]*

Corporate Seal (where appropriate)

## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: **KAVANGO WEST REGIONAL COUNCIL**  
Procurement Ref No. **G/RFQ/KWRC-MGEPESW-01/2024**

**Currency of Quotation: Namibian Dollars**

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1	Self-adhesive flags 43m x 20mm (100 sheets – written please sign here)	40	Each		
2	Classic Date Stamp (Die-Plate-Dater/ with black ink) (written paid and space for Name)	5	Each		
3	Classic Date Stamp (Die-Plate-Dater/ with black ink) (written Processed and space for Name)	5	Each		
4	Office Shredder strip cut Gray/Black	3	Each		
5	Heavy duty punch 2 hole 63sheets	7	Each		
6	Calculator CASIO 12 digit large kickstand	12	Each		
7	A4 ream copy papers (photocopy papers)	10	Box		
8	Rubber bands large	20	Set		
9	Whiteboard standard 20mm slime-line 18mm frames	4	Each		
10	Whiteboard accessories starter packs (markers, dusters and erasers)	4	Each		
11	Flip chart stand/ whiteboard 750mm x 1060mm non-magnetic	4	Each		
12	Flip chart paper 40 sheets punched 860x610mm 60gsm white bond	4	Each		
				<b>Sub Total</b>	
				<b>VAT @%</b>	
				<b>Total</b>	

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

Currency N/A    Exchange Rate: N/A

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

*NB: See Attached Specifications*

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/KWRC-MGEPESW-01/2024**

*[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.]*

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	Self-adhesive flags 43m x 20mm (100 sheets – written please sign here)		
2	Classic Date Stamp (Die-Plate-Dater/ with black ink) (written paid)		
3	Classic Date Stamp (Die-Plate-Dater/ with black ink) (written Processed and space for Name)		
4	Office Shredder strip cut Gray/Black in color		
5	Heavy duty punch 2 hole 63sheets		
6	Calculator CASIO 12 digit large kickstand		
7	A4 ream copy papers (photocopy papers)		
8	Rubber bands large		
9	Whiteboard standard 20mm slime-line 18mm frames		
10	Whiteboard accessories starter packs (markers, dusters and erasers)		
11	Flip chart stand/ whiteboard 750mm x 1060mm non-magnetic		
12	Flip chart paper 40 sheets punched 860x610mm 60gsm white bond		

*\* 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/KWRC-MGEPESW-01/2024** of the Kavango West Regional Council.

**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/KWRC-MGEPESW-01/2024**

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

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: <i>Kavango West Regional Council-MGEPESW</i>
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is Nkurenkuru, Kavango West Regional Council (Nkurenkuru Plaza)
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For The Secretariat, Procurement Committee, Kavango West Regional Council, Private Bag 6294, Nkurenkuru, the address and the contact name shall be: Joseph K. Kandjimi For the Supplier, the address and contact name shall be: _____
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
<b>Delivery and Documents GCC 13.1</b>	The Goods are to be delivered within 15 Working 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>Price Adjustment GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
<b>Terms of Payment GCC 16.1</b>	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 GCC 16.3</b>	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.

Subject and GCC clause reference	Special Conditions
<b>Terms of Payment GCC 16.4 (a)</b>	The price shall not be adjustable to the fluctuation in the rate of exchange.
<b>Payment Period GCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <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.</p>
<b>Performance Security GCC 18.1</b>	(i) No performance security is required.
<b>Discharge of Performance Security GCC 18.4</b>	Not applicable
<b>Packing GCC 23.2</b>	The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to <b>MGEPEWS-Regional Office Nkurenkuru</b>
<b>Insurance GCC 24.1</b>	<i>Not applicable</i>
<b>Transportation GCC 25</b>	The Goods shall be delivered at Kavango West Regional Council-MGEPEWS
<b>Inspection and Test GCC 26.1</b>	The supplier shall at its own expenses and no cost to the Kavango West Regional Council carry out all such test and/ or inspection of the goods and related services.
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: Nkurenkuru
<b>Liquidated Damages GCC 27.1</b>	Applicable

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Warranty GCC 28.3</b>	1 Year
<b>Repair and Replacement GCC 28.5</b>	The bidder should bear the cost for repair and replacement of defective goods or parts thereof, at no cost to Kavango West Regional Council-MGEPESW.

**SCHEDULE 1****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/KWRC-MGEPESW-01/2024**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
Specifications completed		
Obligatory documents		

**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.*