



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

PROCUREMENT MANAGEMENT UNIT

INVITATION FOR BIDS – REQUEST FOR QUOTATIONS

The office of the Prime Minister through the Request for Quotations hereby invites qualified bidders for the once off supply of Letterheads as specified in the RFQ NCS/RFSQ/02-16/2023 the invitation is restricted to **100% Namibian SME companies**. Please attach certified copies of SME Certificate and ID's of owners or shareholders.

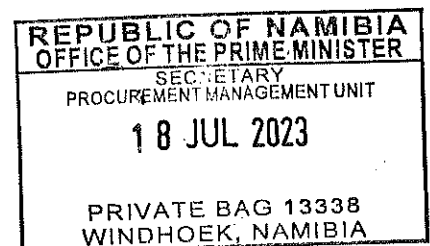
PROCUREMENT REF NO:	NCS/RFSQ/02-16/2023
DESCRIPTION OF BID	Printing of Letterheads for Office of the Prime Minister
ADDRESS FOR SUBMISSION OF BIDS	Office of the Prime Minister, Head Office at Parliament Building, Theo Ben Gurirab Building, Second floor Office no. 236
RFQ FORMS TO BE DOWNLOADED FROM THE OPM WEBSITE	FROM 18 July 2023
DUE DATE:	27 July 2023 @10H30 am

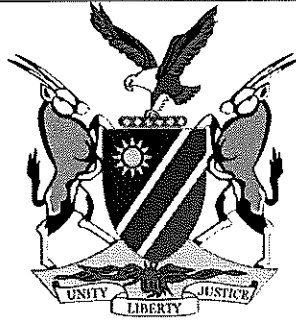
For enquiries, contact:

Ms. Iindombo Lilja Tel: 061 – 287 2160 or email address Lily.Iindombo@opm.gov.na

.....
BRIAN MUNGUNDA

HEAD PROCUREMENT MANEGEMENT UNIT - OPM





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

Procurement Management Unit
Reference: 9/2/2

17 July 2023

Request for Sealed Quotations

Non – Consultancy Services

Printing of Letterheads for Office of the Prime Minister

Procurement Reference No: NCS/RFSQ/02-16/2023

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

TO:

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[Procurement Reference Number: NCS/RFSQ/02-16/2023

Dear Sirs/Madam

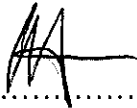
The Office of the Prime Minister invites you to submit your best quote for the services described in detail hereunder.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

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

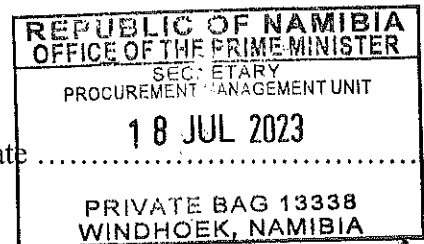
Queries, if any, should be addressed to *Ms. Iindombo Lilja* at 061 – 287 2160

Yours faithfully,



.....
Mr Brian Mungunda
Secretary: Procurement Committee

Date



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Office of the Prime Minister reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 services 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 Priced Activity Schedule in Section IV;
- (c) The Specifications and Performance Standards 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 45 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 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 and signed Bid-securing Declaration form attached
- (g) Complete and signed a written undertaking in terms of Section 138 of the Labour Act, 2007.

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. Services Completion Period

The completion period for services shall be [30 - 45 days] after acceptance/issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reason.

7. Documents to be submitted

NB: 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.

8. Sealing and Marking of Quotations

NB: 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 at the back of the envelope.

9. Submission of Quotations

Quotations should be delivered to the same address indicated above and contact person not later than **27 July (Thursday) 2023 by 10H30**. Late quotations will be rejected. Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 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.

11. 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.

12. 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.

13. 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.

14. Margin of Preference

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

[To be inserted if applicable]

14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: N/A

15. 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

16. 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 : <i>[Name of Public Entity]</i> :	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of our Quotation is 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 4-- **days** from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within --14-- **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.:

To:

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

Witten undertaking in terms of section 138 of the Labour Act, 2007 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

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

SECTION III: SCOPE OF SERVICES
Specifications: Printing of Letterheads for Office of the Prime Minister

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFSQ/02 - 16/2023

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation:

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Design and Printing Of Letterheads for Office of the Prime Minister	30,000 Sheets			
2	Paper Types: Conqueror 100gsm Cream A4 210 x 297mm	Both Printed Letterheads			
3.	Delivery period within 7 days after acceptance of purchase order				
6	TOTAL INCLUDE (VAT 15%)				
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

NB: View the example of letterheads at Office NO: 236

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: NCS/RFSQ/02 – 16/2023

[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	Design and Printing Of Letterheads for Office of the Prime Minister		
2	Paper Types: Conqueror 100gsm Cream A4 210 x 297mm		
3	Delivery period within 7 days after acceptance of purchase order		

* 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: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFSQ/02 -16/2023

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

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: Office of the Prime Minister
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>[Office of the Prime Minister], Robert Mugabe Avenue,: Love street, contact ; Esther Amwaalwa at 061 - 287 2052.</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: Mr Brian Mungunda</p> <p>For the Service Provider: <u>Office of the Prime Minister</u></p>
Effectiveness of Contract GCC 2.1	<p>The date on which this Contract shall come into effect is _____</p> <p style="text-align: center;"><i>as soon as the purchaser order is accepted</i></p>

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is <i>within 4 days after the acceptance of the Purchase order.</i>
Intended Completion Date GCC 2.3	The intended completion date is: Fourteen (14) days from the starting date.
Prohibition GCC 3.2.3(c)	List of Activities: _____ OPM Printing of Annual Plan and Strategic Plan services as indicated above.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____ check all necessary documentations as required in this bidding document.
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: The Bidding document to be returned to the Office of the Prime Minister on or before the closing date.
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are [1%] per week. The maximum amount of liquidated damages for the whole contract is [5%] 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) as specified in the General Condition of Contracts _____ . (Where applicable)
Performance Security GCC 3.11	(i) No Performance Security is required*or complete and signed a Performance Securing Declaration

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are (<i>where applicable</i>):
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. As specified in GCC 6.4.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within _____ days in the case of the final payment. The interest rate is _____ Legal Rate as specified in GCC 6.5.
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: quantity, Size, content & pictures, design and layout, graphs and pies and paper. The defect liability period is: ___ 6 months
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	The arbitration procedures of _____ will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Arbitration

SCHEDULE 3

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour
• Clerical Wages
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

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

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

SCHEDULE 4

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFSQ/02 - 16/2023

Descriptions	Attached (please tick if submitted and cross if not).
Quotation Letter	
Company Registration	
Good Standing Certificates: Social Security, Inland Revenue, and Affirmative Action Certificate.	
Priced Activity Schedule	
Specifications and Compliance Sheet	
Bid securing declaration	
Company profile, past experience and references where similar services have been provided.	

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.