



## **KAVANGO EAST REGIONAL COUNCIL**

### **DIVISION OF GENDER EQUALITY, POVERTY ERADICATION, AND SOCIAL WELFARE**

#### **REQUEST FOR QUOTATIONS OF GOODS**

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### **PROCUREMENT OF GOODS: SUPPLY AND DELIVERY OF OFFICE STATIONARIES**

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**Procurement Reference No: *G/RFQ/KERC-DOGEPESW/022/28/2023/2024***

**Private Bag 2124, Rundu, Tel: 066 266012/32**

**Fax No: 066 255396**

**[jkangumbe@kavangorc.gov.na](mailto:jkangumbe@kavangorc.gov.na)**



## Letter of Invitation

06/03/2024

Dear Sir or Madam,

**SUBJECT: REQUEST FOR QUOTATIONS FOR PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE STATIONARIES.**

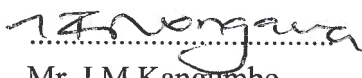
The Kavango East Regional Council invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Ms *Miyaze Walubita*, Tel: 066-267184/0811622598.

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



06.03.2024

# SECTION I: INSTRUCTIONS TO BIDDERS

**NB: Section 66 (2B) 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 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

90 days from the date of the bid submission deadline.

## 4. Eligibility Criteria

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

- (a) **Have a valid Company Registration Certificate/Founding Statement;**
- (b) **Have a valid original or certified copy of a good Standing Tax Certificate;**
- (c) **Have a valid or certified copy of a good Standing Social Security Certificate;**
- (d) **A Certified valid copy of Company SME Certificate should be attached;**
- (e) **Certified Copy of the National Identify Document of the Company owner**
- (e) **Submit a signed Bid Securing Declaration;**
- (f) **A Certified valid copy of Company SME Certificate should be attached;**

## 5. 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.

## 6. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *Kavango East Regional Council* not later than **18 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 the latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

## **7. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 7 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.

## **8. 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.

## **9. 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.

## **10. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

## **11. Margin of Preference**

None.

## **12. 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 the contract shall be by the 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.

## **13. Notification of Award and Debriefing**

The Public Entity 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 Public Entity 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: 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 by ethical conduct during the procurement process and the execution of any resulting contract.

The validity period of the Quotation is 90 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 the 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 the person whose name and capacity are shown]*

Capacity of: .....

*[Indicate the legal capacity of the person(s) signing the Bid Securing Declaration]*

Name: .....

*[Insert the complete name of the 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: REQUEST FOR QUOTATIONS FOR PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE STATIONARIES**

**PROCUREMENT REF NO. G/RFQ/KERC-DOGEPESW/022/28/2023/2024**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
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
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 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									
1.	Rulers	10	Each						
2.	Brown flip files	3000	Each						
3.	Scissors	28	Each						
4.	Packaging Tape clear	56	Each						
5.	Reusable Sticky Tack (Prestick) 1000s of use 100g	28	Each						
6.	Boards pins	28	Box of 50						
7.	Staplers H/D	10	Each						
8.	Paper punch DP- 520 =, to punch 4 holes, (8x8x8) cm in A4 Sheet (297mm x 210 mm) H/D	20	Each						
9.	Photocopy papers Boxes 5s Rotatrim A4	500 boxes	Per box						
10.	Photocopy papers Boxes 5s Rotatrim A3	200 boxes	Per box						
11.	Marker pens Assorted Boxes 12s in a box (Black or blue)	28	Each						
12.	Paper clips 100s 50mm	40	Each						
13.	Paper clips, 32mm, 100s	40	Per box						
14.	Paper clips, 70mm, 50s	50							

15.	Staple pins Heavy duty 23/17 Staples, galvanized steel wire with chisel point. 100 staples per strip	30	Per box					
16.	Staple pins Standard 26/6 small staples	28	Per box					
17.	BIC Crystal Pen Xtra Life (Red) (60s)	10	Per Box					
18.	BIC Crystal Boll Pen Black, (60s)	30	Per box					
19.	BIC Crystal Pen Xtra Life (Blue) (60s)	10	Per box					
20.	Casio Counter Calculators big	15	Each					
21.	File Dividers	20	Each					
22.	Highlighters set chisel tip, 10s	15	Each					
23.	Office and drawing pencils 12s in a box, HB	10	Per box					
24.	Pritt glue stick original, 43g	28	Each					
25.	Sticky notes adhesive (ass colours) pack of 5	27	Per pack					
26.	Shredding machine, medium	2	Each					
27.	Primeline Concertina file (Window) 13 pockets	28	Each					
28.	Heavy Duty Punch (which punches up to 50 sheets)	20	Each					
29.	Binding Plastic Combs 12mm (any colour) 10pk	50	Each					
30.	Foldback Clips, 51mm (50s)	50	Each					
31.	Foldback Clips, 19mm (50s)	50	Each					
32.	Foldback Clips, 32mm (50s)	50	Each					
33.	Memo cube refill (Assorted colours) 800 sheet bond paper, Paper Cube Size 90 x 90 x 90mm	28	Each					
34.	Adhesive Book Covering 450mm x 25m	10	Each					
35.	MAP Pins 100 pcs	15 box/cubes	Each					
36.	Drawing pins 100pins	15	Per box					
37.	Shorthand note book 100pages, 210x148mm	60	Each					



38.	Self-Adhesive Notes 50 sheets x 5 pads 50mmx14mm	30	Each						
39.	Self-Adhesive Notes 100 sheets, 75mm x 100mm	30	Each						
40.	Paper Guillotine for A4 Size Cutting capacity: -Upto 10 sheets of copy paper -Cutting length: 335mm - Base Dimension: 350mm x 305mm	2	Each						
41.	Starlet 2+ binding machine Max: Paper x 12sheets (80gsm/20l) PVT x2 sheet (200mic/8mil)	3							
42.	Promax Ribbon-cut shredder with less emptying S200 shredder 8 sheets -5x34mm cross cut - Shreds Credit Cards - Staple friendly - 2-year warrant	3	Each						
43.	Dairies A5 dairies x 28	28	Each						
44.	Dairies A4 dairies	3	Each						
45.	Expanding files	50	Each						
								<b>Total</b>	
NAME:		POSITION:		SIGNATURE:		DATE:			
NAME OF BIDDER:		ADDRESS:							

1. If the Price quoted is subject to change in the 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.

Keynotes: 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.]*

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/KERC-DOGEPESW/022/28/2023/2024**

A*	B*	C	D
1.	Rulers, 30cm/300mm (Clear / transparent)		
2.	Brown flip files		
3.	Scissors		
4.	Packaging Tape clear		
5.	Reusable Sticky Tack (Prestick) 1000s of use 100g		
6.	Boards pins		
7.	Staplers H/D		
8.	Paper punch DP- 520 =, to punch 4 holes, (8x8x8) cm in A4 Sheet (297mm x 210 mm) H/D		
9.	Photocopy papers Boxes 5s Rotatrim		
10.	Photocopy papers Boxes 5s Rotatrim		
11.	A3 x 5x500 sheets		
12.	Marker pens Assorted Boxes 12s in a box (Black or blue)		
13.	Paper clips 100s 50mm		
14.	Paper clips, 32mm, 100s		
15.	Paper clips, 70mm, 50s		
16.	Staple pins Heavy duty 23/17 Staples, galvanized steel wire with chisel point. 100 staples per strip		
17.	Staple pins Standard 26/6 small staples		
18.	BIC Crystal Pen Xtra Life (Red) (60s)		
19.	BIC Crystal Boll Pen Black, (60s)		
20.	BIC Crystal Pen Xtra Life (Blue) (60s)		
21.	Casio Counter Calculators big		
22.	File Dividers		
23.	Highlighters set chisel tip, 10s		
24.	Office and drawing pencils 12s in a box, HB		
25.	Pritt glue stick original, 43g		
26.	Sticky notes adhesive (ass colours) pack of 5		
27.	Shredding machine, medium		
28.	Primeline Concertina file (Window) 13 pockets		
29.	Heavy Duty Punch (which punches up to 50 sheets)		
30.	Binding Plastic Combs 12mm (any colour) 10pk		
31.	Foldback Clips, 51mm (50s)		

<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
32.	Foldback Clips, 19mm (50s)		
33.	Foldback Clips, 32mm (50s)		
34.	Memo cube refill (Assorted colours) 800 sheet bond paper, Paper Cube Size 90 x 90 x 90mm		
35.	Adhesive Book Covering 450mm x 25m		
36.	MAP Pins 100 pcs		
37.	Drawing pins 100pins		
38.	Shorthand note book 100pages, 210x148mm		
39.	Self-Adhesive Notes 50 sheets x 5 pads 50mmx14mm		
40.	Self-Adhesive Notes 100 sheets, 75mm x 100mm		
41.	Paper Guillotine for A4 Size Cutting capacity: -Upto 10 sheets of copy paper -Cutting length: 335mm - Base Dimension: 350mm x 305mm		
42.	Starlet 2+ binding machine Max: Paper x 12sheets (80gsm/20l) PVT x2 sheet (200mic/8mil)		
43.	Promax Ribbon-cut shredder with less emptying S200 shredder 8 sheets -5x34mm cross cut - Shreds Credit Cards - Staple friendly - 2-year warrant		
44.	Dairies A5 dairies x 28		
45.	Dairies A4 dairies		

*[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-DOGEPESW/022/28/2023/2024**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		

***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.*