



Request for Quotations For Goods

SUPPLY AND DELIVERY OF GIFT FOR EMPLOYEES AND INVITED GUEST – LEADERSHIP SUMMIT

Procurement Reference No: G/RFQ/SSC-05/2024

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Total Amount (incl. VAT)		
Contact Phone number	Work:	Mobile:

Enquiries can be directed to:

Mr. Gerson M. Kuzatjike, Tel: +264 61-280 7229 or Gerson.Kuzatjike@ssc.org.na

Issue Date: 18 April 2024

Closing Date: 15 May 2024 @ 10:00

NO LATE BIDS WILL BE ACCEPTED!!

Letter of Invitation

G/RFQ/SSC-05/2024

18 April 2024

Dear Prospective Bidder,

**Request for Quotations for:
SUPPLY AND DELIVERY OF GIFT FOR EMPLOYEES AND INVITED GUEST –
LEADERSHIP SUMMIT**

The Social Security Commission 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 *Mr. Gerson M. Kuzatjike*, Tel: +264 61-280 7229 or Gerson.Kuzatjike@ssc.org.na

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. Gottfried Naobeb

Secretary: Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Social Security Commission 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, where applicable;
- (b) the list of Goods and Priced Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for 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 bid submission deadline.

4. Eligibility Criteria

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

- (a) Have a full valid certified* company Registration Documents:
 - (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
 - (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia);
 - (iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or
 - (iv) partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements, **but a bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (b), (c), (d) (e) and (f) below**".
- (b) Have an original valid Good Standing Tax Certificate or a valid certified copy *;
- (c) Have an original valid Good Standing Social Security Certificate or a valid certified* copy;
- (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; In the event that the Affirmative Action Compliance Certificate is older than 12 months

from the date of issue, a **confirmation letter from the Employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued.**

- (e) Submit signed Bid-securing Declaration.
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof;(A written undertaking as contemplated in section 138 (2) of the Labour Act, 2007.

**A certified copy by Commissioner of Oath appointed in terms of Justices of the Peace and Commissioners of Oath Act, 1963 (Act No. 16 of 1963) as amended or by Namibian Police (Both the certification stamp as well as the date stamp should be on the document for it to be considered as valid)*;*

5. Delivery

Delivery shall be 1 week after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted be considered if such deviation is reasonable.

6. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Social Security Commission, with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Social Security Commission, Cnr. A. Kloppers and J Haupt Streets, Khomasdal, Windhoek, not later than **15 May 2024 @ 10:00**. Quotations by post or hand delivered should reach Social Security Commission - Cnr. A. Kloppers and J Haupt Streets, Khomasdal, 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 section 8 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put 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 evaluated cost to determine the lowest evaluated quotation.

11. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

12. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

14. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to:	The Social Security Commission
Procurement Reference Number:	G/RFQ/SSC-05/2024
Subject matter of Procurement:	Supply and delivery of gift for employees and invited guest – leadership summit

We offer to supply the items listed in the attached List of Goods and Price Schedule as per defined specifications, 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: Request for Quotations.

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 Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 services will commence within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

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:

Procurement Ref No.: G/RFQ/SSC-05/2025

To: The Social Security Commission

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*



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written 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.*


SECTION III: SCOPE OF GOODS
SUPPLY AND DELIVERY OF GIFT FOR EMPLOYEES AND INVITED GUEST
- LEADERSHIP SUMMIT

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFQ/SSC-05/2024**

Currency of Quotation: _____

Item No	Brief Description of Goods	Quantity	Unit of Measure	Unit Price	Total Price
1.	<p align="center">EXECUTIVE TRAVEL BAG FOR LADIES</p>  <p align="center"><i>Engraved with SSC logo.</i></p>	30	Each		
2.	<p align="center">EXECUTIVE TRAVEL BAG FOR MEN</p>  <p align="center"><i>Engraved with SSC logo.</i></p>	30	Each		
3.	<p align="center">Speakers and Invited guest (ladies)</p>  <p align="center"><i>Engraved with SSC logo.</i></p>	20	Each		

4.	Gift for speakers and invited guests (men)			
		20	Each	
	<i>Engraved with SSC logo.</i>			
	<i>Enter 0% VAT rate if VAT exempt.</i>			
		Subtotal		
		VAT @ %		
		Total		

NB: all items to be packed as per lots/offices.

** Columns A to D to be completed as applicable by Public Entity*

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:	Signature:
Position:	Date:
Company Name :	

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/SSC-05/2024**

[Bidders should complete columns C and D with the specifications of the services 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Executive travel bag for ladies		
2.	Executive travel bag for men		
3.	Gift for speakers and invited guests (ladies)		
4.	Gift for speakers and invited guests (men)		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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) Ref: **G/RFQ/SSC-05/2024** for procurement of services (lump-sum) available on the website of the Procurement Policy Unit: www.mof.gov.na/procurement-policy-unit except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/SSC-05/2024**

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

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract.
Definitions GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
Notices GCC 1.4	<p>Any notice shall be sent to the following addresses:</p> <p>For the Social Security Commission, the address and the contact's name shall be:</p> <p>Mr. Gerson M. Kuzatjike, Tel: +264 61-280 7229 or Gerson.Kuzatjike@ssc.org.na</p> <p>For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i>:</p> <p>_____</p>
Authorised Representatives GCC 1.6	<p>The Authorised Representatives are:</p> <p>For the Public Entity: Procurement Management Unit of the Social Security Commission</p> <p>For the Service Provider <i>[to be inserted at contract signing]</i>:</p> <p>_____</p>
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is _____
Intended Completion Date GCC 2.3	The intended completion date is _____
Prohibition GCC 3.2.3(c)	List of Activities: None
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are: <u>None.</u>
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: <u>All documents shall remain the property of the Social Security Commission.</u> –
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are 10% of the final contract per day. The maximum amount of liquidated damages for the whole contract is 100% of the final contract price.
Lack of Performance Penalty GCC 3.10.3	The percentage to be used for the calculation of lack of Performance Penalty(ies) is 15%.
Performance Security GCC 3.11	(i) No Performance Security is required

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are: None
Contract Price GCC 6.2(a)	The amount in local currency is _____.
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC. Payment shall be made after the conditions for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents. The interest rate is 5% of the contract price _____.
Price Adjustment GCC 6.6.1	Price adjustment <i>is not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: Conference Venue set up. The defect liability period is: Duration of the assignment
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	Not Applicable
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 4

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No: G/RFQ/SSC-05/2024

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Signed Bid-securing Declaration.		
<p>A valid certified company Registration Documents:</p> <p>i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;;</p> <p>(ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia);</p> <p>(iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or</p> <p>(iv) partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements</p> <p>This is not applicable for sole traders</p>		
An original valid good Standing Tax Certificate or a copy certified by a commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act no. 16 of 1963)		
An original valid good Standing Social Security Certificate or a copy certified by a commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act no. 16 of 1963)		
<p>Have an original or 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; certified by a commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act no.16 of 1963)</p> <p>In the event that the Affirmative Action Compliance Certificate is older than 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued.;;</p>		
A written undertaking as contemplated in section 138 (2) of the Labour Act, 2007 (Refer to Form F-7 attached)		
All pages initialled and signed by the bidder		

Signature of Bidder:

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.