



KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE OF WATER SUPPLY AND SANITATION COORDINATION

REQUEST FOR SEALED QUOTATIONS FOR NON-CONSULTANCY SERVICES

LEASING OF A PHOTOCOPY MACHINE AND MAINTENANCE SERVICES FOR 36 MONTHS

Procurement Reference No: NCS/RFQ/KERC-DWSSC-01/024/2023/2024

Name of bidder	
Contact Person	
Email address	
Postal address	
Total Amount (VAT inclusive)	
Contact Phone Number	

Private Bag 2124,
Maria Mwengere Street
Rundu,
Tel: 066 266000/12/32; Fax No: 066 255396



Letter of Invitation

12 October 2023

Procurement Reference No: NCS/RFQ/KERC-DWSSC-01/024/2023/2024

Dear Sir or Madam

Request for Quotation Leasing of a Photocopy Machine and Maintenance Services for 36 months


The Kavango East Regional Council invites you to submit your best bid 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 **Mr. J.K Shinkanda, Telephone: 066 266100.**

Please prepare and submit your bid in accordance with the instructions given or inform the undersigned if you will not be submitting a bid.

Yours faithfully,


Mr. J.M Kangumbe

Head: Procurement Management Unit



12/10/2023
Date

SECTION I: INVITATION FOR BIDS

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 bid or to cancel the bidding process, and
- (c) reject all bids at any time prior to contract award.

2. Preparation of quotation

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 annexure for Bid Securing Declaration
- (b) The List of Goods and Price Schedule in 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 Invitation for Bids document, including the Special Conditions of Contract in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotation

The Quotation validity period shall be for **60** days from the date of submission deadline

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should submit the following documents:

- a) **Have a valid certified copy of company Registration Certificate**
- b) **Have an original valid or certified copy of good Standing Tax Certificate;**
- c) **Have an original valid or certified copy of good Standing Social Security Certificate;**
- d) **Submit signed Bid-securing Declaration Form**
- e) **Have a valid 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 24 of the Affirmative Action Act, 1998**
- f) **Written undertaking in terms of section 138 of the Labour Act, 2015**

PLEASE NOTE: Compliance to Section 66A of the Public Procurement Act, Act. No. 15 of 2015 as amended shall apply.

5. Bid Security/Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process.

6. Contract Period for Services

The contract shall be on fixed rate for a period of 36 months.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company profile, past experience and evidence of similar services provided with customer reference details.

8. 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.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Kavango East Regional Council not later than **23 October 2023 at 11h00**. Quotations by post or hand delivery should reach **Kavango East Regional Council, Office number 11** by the same date and time. Late quotations will be rejected. Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity after the closing date referred to in instruction 9 above. A record of bid opening will be made available on the Regional Council website within three working days of the opening.

11. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications 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.

12. 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.

13. Prices and Currency of Quotations

Prices shall be fixed in Namibian Dollars and all payments will be made in the 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.

14. Margin of Preference

Not applicable

15. Award of Contract

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

16. Notification of Award and Debriefing

The Public Entity 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 on its website within seven (7) days. Furthermore, the Public Entity 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 bid 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 bid 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 provide the services detailed in the attached Scope of Services, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.

We confirm that we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.

We undertake to abide by the ethical conduct of bidders and suppliers as provided under the Public Procurement Act 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. We further understand that this subscription could lead to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BSD]*.

The validity period of our quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that our quoted prices 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 service will commence within _____ *[insert number]* days from the date of issue of Purchase Order/Letter of Acceptance.

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	

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: [Insert complete name of Public Entity and address]

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: _____

Capacity of: _____

Name: _____

Duly authorized to sign the bid for and on behalf of:

Dated on _____ day of _____, _____

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.]



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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:

Tel 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: SCOPE OF SERVICES

Leasing of Photocopy Machine and Maintenance services for 36 months that deliver services of:

Quantity	1
System memory	2 GB
System hard disk	250 GB
Interface	Ethernet, USB, Wi-Fi
Warm-up time	27 seconds
PRINTING	
Direct network printing encrypted PDFs, IPP, email printing	Yes
Duplex printing	Yes
USB hot port for direct printing	Yes
Copier (black & white)	Yes
Colour scanning	Yes
Scan to email, folder, USB	Yes
PAPER HANDLING	
Paper capacity	500 sheets and 100 sheet manual bypass
Format A4 & A3	Yes
Network capabilities	Yes
Print per minute	28ppm
Stapling	20 sheets
OTHER	
Service agreement	Inclusive
Toners	Inclusive
Drum	Inclusive
Maintenance & repair agreement	Inclusive
Travelling expenses	Inclusive
Labour	Inclusive
Routine services	Inclusive
Copy charges rate	Yes
Rental leasing	Yes
36 months	Yes
Delivery: Directorate of Water Supply and Sanitation Coordination, Kavango East Regional Office	

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number:

NCS/RFQ/KERC-DWSSC-01/024/2023/2024

[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 re-designed and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

Item No	Brief Descriptions of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Photocopy machine rental for 36 months	1	EA		
2	Service plan for 36 months	36	Months		
3	Black and White Copier charges for 36 months	36	Months		
5					
6					
				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: *[insert company seal]*

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/KERC-DWSSC-01/024/2023/2024

[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.]

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

Item No	Technical Specification Required	Compliance Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	GENERAL		
2.	System memory		
3.	System hard disk		
4.	Interface		
5.	Warm-up time		
6.	PRINTING		
7.	Direct network printing encrypted PDFs, IPP, email printing		
8.	Duplex printing		
9.	USB hot port for direct printing		
10.	Copier (black & white)		
11.	Colour scanning		
12.	Scan to email, folder, USB		
13.	PAPER HANDLING		
14.	Paper capacity		
15.	Format A4 & A3		
16.	Network capabilities		
17.	Print per minute		
18.	Stapling		
19.	OTHER		
20.	Service agreement inclusive		
21.	Toners Inclusive		
22.	Drum Inclusive		
23.	Maintenance & repair agreement		
24.	Travelling expenses		
25.	Labour		

Specifications and Compliance Sheet Authorised By:

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

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/KERC-DWSSC-01/024/2023/2024

Description	Attached (please tick if submitted and cross if not)
1) Quotation Letter	
2) Signed Bid Securing Declaration	
3) List of Goods and Price Schedule	
4) Specification and Compliance Sheet	
5) Valid certified copy of Company Registration Certificate	
6) Original valid or certified Good Standing Tax Certificate	
7) Original valid or certified Good Standing Social Security Certificate	
8) Valid copy of Affirmative Action Compliance Certificate	
9) Written undertaking in terms of section 138 of the Labour Act, 2015	

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 bid 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.