



EENHANA TOWN COUNCIL

Private Bag 88007
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Request for Sealed Quotations For Goods

Supply and Delivery of Promotional Items to Eenhana Town Council

Procurement Reference No: G/RFQ/ETC-01/2023

Total Bid Price (N\$).....
Name of Bidder:
Contact Person:
Telephone no:Mobile no:.....

Closing Date: Friday, 03 February 2023 @12H00

Eenhana Town Council
Private Bag 88007
EENHANA
Telephone: 065-290600



Private Bag 88007, Eenhana,

Tel: + 264 65 290600 Fax: + 264 65263068

Letter of Invitation

24 January 2023

Dear Bidder

Procurement Reference No. G/RFQ/ETC-01/2023

Request for Quotations: Supply and Delivery of Promotional Items to Eenhana Town Council

Eenhana Town Council 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 our **Procurement Officer, Ms Sandra Haimbili** at: **065-290600/20** or at email: haimbilij@eenhanatc.na / procurement@eenhanatc.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,

.....
Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The EenhanaTown Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item,
- (b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award, and
- (c) to change the quantity of the quoted 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
- (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 60 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 / certified valid good standing Tax Certificate.**
- (c) **have an original valid good Standing Social Security Certificate.**
- (d) **have a valid 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.**

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process

6. Delivery

Delivery shall be **4 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

- 6.1. The following tests and inspections will be carried out and conducted on the goods at delivery.
- 6.2. Items will be verified and counted upon delivery.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to **Eenhana Town Council** with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located in upfront of **Eenhana Town Council Cashier, 108 Church Street**, not later than **Friday, 03 February 2023 at 12H00**. Quotations by post or hand delivered should reach **Eenhana Town Council Offices, 108 Church Street** by the same date and time at latest.

Late quotations will be rejected.

Quotations received by e-mail or fax will not be considered.

9. Opening of Quotations

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

10. Evaluation of Quotations

Eenhana Town Council 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 their quotations documents, catalogues and any other 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. 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.

14. Notification of Award and Debriefing

Eenhana Town Council 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 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 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:	
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 [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** 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		Telephone	
Date		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/ETC-01/2023**

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:

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____

Corporate Seal (where appropriate)

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR:

Procurement Ref No. G/RFQ/ETC-01/2023

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]				<u>Bidders shall fill-in columns F, G & H and fill the total</u> 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 ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	Corporate Pocket Folders	100							
2.	Golden folders	10							
3.	Coffee Mugs	20							
4.	Key rings	100							
5.	Lanyards	100							
6.	Ballpoint ink pens	150							
7.	License disks	80							
8.	Caps	80							
9.	Universal Serial Buses (USBs)	60							
10.	Note Books	50							
11.	Drawstrings bags	50							
12.	Table flags	10							
13	ETC Flags	4							
14	Table cloths	2							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

cont....

2. 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 V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/ETC-01/2023**

[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)
A*	B*	C	D
Corporate Pocket Folders	Folder A4 Size, paper type 300gsm, Full Colour, branded with Council logo, Mission, Vision & Core Values, Postal and Physical Address		
Golden folders	Branded with Council logo and Eenhana Development model (VISIT. LIVE. INVEST)		
Coffee Mugs	Classic 8-12 OZ. branded with Council logo & vision. Assorted colours (White, Green, Grey)		
Key rings	Branded with Council Logo and Eenhana Development model (VISIT. LIVE. INVEST)		
Lanyards	Branded with Council Logo and Eenhana Development model (VISIT. LIVE. INVEST)		
Ballpoint ink pens	Branded with Council logo and Eenhana Development model (VISIT. LIVE. INVEST)		
License disks	Emerald Green Hard rubber, with white Centre branded with Council logo and Eenhana Development model (VISIT. LIVE. INVEST)		
Caps	White, Emerald Green colour branded with Council logo on the front and Eenhana Development model (VISIT. LIVE. INVEST)		
Universal Serial Buses (USBs)	4G (Branded with council logo)		
Note Books	A5 size, 288 pages (covers branded with council logo and contact details) Inside 1 st page should be council vision, mission and core values		
Drawstrings bags	Branded with Council logo and a caption “Eenhana my Green Town”		
Table flags	Printed with Council logo and Eenhana Development model (VISIT. LIVE. INVEST)		
Flags	White printed with Council logo		
Table Cloths	Polyester branded with Council logo. 2mx 1.6m		

NB: PLEASE SEND PICTURE SAMPLES OF ALL ITEMS THAT YOU QUOTED US ON!!

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

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**)

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: _____

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 Eenhana Town Council Offices 108 Church Street, Eenhana.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
	Insert pictures of the required items.

Subject and GCC clause reference	Special Conditions
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses:</p> <p>For Eenhana Town Council, the address and the contact name shall be:</p> <p>Eenhana Town Council, P/ Bag 88007, Eenhana. Contact: Ms Sandra Haimbili @ haimbilij@eenhanatc.na / procurement@eenhanatc.na Tell: 065 290600/20</p> <p>For the Supplier, the address and contact name shall be:</p> <p>.....</p> <p>.....</p> <p>.....</p>
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed delivery note; and</p> <p>(b) Original Tax Invoice.</p>
Terms of Payment GCC 16.1	<p>The structure of payments shall be: full payment following delivery of the Supplies and submission of an original tax invoice and the documents listed in clause 13.1</p>
Terms of Payment GCC 16.3	<p>Payments shall be made not later than thirty (30) days after submission of an original tax invoice and its certification by the Purchaser.</p>
Terms of Payment GCC 16.4	<p>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.</p>
Performance Security GCC 18	<p>(i) No performance security is required</p>
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be: Marked Fragile and Addressed to Eenhana Town Council</p>
Transportation GCC 25	<p>The Goods shall be delivered: On the cost of supplier.</p>
Inspection and Tests GCC 26.	<p>Goods will be inspected, tested and counted upon delivery</p>

SCHEDULE 2: 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		

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.: _____

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Company Registration Certificate		
Original Valid Good Standing Tax Certificate		
Original Valid Good Standing Social Security Certificate		
Valid Affirmative Action Compliance Certificate		

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.*