



Republic of Namibia

OFFICE OF THE PRESIDENT
NATIONAL PLANNING COMMISSION

Request for Sealed Quotations for Goods

Supply and delivery of Branded Cutleries and Bar Fridge

PROCUREMENT REFERENCE NO: G/RFQ/26-55/2022
CLOSING DATE: 10 March 2023
TIME: 11:00

National Planning Commission
Private Bag 13356 Windhoek,
Tel: +26461 283 4111, Fax: +26461 226 501
Government Office Park Luther Street
E-mail: pmu@npc.gov.na



Republic of Namibia

OFFICE OF THE PRESIDENT
NATIONAL PLANNING COMMISSION

Letter of Invitation

Name and Address of Bidder.....

Procurement Reference Number: G/RFQ/26-55/2022

08 March 2023

Dear Prospective Bidder,

Supply and delivery of Branded Cutleries and Bar Fridge

National Planning Commission 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: pmu@npc.gov.na at @+26461 2834172

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,


Sylvia Kaune



SECRETARY: PROCUREMENT COMMITTEE

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The National Planning Commission reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (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 60 days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, the Bidder must submit the following documents:

- (a) a copy, certified by the Namibian Police or Commissioner of Oaths, of a valid Company Registration
- (b) a copy, certified by the Namibian Police or Commissioner of Oaths, of a valid Good Standing Tax Certificate from Inland Revenue;
- (c) a copy, certified by the Namibian Police or Commissioner of Oaths, of a valid Good Standing Certificate for Social Security;
- (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) Submit signed Bid-securing Declaration.
- (f) Written undertaking in terms of section 138 of the Labour Act, 2015

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **5 working days** after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable and put in writing, to be consideration by the Procurement Committee.

6.1. The following tests and inspections will be conducted on the items at delivery:

- Confirmation of the quality and quantity.

7. Sealing and Marking of Quotations

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 and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **National Planning Commission, Government Office Park, Block D, First floor, office number 104C, not later than, 10 March 2023, 11:00.**

Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity 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, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The National Planning Commission shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

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. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

N/A

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

14. 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: Contract Agreement and General Conditions of Contract.

15. Notification of Award and Debriefing

The National Planning Commission 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 Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

16. Advance payment

Advance payment is **not applicable**.

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 Security / 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 [forfeiture of the security amount / disqualification on the grounds mentioned in the BD].

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	

Appendix to Quotation Letter

**BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))**

Date:

Procurement Ref No.: G/RFQ/26-55/2022

To: National Planning Commission

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, 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 AND PRICE SCHEDULE
Supply and delivery of APRM Branded Cutlery and Bar Fridge as outlined in the Bidding document
Procurement Reference Number: G/RFQ/26-55/2022

INSTRUCTIONS TO THE PUBLIC ENTITY		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]		Bidders shall fill-in columns E - I and fill the total 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	Branded Table Forks- <i>Colour: Silver</i>	40							
2	Branded Table Spoons <i>Colour: Silver</i>	40							
3	Branded Tea Spoons <i>Colour: Silver</i>	40							
4	Branded Table Knives <i>Colour: Silver</i>	40							
5	Branded Tea Cups <i>Colour: White</i>	40							
6	Branded Rayford Vacuum Flasks <i>Colour: Metallic Silver and Black</i>	4							
7	Branded Electrical Kettle <i>Colour: Metallic Silver and Black</i>	1							
8	Branded 10 Litres Commercial Hot Water Dispenser <i>Colour: Metallic Silver and Black</i>	2							

9	Branded Rectangle coffee table tray <i>Colour: Brown</i>	4							
10	Branded Stainless Steel serving tray <i>Colour: Silver</i>	4							
11	Branded Oval serving tray <i>Colour: Gold</i>	2							
12	Water Glasses	24							
13	Juice Glasses	24							
14	Bar Fridge <i>Colour: Grey/ White</i>	1							
								TOTAL	
								GRAND TOTAL	
NAME:		POSITION:		SIGNATURE		DATE			
NAME OF BIDDER:		ADDRESS:							

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Supply and delivery of Branded Cutleries and Bar Fridge as outlined in the Bidding document

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Branded Table Forks <i>Colour: Silver</i>		
2.	Branded Table Spoons <i>Colour: Silver</i>		
3.	Branded Tea Spoons <i>Colour: Silver</i>		
4.	Branded Table Knives <i>Colour: Silver</i>		
5.	Branded Tea Cups <i>Colour: White</i>		
6.	Branded Rayford Vacuum Flasks <i>Colour: Metallic Silver and Black</i>		
7.	Branded Electrical Kettle <i>Colour: Metallic Silver and Black</i>		
8.	Branded 10 Litres Commercial Hot Water Dispenser <i>Colour: Metallic Silver and Black</i>		
9.	Branded Rectangle coffee table tray <i>Colour: Brown</i>		
10.	Branded Stainless Steel serving tray <i>Colour: Silver</i>		
11.	Branded Oval serving tray <i>Colour: Gold</i>		
12.	Water Glasses		
13.	Juice Glasses		
14.	Bar Fridge <i>Colour: Grey/ White</i>		

[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.]

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 VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/26-53/2022**

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
Purchaser GCC 1.1(h)	The purchaser is: National Planning Commission
Site GCC 1.1(m)	The Site/destination for delivery of the Goods is: National Planning Commission
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: National Planning Commission and the contact name shall be: The Procurement Management Unit @ pmu@npc.gov.na For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 5 working days from the date of Purchase Order. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) signed invoice
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
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 shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: 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. ii) An interest rate of [insert percentage] is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	N/A
Discharge of Performance Security GCC 18.4	N/A

Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: National Planning Commission
Insurance GCC 24.1	N/A
Transportation GCC 25	The Goods shall be delivered by the successful bidder to: National Planning Commission
Inspection and Test GCC 26.1	The inspection and tests shall be on delivery note, by checking the quality and quantity of items.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: National Planning Commission
Liquidated Damages GCC 27.1	N/A
Warranty GCC 28.3	N/A
Repair and Replacement GCC 28.5	The period for replacement shall be:

SCHEDULE 2

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/26-54/2022

Description	Attached (please tick if submitted and cross if not submitted)	
Quotation Letter		
A duly signed Bid Securing Declaration		
Specification and Compliance Sheet		
A certified copy of a valid Company Registration Certificate		
Original/certified valid good Standing Tax Certificate		
Original/certified valid good Standing Social Security Certificate		
Valid certified copy of Affirmative Action Compliance Certificate		
Written undertaking		

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.