



Request for Sealed Quotations for Goods

**SUPPLY AND DELIVERY OF PRINTINGS AND STATIONERIES TO
OSHAKATI TOWN COUNCIL FOR A PERIOD OF TWENTY (20) MONTHS
NOVEMBER 2024 JUNE 2026**

Procurement Reference No: G/RFQ/OSHTC-01/2024/2025

BID SUBMISSION:

- This is a hard copy request, and responses must be submitted in the Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nujoma Road, Oshakati.
- Deadline for request for clarifications from Bidders: Monday, 16 September 2024
- Closing Date and Time of Bids: Thursday, 26 September 2024 @ 12h00
- Bidders must register their bids in the bid submission register at PMU Office before submitting their bids in the bid box.

Procurement Management Unit
Oshakati Town Council
Private Bag 5530
Oshakati
Namibia
Tel: 065-229500/535/536

Name of Bidder: _____

Email address: _____

Contact Number: _____

Oshakati Town Council (Osh-TC) gives notice of the following Request for Sealed Quotations – Goods

Procurement Ref No	SEP_RFQ_01
RFQ Reference Number	G/RFQ/OSHTC-01/2024/2025
Description of Goods	SUPPLY AND DELIVERY OF PRINTINGS AND STATIONERIES TO OSHAKATI TOWN COUNCIL – FOR A PERIOD OF TWENTY (20) MONTHS 2024-2026
Closing Date & Time	Thursday, 26 September 2024 @ 12h00
Quotation Submission Address	Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road,
Validity Period of Quote	60 Days (from closing date)
Lead Time	Five (5) Days
Incoterm	DDP

- a) This is a hard quotation request and responses must be submitted to the address stated in the Quotation Submission Address before the closing date and time.
- b) Under no circumstance should the response be submitted, copied, or forwarded to any email address of any Oshakati Town Council employee prior to the deadline for submission of responses. This may result in disqualification of your quotation.
- c) The above documents comprise the RFQ Documents and are provided as a basis for the preparation of your submission response. They are confidential and are provided to you on the terms and conditions set out in this Quotation Invitation Document.
- d) If any clarification is required, kindly contact the Procurement officers below in writing.
- e) The Company reserves the right to amend the whole or any part of the RFQ at any time prior to the deadline for submission.
- f) Please note that this is a Request for Quotation only. All responses to this document will be treated as strictly confidential and will be used for the evaluation of this RFQ only.
- g) Oshakati Town Council may at its sole discretion, accept or reject any quotation. Therefore, there is no obligation on Oshakati Town Council to accept the lowest or any bid. Oshakati Town Council may accept or reject any part of a quotation without being obliged to accept such quotation in its entirety.

Contact Person for Enquiries and Clarifications:

Name	Anna-Liisa Korea	Josef Nakaambo
Designation	Head of Procurement	Buyer
Telephone	+264 65 229500/535/536	+264 65 229603
Email	akorea@oshtc.na / procurementunit@oshtc.na	JosefN@oshtc.na



02nd September 2024

Letter of Invitation

Company Name: _____

Postal Address: _____

Dear Sirs/Madam

RE: SUPPLY AND DELIVERY OF PRINTINGS AND STATIONERIES TO OSHAKATI TOWN COUNCIL – FOR A PERIOD OF TWENTY (20) MONTHS NOVEMBER 2024- TO JUNE 2026 BID REF NO. G/RFQ/OSHTC-01/2024/2025.

1. Bidders are invited to submit one quotation for the **Supply and Delivery of Printings and Stationeries to Oshakati Town Council – for A Period of Twenty (20) Months**. This RFQ constitutes a solicitation and contract agreement
2. Bidders are requested to submit quotation for **Supply and Delivery of Printers and Computer to Oshakati Town Council**, as per the specifications in this RFQ. following an evaluation of the received quotations.
3. Oshakati Town Council may select one or more of the bidders per Lot for the Supply and Delivery of Printers and Computer to Oshakati Town Council. Only quotations for the entire nomenclature as described in the Quotation Submission Form will be accepted.
4. Any resulting contract shall be subject to the terms and conditions referred to in the document.
5. Queries or clarification, if any, should be addressed to the Procurement Officials on the front page.
6. Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Oshakati Town Council would like to thank you for considering this invitation for Request for Quotation.

Yours faithfully,
Anna-Liisa Korea
Head of Procurement

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Oshakati Town Council 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. Form of bid

This is a hard copy bid submission and responses must be submitted to the delivery address stated on the cover page. Bidders are required to complete the envelop cover page and paste it on top of their bid envelop.

3. Preparation of Quotations

Bidders 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.

Bidders 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.

4. Validity of Quotations

The Quotation validity period shall be **60** days from the date of submission deadline.

5. Eligibility Criteria (Mandatory Legal Document)

To be eligible to participate in this Quotation exercise, the bidder shall submit with this bid document:

- (a) A certified copy of a valid company Registration Certificate.
- (b) An original or certified copy of a valid good Standing Tax Certificate; **(Valid at the deadline of submission of bid)**
- (c) An original or certified copy of a valid good Standing Social Security Certificate; **(Valid at the deadline of submission of bid)**
- (d) A certified copy of 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; **(Valid at the deadline of submission of bid)**

- (e) A certified copy of a valid "Fitness Certificate" from a Local Authority Health Department or Ministry of Health & Social Services. **(Valid at the deadline of submission of bid)**
- Requested certified copies of documents shall only be considered if **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963))**
 - All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.

6. Mandatory Administrative Documents

- (a) Bid Securing Declaration
- (b) Bid Submission Form
- (c) A written 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 as contemplated in section 138(2) of the Labour Act, 2007.

7. Validity of Document

Any bid document, as a condition for its validity:

- a) Must comprise the original bid document supplied by the Procurement Management Unit and shall be duly filled in, duly signed, and date at each place (so indicated). Any annexures that a bidder submits, inclusive of all coloured brochures, shall all signed or initiated.
- b) Must be filled in and signed using indelible ink (no correction fluid or pencil may be used); if this condition is not applied such bid will be viewed as incomplete/invalid and will not be considered.
- c) All corrections made shall be crossed out and initialled next to the correction.

8. Capability of Bidders

The Bidder warrants that it has/will have the capacity to deliver the Supply, as well as to provide the related support services in Namibia, where applicable.

The Bidder shall furnish, as part of the response, documents establishing the bidder's eligibility to propose and to deliver the goods as required. The documentary evidence shall establish to Oshakati Town Council's satisfaction that:

- a) In the case of a bidder offering to supply goods under the eventual Contract or PO, which the bidder did not manufacture or otherwise produce or where the bidder obtained the goods from another source, the bidder has been duly authorized by the manufacturer or producer of the goods to supply the goods in the Republic of Namibia.

- b) The Bidder has the financial and technical capacity necessary to fulfil its obligations under the eventual Contract or PO.
- c) The bidder has established the necessary infrastructure and has adequate equipment, resources, and such other facilities as required to fulfil its obligations under the eventual Contract or PO.
- d) Bidders must, upon request, furnish such additional information that Oshakati Town Council may reasonably require as to their ability to provide the goods.

9. Enquiries

- a) All enquiries in connection with this bid document shall be directed in writing (e-mail is acceptable) to the person(s) as listed in the invitation Letter with a cut-off date of three calendars before the bid submission deadline.
- b) Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.
- c) Any verbal information given or perceived to have been given shall not be binding to the Oshakati Town Council.

10. Site Visits

No site visit required.

11. Extensions of Time

Oshakati Town Council may in its absolute discretion by written notice to all Bidders extend the submission closing time. If any bidder applies for and is granted an extension of time to lodge its submission, the extension so granted shall apply to all bidders who will be advised of the extended closing date for receipt of quotations whether their submissions have or have not been lodged. If a bidder has already lodged a submission, it may revise that submission and resubmit it no later than the extended submission closing time.

12. Addenda

Oshakati Town Council may, from time to time, clarify any aspects of the RFQ documentation, which require clarification and will issue addenda to all bidders detailing such clarifications.

13. Bid Security/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 this document.

14. Delivery

Delivery is within **Five (5) working days** after acceptance/issue of Purchase Order. Deviation in delivery if such deviation is reasonable.

15. Tests and Inspections

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

- a) Verification for quantity and Quality provided.
- b) Confirmation of Goods by confirming correct specification as indicated in pricing schedule.
- c) Visual inspection of goods for damages and defects

16. Submission of Quotation

Quotations should be submitted to Procurement Management Unit, Oshakati Town Council, Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road, Oshakati, Namibia. not later than

Closing date: Thursday, 26 September 2024

Closing time: 12:00

- a) Quotations by e-mail would not be considered
- b) Late quotations will be rejected

17. Opening of Quotations

Quotations will be opened internally by Oshakati Town Council immediately after the closing time referred to instruction 16 above. A record of the Quotation Opening Report stating the name of the bidders, and the amount quoted will be available to any bidder on request within three working days of the Opening.

18. Evaluation of Quotations

The Oshakati Town Council 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.

19. Technical Compliance

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

Additional Criteria
<ul style="list-style-type: none">a) Two (2) Customers' reference letters with contact details of same/similar goods supplied Attach.b) Bidder must include a comprehensive company profile.
NB: Goods is to be delivered based on purchase order and no advanced payment

20. Prices and Currency of Payment

To ensure comparative and competitive pricing, the bidders must provide a fixed price quotation for each of the items specified in the Scope of Work of this request for quotation document. All prices shall be in Namibian dollars.

The bidders must provide a price exclusive of any General Sales Tax or Value Added Tax for each item and all delivery points detailed in the Quotation Response Document.

21. Margin of Preference

Preference to compliant and responsive bids will be given in order of the following:

Bidders applying for the Margin of Preference shall submit, evidence of:

Category	Margin of preference	Documentary evidence
Manufacturer	2%	-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 in Annexure 1, and as certified by an Accountant
MSME	1%	- SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1%	- 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	- IDs of all shareholders - - Founding statement/company registration indicating ownership structure/shareholder certificate - –declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2	- IDs of all shareholders - - Founding statement/company registration indicating ownership structure/shareholder certificates - - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting Environmental protection	1	- declaration and proof that the bidder meets the requirements set out in the bidding document
Service rendered by Namibian citizens	1	- declaration that the bidder employs 50% or more Namibian citizens
TOTAL	10%	

Margin of Preference will be applied as per formula below:

A=MP x BP in which formula

100

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

22. Language

- Bidder responses shall be submitted in the English language.

23. 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. Contract will be awarded per **lot (A, and B, Section III)** to the lowest responsive evaluated bidder(s).

Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI:

The Oshakati Town Council would reserve the right to terminate the contract if the bidder is not conforming to the basic requirements and specifications.

24. Performance Security

No performance security is required.

25. Notification of Award and Debriefing

Oshakati Town Council shall after award of contract promptly inform all unsuccessful bidders by posting a notice of award(Executive Summary report) on its website within seven (7) days. Furthermore, Oshakati 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.

26. Costs

Any costs incurred by a Bidder, in the preparation and submission of its response must be borne by the Bidder.

27. Final Check

Please check that you have attached all documents, details or additional information that are related or requested in this document before submitting your responses.

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 [*forfeiture of the security amount / 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:
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.:

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

[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.]



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 of:.....

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

LOT A

QUOTATION FOR: SUPPLY AND DELIVERY OF PRINTINGS AND STATIONERIES TO OSHAKATI TOWN COUNCIL FOR A PERIOD OF TWENTY (20) MONTHS NOVEMBER 2024-JUNE 2026 Procurement Ref No: G/RFQ/OSHTC-01/2024/2025

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to E 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 E = mark with a *if an equivalent is quoted F = Rate per unit • f an equivalent is quoted, please attach to your quote appropriate technical information & specification • idders 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	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT NAD	Delivery weeks) (days/	Country of Origin
1.	Toner Canon 054 Black	1	Each						
2.	Toner Canon 054 Cyan	1	Each						
3.	Toner Canon 054 Magenta	1	Each						
4.	Toner Canon 054 Yellow	1	Each						
5.	Toner HP 26A Black	1	Each						
6.	Toner HP CE285A Black	1	Each						
7.	Toner HP 201A Black	1	Each						

8.	Toner HP 201A Cyan	1	Each							
9.	Toner HP 201A Magenta	1	Each							
10.	Toner HP 201A Yellow	1	Each							
11.	Cartridge Epson T01C1 Black	1	Each							
12.	Cartridge Epson T01C2 Cyan	1	Each							
13.	Cartridge Epson T01C3 Magenta	1	Each							
14.	Cartridge Epson T01C4 Yellow	1	Each							
15.	Toner CF540A HP 203A Black	1	Each							
16.	Toner CF541A HP 203A Cyan	1	Each							
17.	Toner CF542A HP 203A Yellow	1	Each							
18.	Toner CF543A HP 203A Magenta	1	Each							
19.	Toner HP 207A Black	1	Each							
20.	Toner HP 207A Cyan	1	Each							
21.	Toner HP 207A Magenta	1	Each							
22.	Toner HP 207A Yellow	1	Each							
23.	Cartridge OKI Ribbon ML-1120/1190	1	Each							
24.	Cartridge Canon PGI – 2400 XL Black	1	Each							
25.	Cartridge Canon PGI – 2400 XL Cyan	1	Each							
26.	Cartridge Canon PGI – 2400 XL Magenta	1	Each							
27.	Cartridge Canon PGI – 2400 XL Yellow	1	Each							
28.	Toner HP 59A Black	1	Each							
NAME:		POSITION:			SIGNATURE:			DATE :		
NAME OF COMPANY:		ADDRESS:								

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

LOT B**QUOTATION FOR: Supply and Delivery of Stationeries**Procurement Ref No: **G/RFQ/OSHTC-01/2024/2025**

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to E 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 E = mark with a *if an equivalent is quoted F = Rate per unit • f an equivalent is quoted, please attach to your quote appropriate technical information & specification • idders 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	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT NAD	Delivery weeks) (days/	Country of Origin	
1.	Clip board Wood A4	1	Each							
2.	Combo element 10mm	1	Each							
3.	Combo element 12mm	1	Each							
4.	Combo element 14mm	1	Each							
5.	Combo element 16mm	1	Each							
6.	Combo element 19mm	1	Each							
7.	Combo element 25mm	1	Each							
8.	Combo element 28mm	1	Each							
9.	Combo element 32mm	1	Each							
10.	Combo element 38mm	1	Each							
11.	Combo element 45mm	1	Each							
12.	Cube holder	1	Each							

13.	Clip paper 50mm	1	Each						
14.	Clip paper 33mm	1	Each						
15.	Clip paper 25mm	1	Each						
16.	Desk organiser assorted colour	1	Each						
17.	Eraser 61x23x10mm	1	Each						
18.	Fasteners File 80mm, 50 sheets	1	Each						
19.	File Arc PVC 70mm, A4	1	Each						
20.	File suspension A4, 25pics	1	Box						
21.	File divider PVC A4, Alphabet	1	Each						
22.	File divider PVC A4, Months	1	Each						
23.	File divider PVC A4, Numbers	1	Each						
24.	File divider PVC A4, Plain	1	Each						
25.	Flip chart paper A1,50pages	1	Each						
26.	Folder overlap Manilla 320x241mm, A4, 100pic	1	Rim						
27.	Glue Stick 36g	1	Each						
28.	Highlighter assorted colours	1	Each						
29.	Ink Stamp 30ml Assorted colour	1	Each						
30.	Key holders plastic	1	Each						
31.	Letter tray 3tiers	1	Each						
32.	Letter opener, metal	1	Each						
33.	White Board Marker	1	Each						
34.	Permanent Marker Pen	1	Each						
35.	Sticker's neon 400 sheets, 76x76mm	1	Each						
36.	Pad stamp	1	Each						
37.	Pencil HP	1	Each						
38.	Pen desk stand	1	Each						
39.	Pen black Bic	1	Each						
40.	Pen blue Bic	1	Each						
41.	Pen red Bic	1	Each						
42.	Photocopy paper white A4, 80gms, 500sheets Multi office	1	Rim						

43.	Photocopy paper white A4, 80gms, 500 sheets Rotatrim	1	Rim						
44.	Photocopy paper white A3, 80gms, 500 sheets Rotatrim	1	Rim						
45.	Board paper white A4, 160gms, 100 sheets	1	Rim						
46.	Board paper assorted colour A4, 160gms, 100 sheets	1	Rim						
47.	Photocopy colour paper assorted A4, 80gms, 500 sheets	1	Rim						
48.	Pocket PVC A4 Clear, 100pcs	1	Pack						
49.	Prestik 100g	1	Each						
50.	Punch small, 25 sheets	1	Each						
51.	Punch medium, 60 sheets	1	Each						
52.	Punch larger, 100 sheets	1	Each						
53.	Rubbers bads No.19	1	Each						
54.	Scissors medium	1	Each						
55.	Sharpener single	1	Each						
56.	Staples H/D66/14	1	Each						
57.	Staples 26/6, 5000 pcs	1	Each						
58.	Staples 23/20	1	Each						
59.	Stapler Stephens No: 2 medium	1	Each						
60.	Stapler machine heavy duty	1	Each						
61.	Stapler Kangaro HP -45 , 384556	1	Each						
62.	Stapler remover	1	Each						
63.	Frosted Binding Cover A4, 100pis	1	Pack						
64.	Strings twine medium 500g	1	Each						
65.	Tape Clear 100m	1	Each						
66.	Tape Brown 100m	1	Each						
67.	Examination Pad 100pages	1	Each						
68.	Books counter 192pages	1	Each						
69.	Storage File P50	1	Each						
70.	Calculator Accounting	1	Each						
71.	Carbon paper A4, 100 pc	1	Pack						

72.	Hybrid Gel Grip Pen 0.8mm, Black	1	Each						
73.	Hybrid Gel Grip Pen 0.8mm, Red	1	Each						
74.	Memory Stick/USB 16GB	1	Each						
75.	Calculator 12 digits	1	Each						
76.	Storage Box with Led	1	Each						
NAME:		POSITION:			SIGNATURE :			DATE :	
NAME OF COMPANY:		ADDRESS:							

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and Examination, and the Scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/OSHTC-01/2024/2025**

[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.]

LOT A: TONERS

A Item no.	B Technical specification Required	C Compliance of specification offered	D Details of Non-Compliance Deviation (if applicable)
1.	Toner Canon 054 Black		
2.	Toner Canon 054 Cyan		
3.	Toner Canon 054 Magenta		
4.	Toner Canon 054 Yellow		
5.	Toner HP 26A Black		
6.	Toner HP CE285A Black		
7.	Toner HP 201A Black		
8.	Toner HP 201A Cyan		
9.	Toner HP 201A Magenta		
10.	Toner HP 201A Yellow		
11.	Cartridge Epson T01C1 Black		
12.	Cartridge Epson T01C2 Cyan		
13.	Cartridge Epson T01C3 Magenta		
14.	Cartridge Epson T01C4 Yellow		
15.	Toner CF540A HP 203A Black		
16.	Toner CF541A HP 203A Cyan		
17.	Toner CF542A HP 203A Yellow		
18.	Toner CF543A HP 203A Magenta		
19.	Toner HP 207A Black		
20.	Toner HP 207A Cyan		
21.	Toner HP 207A Magenta		
22.	Toner HP 207A Yellow		
23.	Cartridge OKI Ribbon ML-1120/1190		
24.	Cartridge Canon PGI – 2400 XL Black		
25.	Cartridge Canon PGI – 2400 XL Cyan		
26.	Cartridge Canon PGI – 2400 XL Magenta		

27.	Cartridge Canon PGI – 2400 XL Yellow		
28.	Toner HP 59A Black		

LOT A: TONERS

A	B	C	D
Item no.	Technical specification Required	Compliance of specification offered	Details of Non-Compliance Deviation (if applicable)
1.	Clip board Wood A4		
2.	Combo element 10mm		
3.	Combo element 12mm		
4.	Combo element 14mm		
5.	Combo element 16mm		
6.	Combo element 19mm		
7.	Combo element 25mm		
8.	Combo element 28mm		
9.	Combo element 32mm		
10.	Combo element 38mm		
11.	Combo element 45mm		
12.	Cube holder		
13.	Clip paper 50mm		
14.	Clip paper 33mm		
15.	Clip paper 25mm		
16.	Desk organiser assorted colour		
17.	Eraser 61x23x10mm		
18.	Fasteners File 80mm, 50 sheets		
19.	File Arc PVC 70mm, A4		
20.	File suspension A4, 25pics		
21.	File divider PVC A4, Alphabet		
22.	File divider PVC A4, Months		
23.	File divider PVC A4, Numbers		
24.	File divider PVC A4, Plain		
25.	Flip chart paper A1,50pages		
26.	Folder overlap Manilla 320x241mm, A4, 100pic		
27.	Glue Stick 36g		
28.	Highlighter assorted colours		
29.	Ink Stamp 30ml Assorted colour		
30.	Key holders plastic		
31.	Letter tray 3tiers		
32.	Letter opener, metal		
33.	White Board Marker		
34.	Permanent Marker Pen		
35.	Sticker's neon 400 sheets, 76x76mm		
36.	Pad stamp		
37.	Pencil HP		
38.	Pen desk stand		

39.	Pen black Bic		
40.	Pen blue Bic		
41.	Pen red Bic		
42.	Photocopy paper white A4, 80gms, 500sheets Multi office		
43.	Photocopy paper white A4, 80gms, 500 sheets Rotatrim		
44.	Photocopy paper white A3, 80gms, 500 sheets Rotatrim		
45.	Board paper white A4, 160gms, 100 sheets		
46.	Board paper assorted colour A4, 160gms, 100 sheets		
47.	Photocopy colour paper assorted A4, 80gms, 500 sheets		
48.	Pocket PVC A4 Clear, 100pcs		
49.	Prestik 100g		
50.	Punch small, 25 sheets		
51.	Punch medium, 60 sheets		
52.	Punch larger, 100 sheets		
53.	Rubbers bads No.19		
54.	Scissors medium		
55.	Sharpener single		
56.	Staples H/D66/14		
57.	Staples 26/6, 5000 pcs		
58.	Staples 23/20		
59.	Stapler Stephens No: 2 medium		
60.	Stapler machine heavy duty		
61.	Stapler Kangaro HP -45 , 384556		
62.	Stapler remover		
63.	Frosted Binding Cover A4, 100pis		
64.	Strings twine medium 500g		
65.	Tape Clear 100m		
66.	Tape Brown 100m		
67.	Examination Pad 100pages		
68.	Books counter 192pages		
69.	Storage File P50		
70.	Calulator Accounting		
71.	Carbon paper A4, 100 pc		
72.	Hybrid Gel Grip Pen 0.8mm, Black		
73.	Hybrid Gel Grip Pen 0.8mm, Red		
74.	Memory Stick/USB 16GB		
75.	Calulator 12 digits		
76.	Storage Box with Led		
21.	Toner HP 207A Magenta		
22.	Toner HP 207A Yellow		
23.	Cartridge OKI Ribbon ML-1120/1190		
24.	Cartridge Canon PGI – 2400 XL Black		

25.	Cartridge Canon PGI – 2400 XL Cyan		
26.	Cartridge Canon PGI – 2400 XL Magenta		
27.	Cartridge Canon PGI – 2400 XL Yellow		
28.	Toner HP 59A Black		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and Examination, and the Scope of Related Services, as applicable.

The following specifications / requirements is seen as minimum and offers failing to comply will be disqualified.

Item No	Technical Specification Required		
1	<ul style="list-style-type: none"> a) Two (2) reference letters with contact details of same goods supplied. b) Kindly attach Purchase Orders that were issued to your company as proof. c) Company profile, 		

Inspections and Tests

The following inspections and tests shall be performed on delivery:

- a) Durability and quality of items.
- b) Verification for quantity provided.

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 *www.oshtc.na* except where modified by the Special Conditions below.

SECTION VII: 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: G/RFQ/OSHTC-01/2024/2025

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 GCC 1.1(h)	The purchaser is: Oshakati Town Council
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Oshakati Town Council Civic Centre
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: Oshakati Town Council, Procurement Management Unit Sam Nuyoma Drive, Private Bag 5530 ,Oshakati Att: Anna-Liisa Korea Head of Procurement +264 65 229500/535/536 akorea@oshtc.na/procurementunit@oshtc.na +264 65 229500/535/536 For the Supplier, the address and contact name shall be: _____ _____ _____
Disputes GCC 10.2	No adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with arising out of the contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Delivery and Documents GCC 13.1	The Goods are to be delivered within Seven (07) working days after receiving the purchase order. The documents to be furnished by the Supplier are: (a) signed delivery note. (b) Tax invoice showing the goods' description, quantity, unit price, and total amount.

Subject and GCC clause reference	Special Conditions
Price Adjustment GCC 15.1	The price charge for the goods supplied and related services performed shall not be adjustable
Terms of Payment GCC 16.1	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 (30) 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	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <ul style="list-style-type: none"> 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) The payment-delay period after which the Purchaser shall pay interest to the Supplier shall be 60 days. iii) The interest rate to be applied in the case of late payments is the Prime Rate of Commercial banks in Namibia as stated on the website of the Bank of Namibia
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than following completion date. N/A
Packing GCC 23.2	<p>All packages, cases, crates, etc. are to be marked with Supplier's name and the applicable contract/agreement/PO number. Labelling of the packing cases must be in the English language for easy identification of the Goods.</p> <p>The Supplier shall package and deliver the Goods in packing cases for safe transportation, delivery, loading, offloading, and storage in accordance with internationally accepted standards such as those of IATA (International Air Transport Association)</p>

Subject and GCC clause reference	Special Conditions
Insurance GCC 24.1	The insurance coverage shall be as specified in the Incoterms. The Goods shall be delivered: DDP to the Oshakati Town Council Civic Centre.
Transportation GCC 25	Responsibility for transportation of the Goods shall be as specified in the Incoterms. The goods must be delivered DDP Oshakati Town Council
Inspection and Test GCC 26.1	The inspection and tests shall be conducted by: Mr. Josef Nakaambo/ Mrs. Perpetua Kabozu <ul style="list-style-type: none"> • Visual inspection to ensure compliance specification and size.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Oshakati Town Council Engineering Department.
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are N/A
Warranty GCC 28.3	The period of warranty shall be as per manufacturer's standard warranty; For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Oshakati Town Council.
Repair and Replacement GCC 28.5	The supplier shall repair/ replace the defective good or parts therefore within Seven (7) working days. All defects to the goods shall be repaired/replaced at the cost of the suppliers.

Self-Declaration Form - Margin of Preference

Insert Procurement Reference No: _____

Insert Title: _____

I/We the undersigned declare that:

1. I / we are eligible for the following categories of Exclusive Preference in terms of allowable Margin of Preferences as outlined in the Code of Good Practice and in accordance with applicable laws at the date of the deadline for bid submission.

#	Category of Local Supplier	Grounds for Qualification
1	Micro, Small & Medium Enterprise (SME)	
2	Women Owned Enterprise	
3	Youth Owned Enterprise	
4	Previously Disadvantaged Person Owned Enterprise	
5	Suppliers providing employment to Namibian	

2. We attached hereto the following documentary evidence in support of the grounds for qualification.

#	Category of Local Supplier	Documentary Evidence
1	Manufacture	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 in Annexure 1, and as certified by an Accountant
2	Micro, Small & Medium Enterprise (SME)	<ul style="list-style-type: none"> • SME registration certificate • Declaration indicating the percentage of Namibian MSME ownership
3	Women Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian female ownership
4	Youth Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian youth ownership
5.	Previously Disadvantaged Person (PDP) Owned	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration

	Enterprise	indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian PDP ownership
6.	Supplier promoting Environmental Protection	Declaration and proof that the bidder meets the requirements set out in the bidding document
7	Suppliers providing employment to Namibian	• Declaration that the bidder employs 50% or more Namibian citizens

Declared at _____ this _____ day of _____ 2024

Signature (of duly authorised officer): _____.

Full Name and Designation: _____

SECTION VIII: EVALUATION

MANDATORY CHECKLIST FORM (To be completed and submitted with the bid)	
DESCRIPTION (Bidder to complete this section)	CONFIRMATION WITH A YES/ NO
Confirm that the Bidder has read all bid documentation, including all addenda and clarifications and that the bid has been adjusted accordingly as per the issued addenda or clarification (if any)	
Confirm that the bidder has read all documentations and that all forms have been signed and all bid pages, including attachments have been initialized or signed	
Confirm that the bid price is firm in Namibian Dollars.	
Confirm that the quantities have been verified and updated accordingly (if there has been updates or clarifications issued on the quantities)	
Checked By:	
Signature:	

EVALUATION CRITERIA

MANDATORY DOCUMENTS		Yes	No
Section A	Company Documentations		
	1. Certified copy of company Registration Certificate (certified by i.e. police, commissioner of oaths,);		
	2. Certified copies of the shareholders/ members identification documents.		
	3. Original or certified copy of a valid good Standing Tax Certificate or the equivalent in the bidder's area of jurisdiction (certified by i.e. police, commissioner of oaths, (Valid at the deadline of submission of bid) ;		
	4. Original or certified copy of a valid good Standing Social Security Certificate (applicable to Namibian registered companies only) (certified by i.e. police, commissioner of oaths); (Valid at the deadline of submission of bid) ;		
	5. A certified copy of 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; (Valid at the deadline of submission of bid) ;		
	6. A certified copy of a valid "Fitness Certificate" from a Local Authority Health Department or Ministry of Health & Social Services. (Valid at the deadline of submission of bid)		
BID FORMS		Yes	No
SECTION B	1. Bid Securing Declaration Form is Duly filled in, duly signed, dated and stamped by an Authorised person and no alterations or amendments has been made to the Bid Securing Declaration Form.		
	2. Bid Submission Form (Quotation Letter) is duly filled in, duly signed, and dated and clearly indicating the bid validity period of 90 days		
	3. Specifications and Compliance Sheet. duly filled in, duly signed, and dated		
	4. List of Goods and Price Schedule (duly filled in, duly signed, and dated		
	5. Labour Act Form (applicable to Namibian registered companies or companies that would make use of Namibian employees) duly filled in, duly signed, dated and stamped.		
	6. Indelible ink used, no correction fluid used, and all corrections crossed out and initialled or signed		
	7. Has the Original copy of the bid been typed or written in indelible ink and signed by a person duly authorized to sign on behalf of the Bidder		

	8. Any annexures that a bidder submits, inclusive of all coloured brochures, shall all be initialled.		
Section C	Technical Specification	Yes	No
	a) Two (2) Customers' reference letters with contact details of same/similar goods supplied Attach.		
	b) Bidder must include a comprehensive company profile.		

Table 4: Financial Evaluation

Oshakati Town Council shall select bid for award to the lowest arithmetically corrected evaluated, substantially, responsive bidder. However, the final award will be determined after the application of Margin of Preference as per **Section I (18)**.

(a) Margin of Preference

Excusive Preference will be allowed for the following categories:

#	Category of Local Supplier	Margin of Preference
1	Manufacture	2
2	Micro, Small & Medium Enterprise (SME)	1%
3	Women Owned Enterprise	1%
4	Youth Owned Enterprise	2%
5	Previously Disadvantaged Person Owned Enterprise	2%
	Supplier promoting Environmental Protection Declaration and proof that the bid	
6	Suppliers providing employment to Namibian citizens	1%
	Total	7%

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

A=MP x BP in which formula

100

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

Contract Agreement

THIS AGREEMENT made on the _____ day of _____ between _____ (hereinafter “**the Employer**”), of the one part, and _____ hereinafter “**the Contractor**”), of the other part:

WHEREAS the Employer desires that the Works known as _____

_____ should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

- (a) the Notification of award
- (b) the Bid
- (c) the Addenda Nos _____
- (d) the Appendix to the General Conditions of Contract
- (e) the General Conditions of Contract;
- (f) the Specification
- (g) the Drawings; and
- (h) the completed Schedules,

3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.



IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

Signed by: _____

For and on behalf of the Employer

In the presence of _____

Witness Name, Signature, Address, Date

Signed by: _____

For and on behalf of the Contractor

In the presence of: _____

Witness Name, Signature, Address, Date



ENVELOP COVER

SUPPLY AND DELIVERY OF PRINTINGS AND STATIONERIES TO OSHAKATI TOWN COUNCIL FOR A PERIOD OF TWENTY (20) MONTHS NOVEMBER 2024-JUNE 2026.

DELIVERY ADDRESS FOR:
Oshakati Town Council
906 Sam Nuyoma Road
Private Bag 5530
Oshakati
Tel:065-229500

closing date: Thursday, 26 September 2024 @ 12h00

FROM:

COMPANY NAME: _____

CONTACT PERSON _____

P. O. BOX: _____

CONTACT NUMBER: _____

EMAIL: _____