



Request for Sealed Quotations For Goods

Supply and Delivery of Office Stationaries

Procurement Reference No: G/RFQ/NQA – 05/2024/25

Namibia Qualifications Authority, Private Bag 13247, WHK, Tel: 061 384 100/113, Fax: 061 384 114

E-mail: elizabeth.mukulu@NAMQA.ORG

Date: 23 April 2024



Letter of Invitation
Procurement Reference No: G/RFQ/NQA – 05/2024/25

_____ (company name)

Windhoek

Date: **23/04/2024**

Dear Sir/Madam

RE: SUPPLY AND DELIVERY OF OFFICE STATIONARIES

Namibia Qualifications Authority invites you to submit your best quote for the goods described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document. Moreover, bidders are urged to ensure that all spaces provided for the bidder in this document are completed. Bidders must also indicate “no quote” to goods specifications they cannot provide. Failure to adhere, may result in the disqualification of your bid.

Queries, if any, should be addressed to **Ms. Elizabeth Mukulu at 061-384 165.**

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,

Desdelia Munsu

Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Namibia Qualifications Authority 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.
- (d) to reduce or increase the quantity of items

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 **90 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 certified copy of company Registration Certificate;**
- (b) **have valid original or valid certified copy of good Standing Tax Certificate;**
- (c) **have a valid original or valid certified copy or valid electronic print-out of 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 certified copy of a certificate indicating SME Status (for Bids reserved for SMEs);**
- (f) **Have a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007**
- (g) **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.

6. Delivery

Delivery shall be **within 30 working days of receiving the Purchase Order**. Such delivery is subject to the issuance of a purchase order/ acceptance letter to the selected bidder.

6.1. Test and Inspections will be conducted on the goods at delivery:

6.1.1 Any defect on the products.

6.1.2 Specified capacity as per description.

6.1.3 Function of the machine

6.1.4 Availability of all components

6.1.5 Guarantee condition

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 submitted in a Bid box located at **Namibia Qualifications Authority, Head Office, Corner of Simeon Shixungileni and Dr. W. Külz Street Windhoek** not later than **Friday, 10 May 2024, at 10h00 am**. Quotations by post or hand delivered should reach **Namibia Qualifications Authority, situated at Corner of Simeon Shixungileni and Dr. W. Külz Street Windhoek** 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 Securing Declaration, will be availed 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 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

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency

13. Margin of Preference

N/A

14. 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.

15. Notification of Award and Debriefing

Within seven (7) days, upon request, 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. 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:	Namibia Qualifications Authority
Procurement Reference Number:	G/RFQ/NQA – 05/2024/25
Subject matter of Procurement:	SUPPLY AND DELIVERY OF OFFICE STATIONARIES

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	

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/NQA – 05/2024/25

To: Namibia Qualifications Authority, Corner of Simeon Shixungileni and Dr. W. Külz Street Windhoek

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/stamp (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.]



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I [insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.

9.	Rotatrim Photocopy papers	500	Boxes							
10.	Stick note 76x76mm	40	Pack							
11.	Standard 26/6 Staples	100	Boxes							
12.	Tidy Files SFS #3003 Middle weight 190 GSM	100	Boxes							
13.	Paper clips 50mm	70	Boxes							
14.	Paper Clips 70mm	100	Boxes							
15.	Dustbins Music 555 mesh wire	7	Bin							
						TOTAL				
NAME:			POSITION:			SIGNATURE			DATE	
NAME OF BIDDER:			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

Supply and delivery of items as specified in Section III

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NQA – 05/2024/25**

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.	Supply and Delivery of Office Stationaries		

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-GCC** available on request from **Namibia Qualifications Authority**,

Corner of Simeon Shixungileni and Dr. W. Külz Street, Windhoek or by requesting from elizabeth.mukulu@namqa.org 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/NQA – 05/2024/25**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Namibia Qualifications Authority
Site GCC 1.1(m)	The final destination for delivery of the Goods is Namibia Qualifications Authority, Corner of Simeon Shixungileni and Dr. W. Külz Street, Windhoek
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2020.
Notices GCC 8.1	Any notice shall be sent to the following addresses: Namibia Qualifications Authority, Corner of Simeon Shixungileni and Dr. W. Külz Street, Windhoek, Attention: Ms. Elizabeth Mukulu For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	Not Applicable
Delivery and Documents GCC 13.1	The Goods are to be delivered within 30 working days upon the issuance of a purchase order to the selected/successful bidder. The documents to be furnished by the Supplier are: (a) signed delivery note and invoice

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Subject and GCC clause reference	Special Conditions
Price Adjustment GCC 15.1	Not Applicable
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	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price <i>“shall not be”</i> adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) On Acceptance: 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.</p> <p>ii) A reasonable interest rate as may be determined by the supplier is payable to the supplier by the purchaser for each day payment is delayed until payments has been made in full.</p>
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	Not Applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Not applicable
Insurance GCC 24.1	Not applicable
Transportation GCC 25	The Goods shall be delivered: Namibia Qualifications Authority, Corner of Simeon Shixungileni and Dr. W. Külz Street, Windhoek
Inspection and Test GCC 26.1	Inspection will be done upon delivery

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Subject and GCC clause reference	Special Conditions
Location of Inspection and Tests GCC 26.2	Namibia Qualifications Authority, Corner of Simeon Shixungileni and Dr. W. Külz Street, Windhoek
Liquidated Damages GCC 27.1	Not applicable
Warranty GCC 28.3	Not applicable
Repair and Replacement GCC 28.5	Not applicable

Quotation Checklist Schedule

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NQA – 05/2024/25

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Completed all spaces provided for the bidder in the bidding document and initialled each page of the bidding document.	
Quotation on company letter head	
Mandatory documents as per Instructions to Bidders No. 4	
Completed Annexure 1	

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.