



REPUBLIC OF NAMIBIA

MINISTRY OF WORKS AND TRANSPORT

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Private Bag 13341  
WINDHOEK  
NAMIBIA

## Request for Sealed Quotations for Goods

Supply and delivery of stationery to Division  
Administration, Windhoek

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### All bidders in Khomas Region

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**Procurement Reference No: G/RFQ/23-05/2023/2024**

*MINISTRY OF WORKS AND TRANSPORT*

*Private Bag 12005*

*Windhoek*

*Tel no.: 061-2088 8726 (Administrative)*

*Email: Madre.Morkel@mwt.gov.na*

Date issued: 06 June 2023

Closing date: 13 June 2023



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**Letter of Invitation**

All bidders in Khomas Region

**G/RFQ/23-05/2023-2024**

**06 June 2023**

Dear Sirs,

**Supply and delivery of stationery to Division Administration Windhoek.**

The Ministry of Works and Transport invites you to submit your best quote for the items described in detail hereunder.

Supply and delivery of stationery Division Administration Windhoek.

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

Queries, if any, should be addressed to **Ms. M. Morkel, Ministry of Works and Transport, Bell Street, Snyman Circle, Tel: 208 8726.**

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,

**Ms. Suama Mhinge**

**Secretary: Procurement Committee**



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Ministry of Works and Transport 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 Quotation Letter in Section II with its annex for **Bid Securing Declaration**.
- (b) the List of Goods and Price Schedule 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 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

The Quotation validity period shall be **60** days from the date of submission deadline.

### 4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original/certified copy of valid good Standing Tax Certificate;
- (c) have an original/certified copy of valid good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a valid certificate indicating SME Status (for Bids reserved for SMEs);
- (f) submit signed Bid-securing Declaration;

*Note: Certified copies are accepted.*

### 5. Bid Security/Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process.

## 6. Delivery

Delivery shall be **2 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

## 7. 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.

## 8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **room 7.05, 7<sup>th</sup> floor, Ministry of Works and Transport, Bell Street, Snyman Circle,** not later than **13 June 2023 at 11h00**. Quotations by post or hand delivered should reach **room 7.05, 7<sup>th</sup> floor, Ministry of Works and Transport, Bell Street, Snyman Circle,** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

## 9. 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.

## 10. 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.

## 11. 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.

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

## 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.

## 14. 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: [name of Public Entity]	Ministry of Works and Transport
Procurement Reference Number:	G/RFQ/23 – 05/2023-2024
Subject matter of Procurement:	Supply and Delivery of stationery

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* 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.

We have read and understood the content of the *Bid Securing Declaration (BSD)* attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *disqualification on the grounds mentioned in the BD*].

The validity period of the Quotation is \_\_\_\_\_ days [insert number of 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	

**BID SECURING DECLARATION**  
**(Section 45 of Act)**  
**(Regulation 37(1)(b) and 37(5))**

**Date:** .....[Day|month|year]

**Procurement Ref No.:** .....

**To:** .....  
*[insert complete name of Public Entity and address].....*

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/RFQ/23-05/2023-2024

QUOTATION FOR: Supply and delivery of stationery

### 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

### Supply and delivery of stationery

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
1.	Writing pad A4	200	Each						
2.	Note pad A5	200	Each						
3.	Sticky notes small	100	Each						
4.	Highlighters (assorted colours)	100	Each						
5.	Scissors Orange big	50	Each						
6.	Pritt glue	20	Each						
7.	Stapler 26/6 kangaroo	100	Each						
8.	Rulers 30cm	100	Each						
9.	Pen Bic Red	200	Each						
10.	Sharpener small	100	Each						

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: Supply and delivery of stationery**

**Procurement Ref No. G/RFQ/23-05/2023-2024**

**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

### Supply and delivery of stationery

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 <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks days/month	Country of Origin
12.	Permanent marker ball point	200	Each						
13.	Paper clips 33cm rainbow	200	Each						
14.	Rubber bands 64cm	50	Each						
15.	Clip binders small	100	Each						
16.	Clip binders medium	100	Each						
17.	Clip binders big	100	Each						
18.	File dividers clears	100	Each						
19.	File dividers months	100	Each						
20.	File dividers A – Z	100	Each						
21.	Pen bic (yellow cover) small pin black	300	Each						
22.	Roller pen refill 0.7 metal tip	100	Each						
<b>Total including VAT</b>									
<b>Total excluding VAT</b>									
NAME:			POSITION:			SIGNATURE			DATE
NAME OF BIDDER:			ADDRESS:						



**SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

**SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**

Procurement Reference Number: G/RFQ/23-05/2023-2024

*[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.]*

**Specifications and Compliance Sheet Authorised By:**

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			
2			

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ/23 – 05/2023-2024** on the website of the Public Entity *www.mof.gov.na* except where modified by the Special Conditions below.

### SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/23-05/2023-2024

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: Ministry of Works and Transport
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is: Division Administration Windhoek
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For the Ministry of Works and Transport, the address and the contact name shall be: Ms. M. Morkel, Ministry of Works and Transport, Bell Street, Snyman Circle, Room 7.05, 7 <sup>th</sup> floor, Private bag 13341 Windhoek For the Supplier, the address and contact name shall be: _____
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Section VII Special Conditions of Contract 11

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> <b>GCC 13.1</b>	The Goods are to be delivered within 14 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) original invoice (c) original purchase order (white copy)
<b>Price Adjustment</b> <b>GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed <b>shall not</b> be adjustable.
<b>Terms of Payment</b> <b>GCC 16.1</b>	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment</b> <b>GCC 16.3</b>	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> <b>GCC 16.4 (a)</b>	The price <b>shall not be</b> adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> <b>GCC 16.5</b>	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:  i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii) An interest rate of <b>0%</b> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
<b>Performance Security</b> <b>GCC 18.1</b>	(i) No performance security is required
<b>Transportation</b> <b>GCC 25</b>	The Goods shall be delivered: Division Administration Windhoek.
<b>Inspection and Test</b> <b>GCC 26.1</b>	The inspection and tests shall be: Goods will be inspected for accuracy and quantity to ascertain whether correct goods and quantities were delivered as requested against delivery note/ invoice

Section VII Special Conditions of Contract 12

Subject and GCC clause reference	Special Conditions
<b>Location of Inspection and Tests</b> GCC 26.2	The inspections and tests shall be conducted at: Division Administration Windhoek upon delivery.
<b>Liquidated Damages</b> GCC 27.1	Liquidated damages for the whole contract are <b>1%</b> per day. The maximum amount of liquidated damages for the whole contract is <b>10%</b> of the final contract price.
<b>Warranty</b> GCC 28.3	The period of validity of the warranty shall be: <b>365</b> day(s)  For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Division Administration Windhoek  For all items, the minimum period of warranty/shelf life shall be 6 Months.
<b>Repair and Replacement</b> GCC 28.5	The period for repair or replacement shall be: <b>7</b> day(s)

**Attachment: Price Adjustment Formula**

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[ a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

$$a+b+c = 1$$

in which:

- $P_1$  = adjustment amount payable to the Supplier.
- $P_0$  = Contract Price (base price).
- $a$  = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- $b$  = estimated percentage of labor component in the Contract Price.
- $c$  = estimated percentage of material component in the Contract Price.
- $L_0, L_1$  = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.

Section VII Special Conditions of Contract 13

$M_0, M_1$  = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

a = *[insert value of coefficient]*

b = *[insert value of coefficient]*

c = *[insert value of coefficient]*

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = *[insert number of weeks]* weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
- (b) If the currency in which the Contract Price  $P_0$  is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE**

*[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.: G/RFQ/23-05/2023-2024**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter (completed and signed)		
List of Goods and Price Schedule ( <b>own quotation can be attached</b> )		
Company Registration Certificate		
an original/certified copy of valid good Standing Tax Certificate		
an original/certified copy of valid good Standing Social Security Certificate		
valid certified copy of Affirmative Action Compliance Certificate		
valid certificate indicating SME Status (for Bids reserved for SMEs)		
submit 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 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.*