



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

**Request for Sealed Quotations
For Goods**

**Procurement Of: Stationeries for
the annual regional culture festivals
2024**

Procurement Reference No: G/RFQ/KERC-DOEAC/022/07/2024/2025

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

Fax No: 066 255396



KAVANGO EAST REGIONAL COUNCIL

*Tel.: 081 2281 630
Fax: 066 – 255396 / 255378
E-mail:*

*Private Bag 2134
RUNDU
NAMIBIA*

Enquires: Mrs. A.M Kaser

Letter of Invitation

16 May 2024

Dear Sir,

Request for Quotations for Procurement of stationeries for the annual regional culture festivals 2024

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 *Mrs. Kaser* , *Tel: 081 228 1630 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. J.M. Kangumbe

Head: Procurement Management Unit



16/05/2024
.....
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.

Note: Compliance to the Public Procurement Act, 2015 (Act. 15 of 2015) as amended. Section 66 (2B) (a) states that "staff members of the Public entity; may not participate either personal or through an entity corporate or incorporate in which he or she has a financial, economic or personal interest, as a bidder or supplier in a procurement process conducted by the board or public entity.

3. Validity of Quotations

Thirty (30) 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 copy of company Registration Certificate of an original document,**
- (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 to this procurement (Stationaries)**
- (f) **Attach certified copy of Identity Document of the owner**

5. Delivery

Delivery shall be *5 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 May 2024, at 11h00**. Quotations by post or hand delivered should reach *Kavango East Regional Council, Office Number No: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: Stationeries

Procurement Ref No: **G/RFQ/KERC-DOEAC/022/07/2024/2025**

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					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month)	Country of Origin
1.	Photocopy papers (ream 500 sheets)	10	Rim						
2.	Hard board papers Assorted Colours	100	Each						
3.	H-CF 400A for Canon 1-sensys MF645	3	Each						
4.	H-CF 401A for Canon 1-sensys MF645	3	Each						
5.	H-CF 402A for Canon 1-sensys MF645	3	Each						
6.	H-CF 403A for Canon 1-sensys MF645	3	Each						
					Total Excl. Amount:				
NAME:				SIGNATURE		DATE			
NAME OF BIDDER:				POSITION:					
				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**

SCHEDULE 3
QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: **G/RFQ/KERC-DOEAC /022/07/2024/2025**

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.*