

ONGWEDIVA TOWN COUNCIL
BIDDING DOCUMENTS
INFORMAL QUOTATION (IQ)
GOODS

Procurement of
Supply & Delivery of Microwave to Ongwediva Town Council

Procurement Reference No: G/IQ/OngweTC-10//2023/24

Cost: FREE



PARTICULARS OF BIDDER

Business Name :

Postal Address :

Contact No. :

Fax No. :

Contact Person :

E-mail Address :

VAT Registration No :

Total Bid Amount (15% VAT Incl.):

Code of Good Practice on Preferences

Private Bag 5549, Ongwediva; Tel: 065-233700; Fax: 065-230521

jhainana@otc.com.na (Administration)

smatheus@otc.com.na (Technical)

Due date: 18 July 2023

All official correspondence must be addressed to the Chief Executive Officer

Our Vision: To be a leading urban centre in Namibia that is built on quality municipal services and promotes sustainable local economic development.

INFORMAL QUOTATION (GOODS)

Procurement Ref. No. G/IQ/OngweTC-10//2023/24

TO:

.....

.....

The **ONGWEDIVA TOWN COUNCIL** hereby invites your Company to submit quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent to fax number **065-230521** or addressed to **Mrs. Josephine Hainana, Private Bag 5549, Ongwediva / Cnr Mandume Ndemufayo and Dr Libertine Amathila Street** in a sealed envelope marked Quotation Reference No G/IQ/OngweTC-10//2023/24. Your quotation should reach the **Ongwediva Town Council** on or before the 18th day of July 2023, by **14h30** at latest.

Date: 07 July 2023

Signature:

Mrs. Josephine Hainana
Procurement Management Unit

Specifications

Digital Control	
Auto Express Cook Functions	
Defrost timer set by weight and time	
Size:	43L - 45L
Rate Voltage:	230V ~ 50Hz
Rated Input Power (Microwave):	1500W
Rated Output Power (Microwave):	1000W
Colour:	Metallic or Black

Price Schedule

Procurement reference number: G/IQ/OngweTC-10//2023/24

ITEM NO.	DESCRIPTION	QTY	RATE N\$	AMOUNT N\$
1	Supply & Delivery of Microwave to Ongwediva Town Council	1		
			SUBTOTAL	
			VAT INCLUDED	
			TOTAL	

- (a) Ongwediva Town Council requests delivery within 7 days as from the date of placement of order.
- (b) Delivery Date: within days from date of placement of order.
- (c) Validity of offer: **180** days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal

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

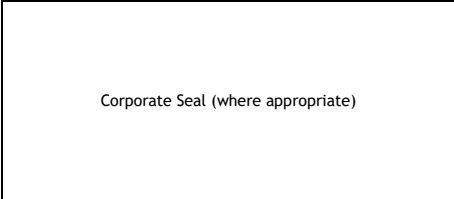
Signed:
[insert signature of person whose name and capacity are shown]

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]



[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.*

LOCAL SOURCING 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 local sourcing declaration by the bidders.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) If found that the goods , works and services are found to be not meeting the local content and is not supplied by the suppliers based and operating from the 14 regions of Namibia, and where the goods are required.
- (b) I/We* understand this local sourcing 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 local sourcing declaration)

Name:.....
(Insert complete name of person signing the local sourcing declaration)

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

Dated on _____ day of _____, _____

Corporate Seal (where appropriate)

General Terms and Conditions Applicable

1. Purchaser

The Public Entity inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. Rights of the Public Entity

The Purchaser shall have the right to:

- a) Ask for clarifications at time of evaluating quotations,
- b) Split the contract on an item basis or
- c) Reject all quotations.

A Purchaser shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

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

- a) have a certified copy of a valid Company Registration Certificate;
- b) have an original valid or certified Good Standing Tax Certificate, which must be valid by the date of bid closure;
- c) have an original valid or certified good Standing Social Security Certificate; which must be valid by the date of bid closure;
- d) have a valid or certified copy of Affirmative Action Compliance Certificate, and in the event that the Affirmative Action Certificate is over 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 issued, 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;(which must be valid by the date of bid closure);
- e) 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;
- f) have a valid / certified certificate of fitness from any Local Authority.

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document.

6. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. The Contract

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

8. Purchase order

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) may not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the goods or services on or before the date set in the purchase order for delivery of the goods or services.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No. - G/IQ posted in the website of the Policy Unit and on the Ongwediva Town Council subject to the data provided hereunder.

10. Warranty

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

11. Payment

The Purchaser undertakes to effect payment within **30** days after supply of the goods items to the satisfaction of the Purchaser, and receipt of invoice and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

Ongwediva Town Council shall not pay any deposit and the bid shall not be qualified by the bidders own conditions in respect of payment.

12. RESERVATION OR MARGIN OF PREFERENCES

- a) Margin of preferences applicable for Exclusive Preferences to Local Suppliers.
The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is 10%.
- b) The Board or public entity, when evaluating bids for exclusive preference must apply the margins of preference specified in the Code of Good Practice on Preferences to qualifying bidders per each qualifying category.
- c) A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications.

A margin of preference shall be applicable and they are as indicated below:

Formula to calculate margins of preference:

$$A = \frac{MP \times BP}{100}$$

in which formula -

- a) "A" represents the amount to be determined;
- b) "MP" represents the total percentage of all margins of preferences granted in respect of the bid; and
- c) "BP" represents the bid price.

This Code of Good Practice illustrates how the margins of preference must be applied to the different nature of procurements.

CATEGORY OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Manufacturer	2%	<ul style="list-style-type: none"> • Certificate of Registration from a registering authority • Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation and as certified by an Accountant
Micro, Small and Medium Enterprise	1%	<ul style="list-style-type: none"> • SME registration certificate • Declaration indicating the percentage of Namibian MSME
Women owned enterprise	1%	<ul style="list-style-type: none"> • IDs of all shareholders • Founding statement/company registration indicating ownership structure /shareholder certificate • Declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2%	<ul style="list-style-type: none"> • IDs of all shareholders • Founding statement/company registration indicating ownership structure/shareholder certificate • Declaration indicating the percentage of Namibian youth ownership
Previously Disadvantaged Person owned enterprise	2%	<ul style="list-style-type: none"> • IDs of all shareholders • Founding statement/company registration indicating Ownership structure/shareholder certificates • Declaration indicating the percentage of Namibia PDPs ownership
Suppliers providing environmental protection	1%	<ul style="list-style-type: none"> • Declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	1%	<ul style="list-style-type: none"> • Declaration the bidder employs 50% or more Namibia citizens
TOTAL	10%	