

**REPUBLIC OF NAMIBIA***Ministry of Health and Social Services*

Private Bag 13198
Windhoek
Namibia

Ministerial Building
Harvey Street
Windhoek

Tel: (061) 203 2255
Fax: (061) 30 10 18
procurement@mhss.gov.na

PROCUREMENT MANAGEMENT UNIT

Enquiries: Ms. M. Epafra
Reference: 4/5/4

Request for Sealed Quotations for Goods

PROCUREMENT OF STATIONERY AND CARTRIDGES FOR //KHARAS REGION



REPUBLIC OF NAMIBIA

Ministry of Health and Social Services

Private Bag 13198
Windhoek
Namibia

Ministerial Building
Harvey Street
Windhoek

Tel: (061) 203 2255
Fax: (061) 30 10 18
Procurement@mhss.gov.na

PROCUREMENT MANAGEMENT UNIT

Enquiries: Mrs. M. Epafra
Reference: 4/5/4

Letter of Invitation

Procurement Ref. number:

Dear Sirs/Madams,

Request for Sealed Quotations for the Procurement of Stationery and Cartridges for //Kharas Region

The Ministry of Health and Social Services requests 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.

For enquiries, please contact the following people:

1. Technical enquiries: Ms. L. Beukes: Tel: 063- 2209101
2. Administrative enquiries: Mrs. M. Epafra: Tel 061-2032255

Please prepare and submit your quotation (*by 11h00 on Tuesday, 13 August 2019*), in accordance with the instructions given.

Yours faithfully,


MR EVARISTUS IITA
SECRETARY: PROCUREMENT COMMITTEE



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, and
- (b) to accept or reject any quotation or 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
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) the Supplier 's business principal must be in line with service as required;
- (e) all page should be initial
- (f) corrections made on document should be signed/initialled
- (g) Preference will be given to company from that region
- (h) use of correction fluid is strictly prohibited
- (j) 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 30 days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following document is attached:

	Document name / title	Please tick
1	Original Company Profile (should have contact details, location, information on the company owner(s) and supplier's goods / services)	
2	Original valid Certificate of Good Standing for Procurement Purposes , issued by the Ministry of Finance: Inland Revenue.	
3	Certified copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or Letter from the Employment Equity Commission (letter should be on letterhead, stamped and signed by the EEC).	
4	Original Certificate of valid Good Standing Certificate with the Social Security Commission.	
5	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other Company Registration Certificate. These Certificates should clearly indicate the goods / services that the Supplier is registered to render.	
6	Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).	
7.	A written undertaking, as contemplated in Section 138 (2) of the Labour Act No. 11 of 2007	

5. Delivery

Delivery shall be 7 *days* after the issuing of the Purchase Order. A penalty of 1% per week shall be instituted on late delivery.

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

Check if it is correct delivery as specified on the request for quotation

If delivery is on time

If delivery note is attached

6. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Ministry, 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 *The Ministry of Health and Social Services – Finance and Procurement building, Procurement Management Unit (Tender Office), Harvey Street, Windhoek West*, not later than *Tuesday, 13 August 2019, Time: 11H00*.

8. Opening of Quotations

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

9. 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 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 quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to the Ministry'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

Prices shall remain fixed for the duration of the period and quoted in Namibian Dollars. The Ministry shall not consider price increases due to exchange rates, therefore bidders are advised to make their own projections.

12. 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 in accordance with terms and conditions contained in Section VI: General Conditions of Contract and Contract Agreement.

13. 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 days. Furthermore, the Ministry 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:	The Ministry of Health and Social Services
Procurement Reference Number:	
Subject matter of Procurement:	Procurement of Cartridge and Stationery for the //Kharas Region

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.

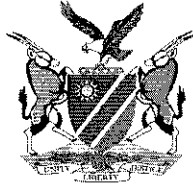
The validity period of the Quotation is 30 days from the date of the bid submission deadline.

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 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	



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 N :.....

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: Procurement of Stationeries and Cartridges for the //Kharas Region

		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 Ministry		Bidders shall fill-in columns E to J						
A	B	C	D	E	D	G	H	H
Item code	Description	Quantity	Unit of measure	Bench mark price	Unit Price NS (Incl VAT)	Total price (NS including VAT)	Delivery Period	Period
LOT 1 Batteries and Cartridges								
1	Archive boxes for storage	50	Each	6.95				
2	Batteries 1.5A	30	Each	38.53				
3	Batteries 9V	30	Each	22.32				
4	Batteries AA	30	Each	22.32				
5	Batteries AAA	30	Each	49.12				
6	Batteries C medium	30	Each	50.00				
7	Batteries D large	30	Each	66.05				
8	Batteries lithium	30	Each	55.78				
9	Batteries Medium CR2032 3V	30	Each	22.32				
10	Batteries R20pp large	30	Each	12.00				
11	Cartridge Epson Ribbon S015637	2	Each	300.00				
12	Cartridge Epson LX350	2	Each	101.00				
13	Cartridge Epson Ribbon #8750	2	Each	125.00				
14	Cartridge Epson Ribbon FX2190 (black)	1	Each	258.10				
15	Cartridge HP 05A	2	Each	1 600.00				

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

16	Cartridge HP Q5949A 49A	2	Each	1 501.16		
17	Cartridge HP 53A	2	Each	1 600.00		
18	Cartridge PH 80A	12	Each	2 010.65		
19	Cartridge HP 83A	2	Each	2 000.00		
20	Cartridge HP 950 XL black	3	Each	628.20		
21	Cartridge HP 951 XL cyan	3	Each	628.20		
22	Cartridge HP 951 XL magenta	3	Each	628.20		
23	Cartridge HP 951 XL yellow	3	Each	628.20		
24	Cartridge HP 953 XL black	1	Each	450.00		
25	Cartridge HP 953 XL Cyan	1	Each	450.00		
26	Cartridge HP 953 XL Magenta	1	Each	450.00		
27	Cartridge HP 953 XL yellow	1	Each	450.00		
28	Cartridge HP CE 505A	2	Each	785.45		
29	Cartridge HP Q6511A	2	Each	1 341.67		
30	Cartridge Kyorocera 1120	12	Each	1 500.00		
31	Cartridge Lexmark E260	3	Each	1 954.77		
32	Cartridge OKI Toner B 250	4	Each	4 152.79		
33	Cartridge Samsung MLT/D1910 NA	2	Each	2 875.00		
34	Cartridge Toner 1140 Fax machine	2	Each	875.00		
35	Cartridge Toner TK1110 Fax Machine	10	Each	1 562.00		
36	Endorsing ink (black)	10	Each	3.65		
37	Endorsing ink (violet)	10	Each	8.30		
Grand Total (incl VAT)						

Kindly note that these items will be awarded as whole Lots to the lowest bidder.

NAME:	POSITION:	SIGNATURE:	DATE:
NAME OF BIDDER:	ADDRESS:		

The price shall be treated as firm in Namibian Dollars for all intent and purpose. Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

		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 Ministry		<p>Bidders shall fill-in columns E to J</p> <p>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</p> <p>Bidders shall fill in and sign the bottom section of this page</p>							
A	B	C	D	E	D	G	H		
Item code	Description	Quantity	Unit of measure	Bench mark price	Unit Price N\$ (Incl VAT)	Total price (N\$ including VAT)	Delivery Period		
LOT 2 Office Stationary									
1	File: lever Arch	40	Each	50.74					
2	Ring Binder	40	Each	223.90					
3	File: Suspension Crystal (25 per box)	10	Each	26.40					
4	Flag: Africa Union size 80cm	10	Each	228.74					
5	National Flag size 270cm x180cm	10	Each	660.04					
6	Ink Meat inspection (5 ltr can)	2	Each	350.00					
7	Legal tape	20	Each	11.60					
8	Machine stapling (small)	20	Each	52.20					
9	Photocopy paper A3	10	Rim	106.00					
10	Photocopy paper A4	600	Rim	58.60					
11	Permanent markers refill bottle	8	Each	50.01					
12	Permanent markers refillable	50	Each	14.39					
13	Punch one hole (light duty)	1	Each	320.00					
14	Stapler machine (heavy duty)	2	Each	560.00					
15	Staples (heavy duty)	5	Box	20.00					
16	Tape Buff- brown (per roll)	30	Each	25.00					

17	Tape buff- clear (per roll)		40	Each	25.00		
18	Tape masking 24mm (per roll)		60	Each	44.30		
Grand Total (incl VAT)							
Kindly note that these items will be awarded as whole Lots to the lowest bidder.							
NAME:		POSITION:		SIGNATURE:		DATE :	
NAME OF BIDDER:		ADDRESS:					

The price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Item No	Technical Specification Required	Compliance of Specification Offered Indicate comply/not comply	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
LOT 1 Batteries and Cartridges			
1	Archive boxes for storage		
2	Batteries 1.5A		
3	Batteries 9V		
4	Batteries AA		
5	Batteries AAA		
6	Batteries C medium		
7	Batteries D large		
8	Batteries lithium		
9	Batteries Medium CR2032 3V		
10	Batteries R20pp large		
11	Cartridge Epson Ribbon S015637		
12	Cartridge Epson LX350		
13	Cartridge Epson Ribbon #8750		
14	Cartridge Epson Ribbon FX2190 (black)		
15	Cartridge HP 05A		
16	Cartridge HP Q5949A 49A		
17	Cartridge HP 53A		
18	Cartridge PH 80A		
19	Cartridge HP 83A		
20	Cartridge HP 950 XL black		
21	Cartridge HP 951 XL cyan		
22	Cartridge HP 951 XL magenta		
23	Cartridge HP 951 XL yellow		
24	Cartridge HP 953 XL black		
25	Cartridge HP 953 XL Cyan		
26	Cartridge HP 953 XL Magenta		
27	Cartridge HP 953 XL yellow		
28	Cartridge HP CE 505A		

29	Cartridge HP Q6511A		
30	Cartridge Kyocera 1120		
31	Cartridge Lexmark E260		
32	Cartridge OKI Toner B 250		
33	Cartridge Samsung MLT/D1910 NA		
34	Cartridge Toner 1140 Fax machine		
35	Cartridge Toner TK1110 Fax Machine		
36	Endorsing ink (black)		
37	Endorsing ink (violet)		
Local service provider will be considered responsive			

Item No	Technical Specification Required	Compliance of Specification Offered Indicate comply/not comply	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
LOT 2: Office Stationary			
1	File: lever Arch		
2	Ring Binder		
3	File: Suspension Crystal (25 per box)		
4	Flag: Africa Union size 80cm		
5	National Flag size 270cm x180cm		
6	Ink Meat inspection (5 ltr can)		
7	Legal tape		
8	Machine stapling (small)		
9	Photocopy paper A3		
10	Photocopy paper A4		
11	Permanent markers refill bottle		
12	Permanent markers refillable		
13	Punch one hole (light duty)		
14	Stapler machine (heavy duty)		
15	Staples (heavy duty)		
16	Tape Buff- brown (per roll)		
17	Tape buff- clear (per roll)		
18	Tape masking 24mm (per roll)		
Local service provider will be considered responsive			

Bidders should complete columns C and D with the specification of the goods offered. Attach detailed technical literature as stated in the requirements. Authorise the specification offered in the signature block below.

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 and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. G/RFQ-GCC) (*available at public entities physical address/website: Insert Public Entity address/website*) except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order 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
Site GCC 1.1(m)	The Site/final destination for delivery of the Cartridge and Stationary: //Kharas Region
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: For the Ministry, the address and the contact name shall be: Private Bag 13198, Windhoek Attention: Ms. M. Epafra For the Supplier, the address and contact name shall be: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within <u>7 days</u> from the date of the Purchase Order. The bidder to ensure that goods are received undamaged. The documents to be furnished by the Supplier are: (a) signed delivery note; and first Invoice for payment.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice.
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.
Terms of Payment GCC 16.4	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.
Performance Security GCC 18	(i) No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: product name, quantities
Insurance GCC 24	The bidder bears the cost of insurance
Transportation GCC 25	The Goods shall be delivered: Delivery Duty Paid
Inspection and Tests GCC 26.	Testing and commissioning of goods shall be at the supplier's expense

Subject and GCC clause reference	Special Conditions
Liquidated Damages GCC 27	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.
Warranty GCC 28.3	For item 1, the minimum period of warranty/shelf life shall be ____ For item 2, the minimum period of warranty/shelf life shall be ____ For item 3, the minimum period of warranty/shelf life shall be ____

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		

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

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

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.:

Supplier Name: _____

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Expression of Interest Document		
Mandatory Documentations		

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.*