



KAVANGO EAST REGIONAL COUNCIL
REQUEST FOR SEALED QUOTATIONS
FOR GOODS

Supply and Delivery

Procurement Of: Office Furniture

Procurement Reference No: G/RFQ/KERC/01/101/2023/2024

Kavango East Regional Council
Private Bag 2124, Maria Mwengere Street, Rundu
Tel (+ 264 66) 266000; Fax (+264 66) 255396

Letter of Invitation

17/01/2024

Dear Sirs,

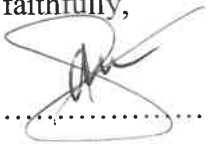
Invitation for Quotation for Supply and Delivery of Office Furniture

The Kavango East Regional Council invites you to submit your best bid 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 Kangumbe J.M

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,



.....
Head Procurement Management Unit



18/01/2024

.....
Date

SECTION I: INVITATION FOR BIDS

Please Note: Section 66 (2B) (A) of the Public Procurement Amendment Act of 2022 will apply

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 Bids

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Bid Letter in Section II with its annex for Bid Securing Declaration, Kavango East Regional council and
- (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 Bids

The Bid validity period shall be *180* 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 company Registration Certificate;**
- (b) Have an original valid good Standing Tax Certificate;**
- (c) Have an original 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;**
- (f) Submit signed Bid-securing Declaration.**
- (g) attach two (2) testimonial letters for similar supply & delivery**

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation,

Other additional evaluation criteria

1. Document to be completed with black ink only
2. No eraser fluid (tippex) to be used
3. All pages to be initialled and signed where applicable
4. All corrections must be initialled
5. Use of government envelop is strictly prohibited, it will lead disqualification

6. Delivery

Delivery shall be 5 days after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable with 5 days. The following tests and inspections will be conducted on the goods at delivery:

The Kavango East Regional Council shall inspect all air conditioners; all air conditioners should be in good working conditions upon completion of installation.

7. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope. Failure to which shall lead to disqualification during evaluation

8. Submission of Bids

Bids should be deposited in the Quotation/Bid Box located at *Office No 11* not later than **26 January 2024 11h00**. Bids by post or hand delivered should reach KERC by the same date and time at latest. Late bids will be rejected.

Bids received by e-mail will not be considered.

9. Opening of Bids

Bids will be opened by the Kavango East Regional Council at KERC head Office at 26 January 2024 internally.

10. Evaluation of Bids

The Kavango East Regional Council 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 bid.

11. Technical Compliance

Bidders shall submit along with their bids 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 and 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 Bids

Bids shall be fixed in Namibian Dollars.

13. Margin of Preference

- 13.1. Not Applicable for this Bid
- 13.2.

14. Award of Contract

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

15. Notification of Award and Debriefing

The KEREC 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 KEREC 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: BID 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**

Bid addressed to:	
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 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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the BD

The validity period of our bid is _____ 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 delivery period offered, from the date of issue of Purchase Order/ Letter of Acceptance, is as shown in the List of Goods items and Price Schedule.

Bid 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	

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

Date:

Procurement Ref No.: G/RFQ/KERC/01/101/2023/2024

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: [insert complete name of Bidder]

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.]

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and Delivery of Office furniture

Procurement Ref No.

INSTRUCTIONS TO THE PUBLIC BODY		INSTRUCTIONS TO BIDDERS							
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity. [To be filled 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 Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD ¹	G Total price without VAT NAD	H VAT NAD	I Delivery weeks) (days/	Country of Origin
1.	Como Medium Back Operators Chair	13	each						
2.	Silverline Five Seater Chair	1	each						
3.	Visitor Armrest Chair Leather (black epoxy integral frame)	8	each						
4.	Desk Office Executive (leather top)	1	per						
5.	Labour for installation	1							
6.									
7.									
8.									
				TOTAL					
NAME:		POSITION:		SIGNATURE		DATE			
NAME OF COMPANY:		ADDRESS:							

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

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>
	Como Medium Back Operators Chair		
	Silverline Five Seater Chair		
	Visitor Armrest Chair Leather (black epoxy integral frame)		
	Desk Office Executive (leather top)		
	Labour for installation		

** 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: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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-GCC** on the website of the Kavango East Regional council except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1 (h)	The purchaser is: Kavango East Regional Council
Site GCC 1.1(m)	The Site/final destination for performance of works of is Kavango East Regional Council Head Office
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: Maria Mwingere Road, For the Kavango East Regional Council, the address and the contact name shall be: Mr. J.M Kangumbe For the Supplier, the address and contact name shall be _____
Settlement of Dispute GCC 10.2	Arbitration proceedings shall be conducted in accordance to the following rules: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. The shipping and other documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC15.1	The Price shall not be adjustable

Section VII Special Conditions of Contract 11

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.1	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
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Payment Method GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p style="padding-left: 40px;">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>
Performance Security GCC 18.1	(i) No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be Samsung or GMC or Angel
Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The Goods shall be delivered: Kavango East Regional Council, The Bidder shall bear all transportation costs.
Inspection and Tests GCC 26.	1. On the date of delivery the goods shall be inspected before installation to make sure that the right quality and quantity is supplied,
Warranty GCC 28.3	The Warranty period shall be 1 year
Repair and replacement GCC 28.5	The period for repair and replacement of defects shall be: 12 Months

SCHEDULE 3

BID CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/01/101/2023/2024

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Security declaration	
Two Testimonial letters for past experience for similar supply & delivery	
Quotation	
Valid Original or Certified Good Standing Tax Certificate	
Valid Original or Certified Good Standing Social Security Certificate	
Valid Company Registration	
SME 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.

SCHEDULE 3**BID CHECKLIST SCHEDULE****Procurement Reference No.:** G/GRFQ/KERC/01/101/2023/2024

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Security declaration	
Two Testimonial letters for past experience for similar supply & delivery	
Quotation	
Valid Original or Certified Good Standing Tax Certificate	
Valid Original or Certified Good Standing Social Security Certificate	
Valid Company Registration	
SME 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.