



Request for Sealed Quotations For Goods

Supply and delivering of 70% hand liquid sanitizers to Ongwediva
Town Council

**THIS BID IS RESERVED FOR BIDDERS FROM OSHANA
REGION**

Procurement Reference No: G/RFQ/OngweTC-08/2021/22

Name of Bidder		
Contact person		
E-mail Address		
Postal Address		
Bid amount N\$		
Contact phone number	Work:	Mobile:

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

jhainana@otc.com.na (administrative)

Inghuulikwa@otc.com.na (Technical)

Due date: 12th October 2021

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

Letter of Invitation

Name.....
.....
.....
.....

Procurement Reference Number: G/RFQ/OngweTC-08/2021/22

Date.....

Dear Sir/Madam,

Request for Quotations for Supply and delivering of Supply and delivering of 70% hand liquid sanitizers to the Ongwediva Town Council.

The Ongwediva 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 Ms. Lonia Nghuulikwa at Ongwediva Town Council.

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,



Mrs. Josephine Hainana
Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ongwediva Town Council reserves the right:

- (a) to inspect the hand liquid sanitizers drums
- (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
- (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 **180** days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a certified copy of company Registration Certificate;
- (b) have an original or certified copy of valid good Standing Tax Certificate;
- (c) have an original or certified copy of 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;
- (f) Have a valid certified copy of Fitness Certificate from the Local Authorities within Oshana Region
- (g) 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.
- (h) Signed bid securing declaration as well as the local source declaration form.
- (i) All pages in the bid documents excluding attachment are initialled

5. Delivery

Delivery shall be **30 days** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

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

The Quality and other specifications prescribed

6. Sealing and Marking of Quotations

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

7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *Ongwediva Town Council*, Corner of Dr Libertine Amathila and Mandume Ndemufayo Street not later than **12th October 2021 at 14h30**. Quotations by post or hand delivered should reach Ongwediva Town Council by the same date and time at latest. Late quotations will be rejected.

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

8. Opening of Quotations

Quotations will be opened internally by the Ongwediva Town Council 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, will be posted on the website of the Ongwediva Town Council and available to any bidder on request within three working days of the Opening.

9. Evaluation of Quotations

The Ongwediva 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.

10. Technical Compliance

Bidders shall submit along with their quotation's documents, samples and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Council'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.

11. Prices and Currency of Payment

Ongwediva Town Council may not allow for prices to be adjustable to change in rates of exchange of currency, price variation etc.]

Prices shall be fixed in Namibian Dollars.

12. Margin of Preference

12.1. No margins of preference and their application methodology are as follows:

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. Performance Security

N/A

15. Notification of Award and Debriefing

The Ongwediva 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 (7) days. Furthermore, the Ongwediva Town Council 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

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 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.

The validity period of the Quotation is _____ days *[insert number of 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		

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:

Capacity of:

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)

[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*

LOCAL SOURCING DECLARATION

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)

[Note*: In case of a joint venture, the local sourcing 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, 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, PRICE AND SCHEDULE

Contents

- 1. List of Goods and Price Schedule.....
- 2. List of Goods and Delivery Schedule.....
- 3. List of Related Services and Completion Schedule
- 4. Technical Specifications
- 5. Inspections and Tests.....
- 6. Evaluation Criterias

Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

Supply and delivering of 144 of 5 litres of 70% alcohol hand liquid sanitizers to Ongwediva Town Council.

Price Schedule

Bidder's name and address:			Date: _____ Procurement Ref. No: _____					
Prices to be in Namibian dollars								
1	2	3	4	5	6	7	8	9
Line Item No.	Description of Goods and related services	Delivery	Quantity and physical unit	Rate		Price per line item for inland transportation to convey the Goods to their final destination	VAT payable per line item if Contract is awarded	Total Price per line item
[insert number of the item]	[insert name of Good]	[insert no. of weeks]	[insert number of units to be supplied and name of the physical unit]			[insert the corresponding price per line item]	[insert VAT payable per line item if Contract is awarded]	[insert total price per item]
1.	Supply and delivering of 5 litres of 70% alcohol hand liquid sanitizers to Ongwediva Town Council.	30 days from order date	144		-			
							Total Bid Price	

Prices is: fixed

Please note that the quoted prices should include delivering of the machine to Ongwediva.

Name of Bidder[insert complete name of Bidder] Signature of Bidder:.....[signature of person signing the Bid] Date[insert date]

1. ¹⁷ List of Goods and Delivery Schedule

[The Purchaser shall fill in this table, with the exception of the column "Bidder's offered Delivery date" to be filled by the Bidder]

Line Item No.	Description of Goods	Quantity	Physical unit	Final Destination (Project Site) as specified in BDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder's offered Delivery date [to be provided by the bidder]
[insert item No]	[insert description of Goods]	[insert quantity of item to be supplied]	[insert physical unit for the quantity]	[insert place of Delivery]	[insert the number of days following the date of effectiveness of the Contract]	[insert the number of days following the date of effectiveness of the Contract]	[insert the number of days following the date of effectiveness of the Contract]
1.	Supply and delivering of 5 litres of 70% alcohol hand liquid sanitizers to Ongwediva Town Council.	144	144	Ongwediva Town Council, Cnr of Dr. Libertine Amathila and Mandume Ndemufayo street.	Order date	Within 30 days after the order is issued.	

2. List of Related Services and Completion Schedule

[This table shall be filled in by the Purchaser. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates (as per Incoterms)]

Service	Description of Service	Quantity ¹	Physical Unit	Place where goods will be delivered	Final Completion Date(s) of Services
<i>[insert Service No]</i>	<i>[insert description of Related Services]</i>	<i>[insert quantity of items to be supplied]</i>	<i>[insert physical unit for the items]</i>	<i>[insert name of the Place]</i>	<i>[insert required Completion Date(s)]</i>
1	Supply and delivering of 5 litres of 70% alcohol hand liquid sanitizers to Ongwediva Town Council.	144	144	Ongwediva Town Council, Cnr of Dr. Libertine Amathila and Mandume Ndemufayo street.	November 2021

4 Technical Specifications

The Goods and Related Services shall comply with following Technical Specifications and Standards:

<i>Item No</i>	<i>Name of Goods or Related Service</i>	<i>Technical Specifications and Standards</i>
1	70% alcohol hand liquid sanitizers	Supply and delivering of 5 litres of 70% alcohol hand liquid sanitizers to Ongwediva Town Council.

5. Inspections and Tests

The following inspections and tests shall be performed at deliveries and will form part of the acceptance.

- The quantity delivered against the quantity ordered.
- 70% alcohol

6. Evaluation Criteria

The Purchaser's evaluation of a bid shall take into account, in addition to the Bid Price quoted one or more of the following criteria's.

- a) Documents as required in the bid (legal admissibility)
- b) Technical Specifications as per section IV
- c) Prices

SECTION IV: TECHNICAL SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

[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	Yes Compliance of Specification Offered	No Details of Non- Compliance/ Deviation (if applicable)
A*	B*	C	D
1	5 litres		
2	70% alcohol hand liquid sanitizers		

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 Public Entity (*insert website address*) 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: _____

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	The purchaser is: Ongwediva Town Council
Site	The Site/final destination for delivery of the Goods is November 2021 .
Incoterms Edition	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices	Any notice shall be sent to the following addresses: For the Ongwediva Town Council the address and the contact name shall be: Ms. Josephine Hainana Private Bag 5549, Ongwediva or jhainana@otc.com.na . For the Supplier, the address and contact name shall be: _____
Disputes	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed “shall not” be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used

Subject and GCC clause reference	Special Conditions
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 days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price “ <i>shall not be</i> ” 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>i) 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>ii) No interest rate payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
Performance Security GCC 18.1	(i) No performance security is required*or
Discharge of Performance Security GCC 18.4	N/A
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation] N/A</i>
Transportation GCC 25	The Goods shall be delivered: to Ongwediva Town Council without extra costs.
Inspection and Test GCC 26.1	The inspection and tests shall be: quality and others aspect as indicated in the bid document.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Ongwediva Town Council

Subject and GCC clause reference	Special Conditions
Liquidated Damages GCC 27.1	N/A
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: 30 day(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Ongwediva Town Council.</p>
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 30 day(s)

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Local Sourcing Declaration		
Valid certified copy of company registration		
Original or certified copy of valid good standing certificate from Inland Revenue		
Original or certified copy of valid good standing certificate from Social Security		
Certified copy of Affirmative Action Certificate/Letter		
Certified copy of valid fitness certificate from Local Authority in Oshana Region		

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.*