



Kavango East Regional Council

**Request for Sealed Quotations
For Goods**

**Procurement of Supply and Delivery
Office Stationeries for KEREC**

Procurement Reference No: G/RFQ/KERC/022/10/2025/2026

P.O.Box 2124, Rundu, Tel: 066 - 266000

Fax No: 066 - 255396



KAVANGO EAST REGIONAL COUNCIL

Tel.: 066 – 266012

E-mail: dmuntenda@kavangorc.gov.na

Enquires: Ms. Davina RN Muntenda

Private Bag 2124

Rundu

NAMIBIA

Letter of Invitation

08/05/2025

Request for Quotations for Supply and delivery of Office Stationeries

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. Davina RN Muntenda* Tel: 066 – 266000/12, 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



08/05/2025
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.

Please Note: Section 66 (2B) of the Public Procurement Act, 2015 (Act No. 15 of 2015) as amended will be apply.

3. Validity of Quotations

One hundred and eighty (180) 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 Company Registration Certificate/Founding Statement**
- (b) **Have a valid original or certified copy of good Standing Tax Certificate**
- (c) **Have a valid or certified copy of good Standing Social Security Certificate**
- (d) **Submit signed Bid Securing Declaration**
- (e) **Have a valid certified copy of a SME Certificate**
- (f) **Have a valid certified copy a valid Affirmative Action Compliance, proof from Employment Equity Commissioner that the bidder or supplier is not a relevant employer or exemption issued in terms of section 42 of the Affirmative Action Act,1998;**
- (g) **Certified copy of good standing from BIPA**

Other Additional Requirement

- 1. Certified copy of Identity Document for Company Owner (s)
- 2. Business Principle should be in line with nature of procurement (**Supply and delivery of stationeries**)
- 3. Reference letter of experience not older than three (3) years for related services

5. Delivery

Delivery shall be *30 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, Office No 11* not later than **16 May 2025 at 11:00 am**. Late quotations will be 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. 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

Procurement Ref No. G/RFO/KERC/022/10/2025/2026										
QUOTATION FOR: Procurement of Office Stationeries					INSTRUCTIONS TO BIDDERS					
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					
					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	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	Pen Black uni-click gel	100	Each							
2	Pencils HB	100	Each							
3	Prestik	30	Each							
4	Stappler light duty(Kangaro)	20	Each							
5	Staple pins light duty 26/6 (Croxley)	30	Each							
6	Staple pins heavy duty 23/10 (Croxley)	30	Each							
7	Permanent Marker Pens (Artline) Assorted Colours	50	Each							
8	Whiteboard Markers	10	Each							
9	Flip Chart Papers	5	Bunch							
10	Paper Clips 50mm	30	Each							
11	Paper Clips 78mm	30	Each							
12	Sticky Note Papers (Assorted colours)	100	Each							
13	Rubber Bands 100g (no.69)	100	Each							
18	Highlighters (Assorted colours)	50	Each							
19	Erasers	50	Each							
20	Shorthand Notebooks (Treeline)	160	Each							
20	Scissors 165 mm	30	Each							
21	Batteries AAA rechargeable (Varta)	50	Each							
22	Batteries AA rechargeable (Varta)	50	Each							
23	Paper folder plastic envelopes (assorted colours)	100	Each							
24	Wood glue (Ponal) 100ml	30	Each							
25	Colour board papers A4 (assorted colours)	3	Bunch							
26	File dividers 25 alphabet	100	Pack							

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

Sellotape Buff (Clear)		30	Each					
Binding Ring Comb 32mm		100	Each					
Sign here pop up flags(assorted colours)		100	Each					
NAME:				TOTAL				
NAME OF BIDDER:		POSITION:		SIGNATURE		DATE		
		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 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/022/10/2025/2026**

[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.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	As per Section III		
2			
3			
4			

** 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	

QUOTATION CHECKLIST SCHEDULE

SCHEDULE 3

Procurement Reference No.: **G/RFQ/KERC/022/10/2025/2026**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Copy of company registration/founding statement		
Original or certified copy of good standing tax certificate		
Original or certified copy of good standing Social Security certificate		

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.