



KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE OF WATER SUPPLY AND SANITATION COORDINATION

REQUEST FOR SEALED QUOTATIONS FOR

PROCUREMENT OF TOILET PAPERS FOR REGIONAL OFFICE

Procurement Reference No: G/RFQ/KERC-DWSSC-02/022/2023/2024

| | |
|-------------------------------|--|
| 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

17 November 2023

Procurement Reference No: G/RFQ/KERC-DWSSC-02/022/2023/2024

Dear Sir/Madam

PROCUREMENT OF TOILET PAPERS

The Kavango East Regional Council invites you to submit your best bid for 2ply-Toilet Papers for the office. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to **Mr. JK 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



17.11.2023

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

2. Preparation of quotation

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 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 180 days from the date of the submission deadline

4. Eligibility Criteria

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

- a) Have a valid copy of a Company Registration;
- b) Have a valid original or certified copy of a Good Standing Tax Certificate;
- c) Have a valid original or certified copy of a Good Standing Social Security Certificate;
- d) Submit a signed Bid Securing Declaration
- e) Business principles must be in line with this procurement (Cleaning Materials)
- f) Attach a certified copy of an Identity document of the owner (s)

PLEASE NOTE: Compliance to Section 66A of the Public Procurement Act, Act. 15 of 2015 as amended shall apply.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be 3 days after acceptance/issue of the Purchase Order. Deviation in the delivery period shall be considered if such deviation is reasonable.

7. 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.

8. Submission of Quotations

- Quotations should be deposited in the Quotation/Bid Box located at the *Kavango East Regional Council* not later than **27 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 the 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 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, and 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.

10. Evaluation of Quotations

The Public Entity shall have the right to request 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. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base 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. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid and qualified to supply the goods or items and related services shall be selected for award of the contract. Award of the contract shall be by issuing a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract 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 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 RB 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 supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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 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 Security/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 BD]*.

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.

We confirm the delivery period offered, from the date of issue of the Purchase Order/Letter of Acceptance 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./E-mail | |

Appendix to Quotation Letter

BID SECURING DECLARATION (Section 45 of Act) (Regulation 37(1) (b) and 37(5))

Procurement Ref No.: G/RFQ/KERC-DWSSC-02/022/2023/2024

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: _____

Capacity of: _____

Name: _____

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

Dated on _____ day of _____, _____



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:

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
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

QUOTATION FOR: 2PLY TOILET PAPERS

Procurement Ref No.: G/RFQ/KERC-DWSSC-02/022/2023/2024

| INSTRUCTIONS TO THE PUBLIC BODY | | | INSTRUCTIONS TO BIDDERS | | | | | | |
|---|---------------------------|------------------------|--|------------------------------------|-------------------------|----------------------------------|--------------|----------------------------|-------------------|
| <p>At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity. <i>[To be filled by the Public Entity]</i></p> | | | <p>Bidders shall fill-in columns E – I and fill the total</p> <p>E = mark with a *if an equivalent is quoted F = Rate per unit G = Total price for one item (C x F)</p> <ul style="list-style-type: none"> 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 Item no. | B Description of Goods | C Quantity Required | D Unit of measures | E * | F Price per unit NAD | G Total price without VAT NAD | H VAT NAD | I Delivery weeks (days/ | Country of Origin |
| 1. | 2PLY TOILET PAPERS 48'S | 20 | Box | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |
| | | | | TOTAL | | | | | |
| | | | | GRAND TOTAL (VAT INCLUSIVE) | | | | | |
| NAME: | | | POSITION: | | SIGNATURE | | DATE | | |
| NAME OF COMPANY: | | | ADDRESS: | | | | | | |

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFQ/KERC-DWSSC-02/022/2023/2024**

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: _____

| Item No | Brief Descriptions of Services | Quantity | Unit (NS) | Price | Total Price (NS) |
|---------|--------------------------------|----------|-----------|------------------------|------------------|
| 1 | 2PLY TOILET PAPERS 48'S | 20 | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| | | | | 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: |
| Company Name : | | |

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/KERC-DWSSC-02/022/2023/2024

[Bidders should complete columns C and D with the specifications of the services 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 | Specifications and Performance Required | Compliance of Specifications and Performance Offered | Details of Non-Compliance/ Deviation (if applicable) |
|-----------|---|--|--|
| <i>A*</i> | <i>B*</i> | <i>C</i> | <i>D</i> |
| 1 | 2PLY TOILET PAPERS 48'S | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

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

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Ref No.: G/RFQ/KERC-DWSSC-02/022/2023/2024

| 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 the Company Registration Certificate | |
| 6) Original valid or certified Good Standing Tax Certificate | |
| 7) Original valid or certified Good Standing Social Security Certificate | |

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.