



**Kavango East Regional Council  
Directorate of Education, Arts and Culture**

**Request for Sealed Quotations  
for Goods**

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**Procurement of Stationeries and  
Cartridges for Regional Office**

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**Procurement Reference No: *G/RFQ/DOEAC-KERC/022/37/2023/2024***

*P.O.Box 2124, Rundu, Tel: 066 - 266000*

*Fax No: 066 - 255396*



**KAVANGO EAST REGIONAL COUNCIL**

*Tel.: 066 – 2589126*

*Fax: 066 – 255396 / 255378*

*E-mail: [inilekkapinga@gmail.com](mailto:inilekkapinga@gmail.com)*

*Private Bag 2134*

*Rundu*

*NAMIBIA*

**Enquires: Mr. I. K. Kapinga**

**Letter of Invitation**

**12/05/2023**

TO:

Dear Sir,

**Request for Quotations for stationeries and cartridges for Regional Office**

The Kavango East 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. I. K. Kapinga Tel: 066 – 2589126, Directorate of Education, Arts & Culture, Kavango East Regional Council.*

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,



Mr. Jona M. Kangumbe

**Head: Procurement Management Unit**



# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

The Kavango East 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 List of Goods and Price Schedule Section III;
- (b) The Specifications and Compliance Sheet in Section V; and
- (c) 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

One Hundred and twenty (120) days from the date of the bid submission deadline.

## 4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) **Have a valid Company Registration Certificate/Founding Statement**
- (b) **Have a valid original or certified copy of good Standing Tax Certificate**
- (c) **Have a valid or certified copy of good Standing Social Security Certificate**
- (d) **Submit signed Bid Securing Declaration**
- (e) **Principle of business must be in line with this procurement**
- (f) **Attach certified copy of Identity document for the company owner**

## 5. Delivery

Delivery shall be *30 Days* after acceptance/issue of Purchase Order. Deviation in delivery period *shall be considered if such deviation is reasonable*.

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

- Verification of quantity and Quality

## **6. Sealing and Marking of Quotations**

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

## **7. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at *Kavango East Regional Council, Office No: 11* not later than **19 May 2023 at 11:00 am**. Late quotations will be rejected.

## **8. Opening of Quotations**

Quotations will be opened internally by the Public Entity 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/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## **9. Evaluation of Quotations**

The Public Entity 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.

## **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 Public Entity's 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**

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

*Not applicable*

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

*Not applicable*

### **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.

## 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:                          | <b>G/RFQ/DOEAC-KERC/022/37/2023/2024</b> |
| 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 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.

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: Kavango East Regional Council**

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*



**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: Procurement of stationeries and cartridges

Procurement Ref No. G/RFQ/DOEAC-KERC/022/37/2023/2024

#### 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

E= mark with a \*if an equivalent is quoted

F= Rate per unit  
G=Total price for one item ( C x F)

• If an equivalent is quoted, please attach to your quote appropriate technical information & specification

• Bidders shall fill in and sign the bottom section of this page

| A        | B                                            | C                 | D                | E | F                               | G                           | H        | I                           |                   |
|----------|----------------------------------------------|-------------------|------------------|---|---------------------------------|-----------------------------|----------|-----------------------------|-------------------|
| Item no. | Description of Goods                         | Quantity required | Unit of measures | * | Price per unit NAD <sup>1</sup> | Total price without VAT NAD | VAT: NAD | Delivery weeks (days/month) | Country of Origin |
| 1        | H-CF 400A for HP Color Laser jet M252n       | 20                | each             |   |                                 |                             |          |                             |                   |
| 2        | H-CF 401A for HP Color Laser jet M252n       | 10                | each             |   |                                 |                             |          |                             |                   |
| 3        | H-CF 402A for HP Color Laser jet M252n       | 10                | each             |   |                                 |                             |          |                             |                   |
| 4        | H-CF 403A for HP Color Laser jet M252n       | 10                | each             |   |                                 |                             |          |                             |                   |
| 5        | H-CF 400A for canon i-sensys MF645           | 30                | each             |   |                                 |                             |          |                             |                   |
| 6        | H-CF 401A for canon i-sensys MF645           | 10                | each             |   |                                 |                             |          |                             |                   |
| 7        | H-CF 402A for canon i-sensys MF645           | 10                | each             |   |                                 |                             |          |                             |                   |
| 8        | H-CF 403A for canon i-sensys MF645           | 10                | each             |   |                                 |                             |          |                             |                   |
| 9        | H-CF 400A for HP Color Laser jet M277dw      | 40                | each             |   |                                 |                             |          |                             |                   |
| 10       | H-CF 401A for HP Color Laser jet M277dw      | 10                | each             |   |                                 |                             |          |                             |                   |
| 11       | H-CF 402A for HP Color Laser jet M277dw      | 10                | each             |   |                                 |                             |          |                             |                   |
| 12       | H-CF 403A for HP Color Laser jet M277dw      | 10                | each             |   |                                 |                             |          |                             |                   |
| 13       | CF283A for laser jet pro MFP MF127fw         | 40                | each             |   |                                 |                             |          |                             |                   |
| 14       | Canon 737 for canon i-sensys MF237w          | 30                | each             |   |                                 |                             |          |                             |                   |
| 15       | E260A11E for Lexmark E260d                   | 10                | each             |   |                                 |                             |          |                             |                   |
| 16       | 122XL Black Noir for HP Deskjet 2050         | 10                | each             |   |                                 |                             |          |                             |                   |
| 17       | 122XL color for HP Deskjet 2050              | 10                | each             |   |                                 |                             |          |                             |                   |
| 18       | CF259A for HP Laserjet Pro M404, MFP428,M304 | 20                | each             |   |                                 |                             |          |                             |                   |
| 19       | CE278A Black noir HP Laserjet Pro P1536      | 10                | each             |   |                                 |                             |          |                             |                   |
| 20       | Staples 26/6 (5000 pieces per packet)        | 200               | packet           |   |                                 |                             |          |                             |                   |
| 21       | Pen Black                                    | 600               | each             |   |                                 |                             |          |                             |                   |
| 22       | Stapler Machine 26/6                         | 40                | each             |   |                                 |                             |          |                             |                   |
| 23       | Spray paints 1L can                          | 50                | each             |   |                                 |                             |          |                             |                   |

|                 |                             |           |       |           |  |              |  |
|-----------------|-----------------------------|-----------|-------|-----------|--|--------------|--|
| 24              | Masking Tape Buffalo        | 20        | Rolls |           |  |              |  |
| 25              | Marker Pens Permanent Black | 30        | Each  |           |  |              |  |
| 26              | Marker Pens Permanent Blue  | 12        | each  |           |  |              |  |
| 27              | Punch H/Duty                | 20        | each  |           |  |              |  |
| 28              | Punch 2 holes L/Duty        | 40        | each  |           |  |              |  |
|                 |                             |           |       |           |  | <b>TOTAL</b> |  |
| NAME:           |                             | POSITION: |       | SIGNATURE |  | DATE         |  |
| NAME OF BIDDER: |                             | ADDRESS:  |       |           |  |              |  |

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:  
 Currency: ..... Exchange Rate: .....  
 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

*[The Public Entity 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/DOEAC-KERC/022/37/2023/2024**

*[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         | Refer to section III above       |                                     |                                                      |
| 2         |                                  |                                     |                                                      |
| 3         |                                  |                                     |                                                      |
| 4         |                                  |                                     |                                                      |

*\* 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

## 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/DOEAC-KERC/022/37/2023/2024**

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                                                                                                                                                                                                                                                                                            |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purchaser<br/>GCC 1.1(h)</b>         | <b>Kavango East Regional Council – Directorate of Education, Arts &amp; Culture</b>                                                                                                                                                                                                                           |
| <b>Site<br/>GCC 1.1(m)</b>              | The Site/final destination for delivery of the Goods is <b>Kavango East Regional Council, Directorate of Education, Arts &amp; Culture Regional Office</b>                                                                                                                                                    |
| <b>Incoterms Edition<br/>GCC 4.2(b)</b> | Incoterms shall be governed by the rules prescribed in Incoterms 2010.                                                                                                                                                                                                                                        |
| <b>Notices<br/>GCC 8.1</b>              | <p>Any notice shall be sent to the following addresses:</p> <p>For the Kavango East Regional Council, the address and the contact name shall be:</p> <p><b>Ms. Ludgela Nangura</b><br/><b>P/Bag 2124, Rundu</b></p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> |

| Subject and GCC clause reference                 | Special Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Disputes</b><br><b>GCC 10.2</b>               | <p>If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.</p> |
| <b>Delivery and Documents</b><br><b>GCC 13.1</b> | <p>The Goods are to be delivered within <u>    30    </u> days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed delivery note;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Price Adjustment</b><br><b>GCC 15.1</b>       | <p>The price charge for the Goods supplied and the related Services performed <i>shall not</i> be adjustable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Terms of Payment</b><br><b>GCC 16.1</b>       | <p>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Terms of Payment</b><br><b>GCC 16.3</b>       | <p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Terms of Payment</b><br><b>GCC 16.4 (a)</b>   | <p>The price <i>shall not be</i> adjustable to the fluctuation in the rate of exchange.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Payment Period</b><br><b>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</b><br><b>GCC 18.1</b>   | <p>(i) No performance security is required</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Subject and GCC clause reference                      | Special Conditions                                                                                                                                  |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Discharge of Performance Security<br/>GCC 18.4</b> | Not applicable                                                                                                                                      |
| <b>Insurance<br/>GCC 24.1</b>                         | <i>Not applicable</i>                                                                                                                               |
| <b>Transportation<br/>GCC 25</b>                      | The Goods shall be delivered: <i>Incoterm 2010</i>                                                                                                  |
| <b>Inspection and Test<br/>GCC 26.1</b>               | The inspection and tests shall be: <i>conformity to specifications</i>                                                                              |
| <b>Location of Inspection and Tests<br/>GCC 26.2</b>  | The inspections and tests shall be conducted at: <b>Kavango East Regional Council, Directorate of Education, Arts &amp; Culture Regional Office</b> |

**SCHEDULE 3**

**QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.: G/RFQ/DOEAC-KERC/022/37/2023/2024**

| Description                                                             | Attached | Not Attached |
|-------------------------------------------------------------------------|----------|--------------|
| Quotation Letter                                                        |          |              |
| List of Goods and Price Schedule                                        |          |              |
| Specification and Compliance Sheet                                      |          |              |
| Copy of company registration/founding statement                         |          |              |
| Original or certified copy of good standing tax certificate             |          |              |
| Original or certified copy of good standing Social Security certificate |          |              |
| Certified copy of Identity Document                                     |          |              |

**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.*