



Kavango East Regional Council

Request for Sealed Quotations for Goods

Planning Division

Procurement of: Materials for Kakehele Project

Rundu Urban Constituency

Procurement Reference No: *G/RFQ/KERC/IGP-10/2024/25*

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

Fax No: 066 255396

Letter of Invitation

19 June 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 Milka Nzamene 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



J. Kangumbe

Head: Procurement Management Unit

19.06.2024

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:

**SECTION IV: SPECIFICATIONS AND PERFORMANCE
REQUIREMENT**

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

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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-10/2024/25**

Description	Attached (please tick if submitted and cross if not)
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.*

