



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

**Request for Sealed Quotations  
For Goods**

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**PROCUREMENT OF: 29  
RESOURCE KITS (53 ITEMS PER  
KIT) FOR TEACHING AND  
LEARNING PRE-PRIMARY  
CLASSES**

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**Procurement Reference No: G/RFQ/DOEAC-KERC/022/119/2023/2024**

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



**KAVANGO EAST REGIONAL COUNCIL**

*Tel.: 066 – 25892017 /  
Fax: 066 – 255396 / 255378  
E-mail:*

*Private Bag 2134  
RUNDU  
NAMIBIA*

*Enquires: Mr. B Streidwolf*

**Letter of Invitation**

*14/02/2024*

.....  
.....  
.....

Dear Sir,

**Request for Quotations for Procurement of 29 resource kits (53 items per kit) for teaching and learning pre-primary classes**

The *Ministry of Education, Arts and Culture* 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 *Mrs. P. E. Kanyetu, Tel: 066 – 2589111 Ministry of Education, Arts and Culture.*

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. J.M. Kangumbe*

*Head: Procurement Management Unit*



*16/02/2024*  
.....  
Date

# 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

Sixty (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 Company Registration Certificate**
- (b) **Have a valid original/certified copy of good Standing Tax Certificate of an original document, as certified by the Namibian police**
- (c) **Have a valid original/certified good Standing Social Security Certificate of an original document, as certified by the Namibian police**
- (d) **Submit signed Bid Securing Declaration**
- (e) **Business Principal must be in Line with this procurement (Stationary)**

## 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*, not later than **27 February 2024, 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		

**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*

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: 29 resource kits for teaching and learning pre-primary classes** Procurement Ref No. **G/RFQ/DOEAC-KERC/022/119/2023/2024**

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							
<b>(pls see attached specification list)</b>		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.	<b>29 RESOURCE KITS (53 ITEMS PER KIT) FOR TEACHING AND LEARNING PRE-PRIMARY CLASSES</b> <b><u>(PLS SEE ATTACHED ITEM DESCRIPTION LIST EACH KIT BOX MUST CONTAIN AND QUOTE ACCORDINGLY)</u></b>	29	EACH						
					<b>Total Excl Amount:</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.]*

**NB**

**(PLS SEE ATTACHED ITEM DESCRIPTION LIST EACH KIT BOX MUST CONTAIN AND QUOTE ACCORDINGLY)**

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **: G/RFQ/DOEAC-KERC/022/119/2023/2024**

*[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		

*\* 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/022/119/2023/2024

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.

Annexure A		Specification for pre-primary resource kit	Quantity
No	Item Description		
1	Storage 80L with wheels		1
2	Abacus (Wooden) with 50 plastic beads in assorted colours, Size: 40cm x 25cm		1
3	Simple plastic balance scale: with 2 buckets, 20 cubes & 100 pegs		1
4	Set of 100 coloured beads (assorted colours)		1 set of 100
5	Skipping ropes (wooden handles, thick string)		5
6	Buttons 5 colours 50's		2 sets of 50
7	Plastic coloured shapes: rectangles x 50		1 set of 50
7	circle x 50		1 set of 50
8	triangles x 50		1 set of 50
9	squares x 50		1 set of 50
10	Shapes pattern cards		1 set
11	Plastic coloured buttons (large) x 50		1 set
12	Counting sticks 100 x 100mm (300 in total)		1 set of 300
13	Unifix coloured cubes x 100		1 set of 100
14	Unifix coloured pattern cards		1 set
15	Plastic Peg board, 100 holes (5mm wide)		5
16	Pegs 8 colours 500's (stems 4mm)		1 set of 500
17	Peg board pattern cards		1 set
18	Peg board, plastic 100holes (5mm wide)		5
19	Stencil plastic: Animal shapes inlay pieces		2 sets
20	Stencil plastic: Transport shapes inlay pieces		2 sets
21	Shape sorter or Inset shapes board (wooden or plastic)		2 sets
22	Mechanical construction set, 129 pieces (plastic)		1 set
23	Plastic building blocks (100 medium pieces)		1 set
24	Puzzles, wooden pieces : 12 pieces		5
25	16 pieces		5

26	20 pieces	5
27	24 pieces	5
28	Finger puppets	5
29	Hand puppets	2
30	Stacking cups set	1
31	Cups & saucers set (plastic)	2
32	Wooden cars, bus, truck, sedan, kombi, tractor	5
33	Plastic dolls 20-30 cm long ( 1 white girl, 1 white boy, 1 black boy, 1 black girl)	4
34	Dice assorted 30 x 30mm: Pack of 6 assorted- dots, number, colour, shape	2 sets
35	Plastic bucket set for sand play ( bucket, rake, spade)	2
36	Demo clock (plastic)	1

No	Item Description	Quantity
	<b>A3 posters: (Laminated)</b>	
37	Weather poster with season circle (summer, autumn, winter, spring) on top half, underneath open space for name of the day and the weather condition	1
38	A poster with 8 body actions (sitting, standing, lying down, jumping, running, crawling, climbing, rolling)	1
39	A poster with whole body and loose body parts	1
	<b>A4 Picture cards: (Laminated)</b>	
40	1 x poster with air transport, 1 x poster with land transport, 1 x poster with water transport	1 set
41	1 x poster with wild animals, 1 x poster with farm animals, 1 x poster with pets	1 set
42	A poster with 5 senses (eyes, ears, nose, tongue, skin (arm & hand))	1
43	A poster with 4 moods pictures (happy, sad, angry, surprised)	1
44	A poster with family picture (father, mother, brother, sister, baby)	1
45	A poster with pictures of 3 homes (brick house - small, traditional with poles and grass roof, zinc structure)	1

46	Namibian Flag	1
47	A poster with water sources (windmill, tap, river, dam, well)	1
48	A poster with types of plants (grass, shrub, tree, flowers)	1
	<b>A5 Picture cards:</b>	
49	4 weather words (sunny, cloudy, windy, rainy)	1 set
	<b>Small flash cards:</b>	
50	Flash card :9 colours (red, blue, yellow, green, orange, purple, brown, black, white)	1 set
51	Flash card :4 seasons words (summer, autumn, winter, spring)	1 set
52	Flash card :10 senses words (eyes, ears, nose, tongue, skin; see, hear, smell, taste, feel)	1 set
53	Flash card: Family words (father, mother, brother, sister, baby)	1 set