



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

Request for Sealed Quotations For Goods

Procurement Of: Training and Teaching materials for Pre-Primary

Procurement Reference No: G/RFQ/DOEAC-KERC/022/112/2023/2024

P.O.Box 2134, Rundu, Tell: 066 266000

Fax No: 066 255396



KAVANGO EAST REGIONAL COUNCIL

Tel.: 066 – 266000

Fax: 066 – 255396 / 255378

E-mail:

Private Bag 2134
RUNDU
NAMIBIA

Enquires: Mr. B F Streidwolf

Letter of Invitation

13/11/2023

Dear Sir,

Request for Quotations for Procurement of Training and Teaching materials for Pre-Primary

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. B F Streidwolf*, Tel: 066 – 2589111 *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

J. M. Kangumbe

Mr. J.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.

PLEASE NOTE: Compliance to the Public Procurement Act, 2015 (Act. 15 of 2015) as amended. Section 66 (2B) (a) states that "staff members of the Public entity; may not participate either personal or through an entity corporate or incorporate in which he or she has a financial, economic or personal interest, as a bidder or supplier in a procurement process conducted by the board or public entity.

3. Validity of Quotations

Ninety (90) days, from the date of the bids submission deadline.

4. Eligibility Criteria

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

- (a) Have a valid copy of company Registration Certificate
- (b) Have a valid original/certified copy of good Standing Tax Certificate
- (c) Have a valid original/certified good Standing Social Security Certificate
- (d) Submit signed Bid Securing Declaration
- (e) Attach certified copy of an Identity document of the owner
- (f) Business Principal must be in line with this procurement (Stationeries)

5. Delivery

Delivery shall be *10 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* not later than **24 November 2023, at 11h00**. Quotations by post or hand delivered should reach ***Kavango East Regional Council, Office Number 11*** by the same date and time at latest. Late quotations will be strictly 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:	
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	

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*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Training and Teaching materials for Pre-Primary

Procurement Ref No: G/RFQ/DOEAC-KERC/022/112/2023/2024

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				
(Pls note: the indicated item codes on the item code column)				E	F	G	H	I
				*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks (days/month)
A	B	C	D	E	F	G	H	I
Item Codes	Description of Goods	Quantity required	Unit of measures					Country of Origin
033816028654	Ream pouches A4 for laminating 250 mic 100 pcs	20 Boxes	Boxes					
S00	Ream pouches A3 for laminating 303 x 426 mm 150 micron 100 pcs	20 Boxes	Boxes					
S002	Ream pouches A5 for laminating 154x 216 100 pcs	15 Boxes	Boxes					
6002242020772	Clear self-adhesive protective film 450x2m	210	EA					
6001732001420	Box coloured paper red	10	EA					
6001732001420	Box coloured paper blue	10	EA					
6001732001420	Box coloured paper yellow	10	EA					
S798	Cello tape 12x50 red	120	EA					
S349	Cello tape 12 x 50 green	120	EA					
S9867	Cello tape 12 x 50 blue	120	EA					
S3978	Cello tape 12 x 50 orange	120	EA					
S349	Cello tape 12 x 50 yellow	120	EA					

S251	A3 High speed laminator GBC fusion 3000L	3	EA				
6001151010287	Pre stick 24X100g	10	EA				
3474375050040	Markers permanent red	110	EA				
3474375050040	Markers permanent green	110	EA				
3474375050040	Markers permanent black	110	EA				
3474375050040	Markers permanent blue	110	EA				
6007652000512	Coloured pencils 12's	3455 packs	packs				
6001091649356	Ponal wood glue 500ml	110	EA				
S24	Posters pink/blue/yellow/green	1120	EA				
6007665200199	Wax Crayons 9SUPER JUMBO	3350 packs	Packs				
6001539185125	BIC PENS black	110	EA				
6001539185125	BIC PENS blue	110	EA				
6001539185125	BIC PENS red	110	EA				
S199	Buff tape 48mmx50m clear	120	EA				
3154144642712	Small scissors	3350	EA				
4006608107642	Beginners Pencilsteadtler	3350	EA				
6007652004756	Eraser Large 62x20x10	3455	EA				
6007665200307	Desktop sharpeners plastic	120	EA				
6007652004084	Exercise books A4 72 pg unrulled	3350	EA				
4007817965030	Scissors 210mm	120	EA				
6001396064861	Croxley Glue Stick 36 g	3455	EA				
6003977000251	Mondi Rotatrim copy papers A3 RIM	50 RIMS	rims				
6003977000206	Mondi Rotatrim copy papers A4 RIM	100 RIMS	rims				
5028252135337	Staples 23/8	1	EA				

S49	Flipchart 40 sheets	10	EA	Total Excl. Amount:		
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.]

NB: The supplier must quote according to the item quotes indicated in the price schedule

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: : **G/RFQ/DOEAC-KERC/022/112/2023/2024**

[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)
A*	B*	C	D
1.	Refer to Section III Above		

** 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	

SCHEDULE 3 QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: **G/RFQ/DOEAC-KERC/022/112/2023/2024**

Description	Attached	Not Attached
Bid Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Quotation		
Valid Original or Certified Good Standing Tax Certificate		
Valid Original or Certified Good Standing Social Security Certificate		
Valid Company Registration		

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.