



REPUBLIC OF NAMIBIA

Office of the Prime Minister

**PRIVATE BAG 13338
Windhoek**

**Office of the Prime Minister
Love Street, Parliament Garden
Windhoek**

**Tel: (061) 2879111
Fax (061) 224910**

08 February 2023

Procurement Management Unit

Reference: 9/2/2

**Request for Sealed Quotations
(GOODS)**

Purchasing of Stationaries for various Offices of the Office of the Prime Minister

Procurement Reference No: G/RFSQ/02-40/2022

NB: Bidders should take note that, documents should be submitted at Office of the Prime Minister, The Ben Gurirab Building 2nd Floor, Room 236



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Dear Sir/Madam

Request of quotation for Purchasing Stationaries for the Office the Prime Minister

The **Office of the Prime Minister** 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 ***Indombo Lilja, at 061-287 2160***

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,


.....
Brian Mungunda:

Secretary: Procurement Committee

REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER
SECRETARY
PROCUREMENT MANAGEMENT UNIT
Date: **07 FEB 2023**
PRIVATE BAG 13338
WINDHOEK, NAMIBIA

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Office of the Prime Minister** 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
- I 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 Security/Bid Securing Declaration [Public Entity to select as appropriate];***
- (b) The List of Goods and Price Schedule Section III;
- I 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 45 *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 valid good Standing Tax Certificate;**
- (c) **Have an original 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 certificate indicating SME Status (Bids reserved for SMEs);**
- (f) **Complete, Signed and submit a signed Bid-securing Declaration.**
- (g) **Complete, signed and submit a signed written undertaking in terms of Labour Act, 2007.**
- (h) **Bidder should be in line with business principle**

NB Please note that a valid certified copy of an original document, as certified by Namibian Police is also acceptable;

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be **within two weeks** after acceptance/issue of Purchase Order. Deviation in delivery period ~~shall not be accepted/shall only be considered if such deviation is reasonable.~~

6.1. The following tests and inspections will be conducted on the goods at delivery:

[Public entity to list detailed test and inspection procedure]

(a) Right quantities

(b) Substandard products

(c) Deviation in delivery period

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 delivered at OPM, Theo- Ben Gurirab **Building, 2nd floor, Room No. 236 Not later than 20 February 2023 at 10H00.** Quotations by post or hand delivered should reach the abovementioned address by the same date and time at latest. Late quotations will be rejected.

9. Opening of Quotations

Quotations will be opened internally by the OPM 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 OPM and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Office of the Prime Minister 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. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows: N/A

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

N/A

14. Award of Contract

The **Bid to be partially awarded** to 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. Performance Security: No performance security is required.

16. 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: <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, *except for the qualified deviations*, 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 BD]*.

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... [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*



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: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Purchasing of Stationaries: Procurement Ref No. G/RFSQ/ 02 – 40/2022

DESCRIPTION OF ITEMS/PRODUCTS

Items NO	Description	Quantity	Price Per Unit	VAT	Price Including VAT
1	Calculator (10 DIGIT)	100			
2	Short Note Books	100			
3	Hard cover book (2 Quire Counter Book) 192 pages	60			
4	Clear Big Sellotape	100			
5	Heavy Duty Punch	50			
6	Heavy Duty Stapler	50			
7	Heavy Duty Staples (23/13)	50			
8	Binding machine (starlet 2+ 120 fellowes)	08			
9	OPM files (available for viewing at the office)	500			
10	USB Kingston (32GB)	100			
11	Carbon Paper (one pack)	100			
12	Pentel ENERGEL (BL 17-A)	60			
13	A4 Frosted Binding covers assorted color (100 sheet per pack)	500			
14	Premium Color Board assorted (A4 160 GSM)	500			
15	Pritt original	60			
16	Stick Notes (assorted color)	150			

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17	Permanent Markers assorted color	100			
18	Highlighters assorted color	100			
19	White cube refill box	70			

1. The price shall be treated as firm for the period of the contract and should be in Namibian Dollars.

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS AS MENTIONED IN SECTION III

[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.]

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SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFSQ/02 -40 /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.			

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Items NO	Description		
1	Calculator (10 DIGIT)		
2	Short Note Books		
3	Hard cover book (2 quire counter Book) 192 Pages		
4	Clear Big Sellotape		
5	Heavy Duty Punch		
6	Heavy Duty Stapler		
7	Heavy duty staples (23/13)		
8	Binding machine (starlet 2 + 120 fellows)		
9	OPM files (available for viewing at the office)		
10	USB Kingston (32GB)		
11	Carbon Paper		
12	Pentel ENERGEL (BL 17-A)		
13	A4 Frosted binding covers assorted color (100 sheet per pack)		
14	Premium color board assorted A4 160 GSM)		
15	Pritt Original		
16	Stick Notes (assorted color)		
17	Permanent Markers assorted color		
18	Highlighters assorted color		

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19	White cube refill box		
TOTAL			

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-GCC** on the website of the Office of the Prime Minister (www.opm.com.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/RFSQ/02 – 40/2022

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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: Office of the Prime Minister
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is OPM, 2nd floor, Room 237, Love Street
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: Office of the Prime Minister 2nd floor, Room 237, Love Street. For the Supplier, the address and contact name shall be..... _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: If, after 28 days, the parties have failed to resolve their dispute, the supplier or purchaser may give the other party of its intention to commence arbitration.
Delivery and Documents GCC 13.1	The Goods are to be delivered/Collected within 7 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) invoices
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
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 (30) days after submission of an invoice and its certification by the Purchaser.

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Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.4 (a)	The price shall not be 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>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>An interest rate shall be payable immediately after due for payment and shall be the legal rate.</p>
Performance Security GCC 18.1	(i) No performance security is required*or
Discharge of Performance Security GCC 18.4	No performance security is required.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: The packing should be done accordingly.
Insurance GCC 24.1	The insurance coverage shall be as specified in the incoterms
Transportation GCC 25	The Goods shall be delivered as specified in the incoterms.
Inspection and Test GCC 26.1	The inspection and tests shall be: inspection will be done at the delivery time, to check the substandard and right quantities/worn and damaged items.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: the supplier's premises or at the Office of the Prime Minister.
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are <i>1% per day</i> . The maximum amount of liquidated damages for the whole contract is 5% of the final contract price.

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Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	The period of validity of the warranty shall be: 6 month(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Windhoek, Namibia For item 1, the minimum period of warranty/shelf life shall be ____ 6 month For item 2, the minimum period of warranty/shelf life shall be ____ 6 month For item 3, the minimum period of warranty/shelf life shall be ____ 6 month
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: within 5 day(s) if any

SCHEDULE 2
COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	NS	NS
Raw Materials, Accessories & Components <ul style="list-style-type: none"> • Imported (CIF) • Local (VAT & Excise Duty Fee)
Labour Cost <ul style="list-style-type: none"> • Direct Labour • Clerical Wages • Salaries to Management
Utilities <ul style="list-style-type: none"> • Electricity • Water

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• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

Local Value Added = $\frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$

NB! The cost structure should be certified by a Certified Accountant

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/RFSQ/02 – 40/2022

Description	Attached	Not Attached

Section VII Special Conditions of Contract 18

Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Signed a Bid Securing Declaration and written undertaking in terms of Labour Act, 2007.		
Evidences for conformity of Goods		
Valid Mandatory documents, Inland Revenue, Social security, Affirmative Action, Company Registration		

***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.*