



KAVANGO WEST REGIONAL COUNCIL

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

Private Bag6294
NKURENKURU
Namibia

Request for Sealed Quotations for Goods

SUPPLY AND DELIVERY OF OFFICE STATIONERY.

Procurement Reference No: G/RFQ/KWRC-MWT-11/2025

Private bag 6294, Nkurenkuru, [Tel:066-264875/6](tel:066-264875/6) , pmukwrc@gmail.com



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Letter of Invitation

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Procurement Reference No: G/RFQ/KWRC-MWT-11/2025

12 March 2025

Dear Sirs,

Request for Quotations for Supply and Delivery of office stationary.

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. E. Hairwa@ 066-264875/6**

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 PMU



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kavango West Regional Council reserves the right:

- (a) To accept or reject any quotation; and
- (b) 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 **60** 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;
- (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) Submit signed Bid-securing Declaration.

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**.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Head of PMU, 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, not later than **18 March 2025 at 11H00AM**. Quotations by post or hand delivered should reach the secretariat, Procurement Committee, Kavango West Regional Council, Private Bag 6294, Nkurenkuru, Namibia 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 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

As per request, 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 preferences

Not applicable

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

(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, 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 **60** 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	

Section VII. Special Conditions of Contract 6

[This form is to be deleted if Bid Securing Deceleration is not applicable.] **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*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR:
Procurement Ref No.

INSTRUCTIONS TO THE PUBLIC ENTITY					
Item no.	Description of Goods	Quantity required	Unit of measures	Unit Rate	Total Amount
1.	Prime line Toilet Paper Ultra Soft Unwrapped 2ply pk48	2	Each		
2	Multi Office Copy paper A4 80gsm	30	Rims		
3	Kw trio staple Heavy Duty (use23/8 244mm)	1	Each		
4	Kraf folder 3 flap printed	50	Each		
5	BIC pen crystal Medium	60	Each		
6	Primeline letter tray 3 tier	4	Each		
7	Exercise book A4 Hard cover 192pages 2Quite Feint ruled	6	Each		
8	Waste bin large round wire mesh	5	Each		
				VAT 15%	
				GRAND TOTAL	
NAME:		POSITION:			
NAME OF BIDDER:					

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

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

Specifications and Compliance Sheet Authorised By:

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	Prime line Toilet Paper Ultra Soft Unwrapped 2ply pk48		
2	Multi Office Copy paper A4 80gsm		
3	Kw trio staple Heavy Duty (use23/8 244mm)		
4	Kraf folder 3 flap printed		
5	BIC pen crystal Medium		
6	Primeline letter tray 3 tier		
7	Exercise book A4 Hard cover 192 pages 2Quite Feint ruled		
8	Waste bin large round wire mesh		

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-MWT-11/2025 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-MWT-11/2025

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
Purchaser GCC 1.1(h)	The purchaser is: Kavango West Regional Council
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Nkurenkuru Plaza, Nkurenkuru
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Section VII Special Conditions of Contract 10

Subject and GCC clause reference	Special Conditions
<p>Notices GCC 8.1</p>	<p>Any notice shall be sent to the following addresses: The Chief Regional Officer, Kavango West Regional Council, Private Bag 6294, Nkurenkuru, the address and the contact name shall be: Mr. Matheus K. Singambwe For the Supplier, the address and contact name shall be: </p>
<p>Disputes GCC 10.2</p>	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____</p>
<p>Delivery and Documents GCC 13.1</p>	<p>The Goods are to be delivered within 10 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;</p>
<p>Price Adjustment GCC 15.1</p>	<p>The price charge for the Goods supplied and the related Services performed shall not be adjustable.</p>
<p>Terms of Payment GCC 16.1</p>	<p>The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice</p>
<p>Terms of Payment GCC 16.3</p>	<p>Payments shall be made not later than (30) thirty days after submission of an invoice and its certification by the Purchaser.</p>
<p>Terms of Payment GCC 16.4 (a)</p>	<p>The price shall not be adjustable to the fluctuation in the rate of exchange.</p>
<p>Payment Period GCC 16.5</p>	<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>

Section VII Special Conditions of Contract 11

Subject and GCC clause reference	Special Conditions
Performance Security GCC 18.1	(i) No performance security is required.
Discharge of Performance Security GCC 18.4	Not applicable
Packing GCC 23.2	Not applicable
Insurance GCC 24.1	Not applicable
Transportation GCC 25	The Goods shall be delivered.
Inspection and Test GCC 26.1	The inspection and tests shall be carried out upon delivery in Nkurenkuru
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Nkurenkuru Plaza in Nkurenkuru
Liquidated Damages GCC 27.1	Not applicable
Warranty GCC 28.3	N/A
Repair and Replacement GCC 28.5	The bidder should bear the cost for repair and replacement if occurred.

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.:

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		

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.*