



**Kavango East Regional Council**

## **Request for Sealed Quotations for Goods**

**Planning Division**

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### **Procurement of: materials for Kanayirona Printing Shop**

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Ndonga Linena Constituency

**Procurement Reference No: *G/RFQ/KERC/IGP-20/2023/24***

**Private Bag 2124, Rundu, Tel: 066 266020/24**

**Fax No: 066 255396**

# Letter of Invitation

23 February 2024

Dear Sir or Madam,

## Invitation to provide quotations for project materials

The Kavango East Regional Council invites you to submit your best quotation 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 Eunice Mendes Tel: 066 – 266020/24, 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,

Mr. Jona. M. Kangumbe

  
Head: Procurement Management Unit



  
Date

# SECTION I: INVITATION FOR BIDS

## 1. Rights of The Kavango East Regional Council

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 Bid Letter in Section II with its annex for Bid Securing Declaration; 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 Quotation

Not applicable

## 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 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 a signed bid securing declaration**

## 5. Bid Security/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, a Bid Security as per the format contained in Appendix to Quotation Letter of this document.

## 6. Delivery

Delivery shall be 30 days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted/shall be considered if such deviation is reasonable.

6.1. The following tests and inspections will be conducted on the goods at delivery:

## **7. Sealing and Marking of Quotations**

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Kavango East Regional Council with the Bidder's name at the back of the envelope.

## **8. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at Kavango East Regional Council not later than **8 March 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 rejected.

## **9. Opening of Quotations**

Quotations will be opened internally by the Kavango East Regional Council after the closing date referred to in instruction 8 above.

## **10. Evaluation of Quotations**

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 quotation.

## **11. 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 Kavango East Regional Council'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 Quotations**

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 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.

## 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:	
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.

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.

### 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.: G/RFQ/KERC/IGP-20/2023/24**

**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.]

*\*delete if not applicable / appropriate*

## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Materials

Procurement Ref No. **G/RFQ/KERC/IGP-20/2023/24**

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							
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/	Country of Origin
1.	Canon Maxify MB2740 A4 4-in-1 MFP Inkjet Wireless Business (Use 1400 Ink Cartridges)	2							
2.	Rickstacker Side Chair – Black Epoxy Frame – 4 Legged	2							
3.	Plastic Chair 2 Hole Heavy Duty 120KG (Black Only)	5							
4.	Rotatrim Copy Paper A4 80gsm	30							
5.	Express Desk Shell 16mm 1500×750	1							
6.	Canon 1400XL Black Ink Cart MB2040/2340 CPGI1400XLBK	2							
7.	Canon 1400XL COL Ink Cart MB2040/2340 CPGI1400XLC	2							
8.	Canon 1400XL COL Ink Cart MB2040/2340 CPGI1400XLM	2							
9.	Canon 1400XL COL Ink Cart MB2040/2340 CPGI1400XLY	2							
NAME:									DATE
NAME OF COMPANY:		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 REQUIREMENT

### SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: *G/RFQ/KERC/IGP-20/2023/24*

Item No	Technical Specification Required	Compliance Specification Offered	of	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>		<i>D</i>
1.				
2.				
3.				

[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.

#### 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/KERC/IGP-20/2023/24**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Valid copy of Company Registration Certificate	
Original valid or certified Good Standing Tax Certificate	
Original valid or certified Good Standing Social Security Certificate	
Signed Bid Securing Declaration	

**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.