



REPUBLIC OF NAMIBIA

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

PROCUREMENT MANAGEMENT UNIT

Request for Sealed Quotations For (Goods)

**THE PRINTING AND DELIVERY OF THE NAMIBIA
CONSTITUTION A5 BOOKLET.**

Procurement Reference No: G/RFQ/29 36/2022



REPUBLIC OF NAMIBIA

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

Tel: (+264 61) 283 9111
Fax: (+26461) 221672
Ref: 4/5/4

Private Bag 13344
Windhoek
Namibia

PROCUREMENT MANAGEMENT UNIT

Letter of Invitation

TO: All Bidders

Procurement Reference No: G/RFQ/29-36/2022

13 July 2022

Dear Sir/Madam

REQUEST FOR SEALED QUOTATIONS FOR THE PRINTING OF THE NAMIBIA CONSTITUTION A5 BOOKLET.

The Ministry of Information and Communication Technology request you to submit your best quote for the item described in detail hereunder.

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

For enquiries, please do not hesitate to contact the following people

1. Administrative enquiries: **Ms. Annely Kamukwanyama**, Tel 061-2832092
2. Technical enquiries: **Ms. Jennifer Pogisho**, Tel 061 2832398

Please, prepare and submit your quotation (**by 10h00 on, 28 July 2022**), in accordance with the instructions given or inform the undersigned in writing if you will not be submitting your quotation.

Yours faithfully,

MS. MIRJAM PENEHAFO HAMANA
PROCUREMENT MANAGEMENT UNIT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Information Communication and Technology reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, and
- (b) To accept or reject any quotation or 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
- (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.
- (e) all pages and correction made must be initialled and every blank (provided) space must be completed.

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. The use of correctional fluid is strictly prohibited.

3. Validity of Quotations

The Quotation validity period shall be 30 days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents is attached:

	Document name / title	Please tick
1	Original valid Certificate of Good Standing for Procurement Purposes , issued by the Ministry of Finance: Inland Revenue.	
2	Certified copy not a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or Letter from the Employment Equity Commission(Letter should be on letterhead, stamped and signed by the EEC)	
3	Original or Certified copy of valid Good Attending Certificate with the Social Security Commission	
4	Certified Copy of the Close Corporation Certificate (Issued in terms of Act 26 of 1988) or Founding Statement or any other Company Registration Certificate. These Certificates should clearly indicate the	

	goods / services that the Supplier is registered to render.	
5	Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialization, Trade and SME Development (If applicable)	
6	A written undertaking as contemplated in Section 138 (2) of the Labour Act 11 of 2007.	

5. Delivery

Delivery shall be delivery within 14 days as from the date of placement of order. A penalty of 1% per week shall be instituted on late delivery.

- 5.1. The following tests and inceptions will be carried conducted on the goods at delivery:

Check if it is correct delivery as specified on the request for quotation

If delivery is on time

If delivery note is attached

6. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number**, addressed to the Ministry 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 ***The Ministry of Information and Communication Technology -First City Centre Building, 5th Floor, Room 502, not later than Thursday, 28 July 2022, Time 10h00***

Quotations by post or hand delivered should reach by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

8. Opening of Quotations

Quotations will be opened internally by the Ministry immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, will be recorded by the Ministry and available to any bidder on request within three working days of the Opening.

9. Evaluation of Quotations

The Ministry 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

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 remain fixed for the duration of the period and quoted in Namibian Dollars (N\$). The Ministry shall not consider price increase due to exchange rates; therefore, bidders are advised to make their own projections.

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.

13. Notification of Award and Debriefing

The Public Entity shall after award of contract, promptly published on the website, of the name of the successful bidder and contract amount.

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:	Ministry of Information and Communication Technology
Procurement Reference Number:	G/RFQ/29-36/2022
Subject matter of Procurement	REQUEST FOR SEALED QUOTATIONS FOR THE PRINTING OF THE NAMIBIA CONSTITUTION A5 BOOKLET.

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 *forfeiture of the security amount / disqualification on the grounds mentioned in the BDS*.

The validity period of the Quotation is 30 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	

[This form is to be deleted if Performance Security is not applicable.]

Appendix to Quotation Letter

BID SECURING DECLARATION

**(Section 45 of Act)
(Regulation 37(5) and 56(2))**

Date:

Procurement Ref No. G/RFQ/29-36/2022

To: Ministry of Information and Communication Technology

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
REQUEST FOR SEALED QUOTATIONS TO PRINT AND DELIVER THE NAMIBIA CONSTITUTION A5 BOOKLET
Procurement Ref No: G/RFQ/29-36/2022

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H 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	Total price without VAT NAD	VAT: NAD	Delivery weeks (days/month)	Country of Origin
1.	Book: Namibia Constitution Booklet A5 Size: A5 Pages: 92 pages, 128 gsm Cover: 250 gsm, gloss Finishing: Trimmed to size	10 000.	ea.						
					Sub Total				
					Vat 15%				
					Total				
COMPANY NAME:				POSITION:			DATE		
NAME OF BIDDER:				ADDRESS:					

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/29-36/2022

[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	Book: Namibia Constitution Booklet A5 Size: A5 Pages: 92 pages, 128 gsm Cover: 250 gsm, gloss Finishing: Trimmed to size		

Specifications and Compliance Sheet Authorised By:

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/29-36/2022 *(available at: First City Centre Building, 5th Floor, Room 504)*) 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/29-36/2022**

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is BPI HOUSE, 7TH Floor.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the <i>Ministry of Information and Communication Technology</i> , First City Centre 5 th floor and the contact name shall be: Mirjam Hamana 061-2832382 For the Supplier, the address and contact name shall be: _____
Delivery and Documents GCC 13.1	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; and Invoice for payment

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.1	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
Terms of Payment GCC 16.3	The Purchaser shall make payments not later than thirty days after submission of an invoice and its certification.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Performance Security GCC 18	N/A
Packing GCC 23.2	Should be done in accordance with the colours and Quantity (pack)
Insurance GCC 24	N/A
Transportation GCC 25	The Goods shall be delivered: at BPI HOUSE, 7 TH Floor.
Inspection and Tests GCC 26.	N/A
Liquidated Damages GCC 27	N/A
Warranty GCC 28.3	For item 1, the minimum period of warranty/shelf life shall be N/A____ For item 2, the minimum period of warranty/shelf life shall be N/A____ For item 3, the minimum period of warranty/shelf life shall be N/A____

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

REQUEST FOR SEALED QUOTATIONS FOR THE PRINTING OF THE NAMIBIA CONSTITUTION A5 BOOKLET.

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

Supplier/ Bidder Name:

Procurement Reference No.: G/RFQ/29-36/2022

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		

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.*