



**Kavango East Regional Council**

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

**Planning Division**

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### **Procurement of: Materials for Shimpanda Vegetable Growers Project**

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Rundu Rural Constituency

**Procurement Reference No: *G/RFQ/KERC/IGP-09/2024/25***

**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



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:

**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-09/2024/25*

**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 for Shimpanda Vegetable Growers Project

Procurement Ref No. **G/RFQ/KERC/IGP-09/2024/25**

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 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 Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD <sup>1</sup>	G Total price without VAT NAD	H VAT NAD	I Country of Origin
1.	Wire Netting Galvanized Bird 1200x13x0.71mm 50M	12						
2.	Pole Creosote round 100/125 3.0M SABS	6						
3.	Sapine 50x76MM 6.0M S5	4						
4.	Roosting Galvanized cor 0.25MM 2.4M	6						
NAME:								
NAME OF COMPANY:		ADDRESS: DATE						

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-09/2024/25*

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-09/2024/25**

<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.

