



**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL**



DIVISION OF GENDER EQUALITY, POVERTY ERDATICATION AND SOCIAL WELFARE

REQUEST FOR SEALED QUOTATION

BID REFERENCE NO.	G/RFQ/ZRC-146/2024/2025
TITLE:	PROCUREMENT OF PRINTING CARTRIDGE FOR GENDER OFFICE
DESCRIPTION	PROCUREMENT OF PRINTING CARTRIDGE FOR GENDER OFFICE
CLOSING DATE AND TIME	07 MARCH 2025 AT 10H00
BID DOCUMENTS	AVAILABLE FROM THE OFFICE OF ZAMBEZI REGIONAL COUNCIL, WEBSITE
LEVY	NONE
DELIVERY ADDRESS	ZAMBEZI REGIONAL COUNCIL, GROUND FLOOR IN THE BID BOX.

NB:

- FAXED/MAILED/ELECTRONIC BIDS SHALL NOT BE ACCEPTED.
- BIDS RECEIVED BY COURIER AFTER THE CLOSING DATE & TIME SHALL NOT BE ACCEPTED.
- SEALED BIDS IN EVELOPES CLEARLY MARKED WITH THE ABOVE PROCUREMENT REFERENCE NUMBER.

**MR. SYLVESTER SIMWANZA
HEAD: PROCUREMENT COMMITTEE**





REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL



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Ngoma/Hospital Road

P/Bag 1416

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ZRC Office Park

Katima Mulilo

DIVISION OF GENDER EQUALITY POVERTY ERADICATION AND SOCIAL WELFARE

Request for Sealed Quotations (Goods)

REQUEST FOR PRINTING CARTRIDGE FOR GENDER OFFICE

Ref: G/RFQ/ZRC-146/2024/2025

ENQUIRES: MR ABRAHAM SHIKOYENI: 066 261771

NAME OF BIDDER:

CONTACTS NUMBER:

EMAIL ADDRESS:

TOTAL AMOUNT:



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LETTER OF INVITATION

DEAR POTENTIAL BIDDER

REQUEST FOR CPRINTING CARTRIDGE FOR GENDER OFFICE

The Zambezi Regional Council hereby invites your company to submit your quotation for **printing cartridge for Gender Office** as per specification attached. This request is in line with the public procurement Act No.15 of 2015. Your offer should be made on this form, with any annexure which you may wish to enclose, and should be deposited in the quotation bid box located at Zambezi Regional Council, Division of Gender Equality in the sealed envelope marked quotation Reference No: **G/RFQ/ZRC-141/2024/2025**.

Your quotation should reach Zambezi Regional Council on or before 07 March 2025 at 10H00 latest.

Yours Faithfully

**MR. SYLVESTER SIMWANZA
CHAIRPERSON: PROCUREMENT COMMITTEE**



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Division GEPESW (Zambezi Regional 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; or
- (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 services mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) The Priced Activity Schedule in Section IV;
- (c) The Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) Any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for 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 bid submission deadline.

4. Eligibility Criteria

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

- (a) Have a valid company Registration Certificate;
- (b) Have an original valid good Standing Tax Certificate;
- (c) Have an original 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;
- (e) Have a certificate indicating SME Status (for Bids reserved for SMEs);
- (h) Each page should be fully completed initialled and the principal business should be in line.

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be within **14 after** acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

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

- **Confirmation of the quantity and quality of the goods.**

7. Documents to be submitted

Bidders shall submit along with their quotations documents giving **company's profile, past experience** and evidence of similar services provided together with customers reference details.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number **G/RFQ/ZRC-146/2024/2025**, addressed to the Public Entity with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Zambezi Regional Council Ground Floor (**Division of GEPESW**) on or before 07 MARCH 2025 AT 10H00. Quotations received by e-mail will not be considered.

10. 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 evaluated cost to determine the lowest evaluated quotation.

11. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the **lowest evaluated quotation as per the base requirements**.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

12. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

13. Margin of Preference

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

N/A

14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

N/A

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

16. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to:	
Procurement Reference Number	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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 I: Request for Quotations.

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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is _ days.

We confirm that the prices quoted in the Priced Activity 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 services will commence within _____ days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorizing the Quotation:		Position:	Signature:
Date		Phone No./Fax	

[This form is to be deleted if Bid Securing Declaration is not applicable.]

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.

(e)

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.]



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

Iowner/representative

of

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: SCOPE OF SERVICES

[Insert (a) a brief description of the services; and (b) the performance requirements and specifications of services and location where services should be performed. It is recommended to describe outputs and performances, rather than inputs, wherever possible.]

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFQ/ZRC-/46/2024/2025**

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required]. **Currency of Quotation:** _____

Item No	Brief Description of Services	Quantity	Days	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	TONER HP 415A BLACK	02	1		
2	TONER HP 415A CYAN	02	1		
3	TONER HP 415A MAGENTA	02	1		
4	TONER HP 415A YELLOW	02	1		
	Enter 0% VAT rate if VAT exempt.	Other additional costs			
		Subtotal			
		VAT @ %			
		Total			

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By: [insert company seal]

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/ZRC-/46/2024/2025** at [Bidders should complete columns C and D with the specifications of the services 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. Authorize the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A *</i>	<i>B *</i>	<i>C</i>	<i>D</i>
1	TONER HP 415A BLACK		
2	TONER HP 415A CYAN		
3	TONER HP 415A MAGENTA		
4	TONER HP 415A YELLOW		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/ZRC-/44/2024/2025**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC *[This section is to be customized by the Public Entity to suit the requirements of the specific procurement]*.

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The site/final destination for delivery of the Goods is: Zambezi Regional Council Division GEPESW
Definitions GCC 1.1(o)	The Service Provider is: <i>[Zambezi Regional Council, Division of Gender Equality Poverty Eradication and Social Welfare]</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the [Public Entity], the address and the contact name shall be: Zambezi Regional Council Private Bag 5006 Katima Mulilo For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i> : _____ _____
Prohibition GCC 3.2.3(c)	List of Activities: _____.
Contract Price GCC 6.2(a)	The amount in local currency is _____.

Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC.
Price Adjustment GCC 6.6.1	Price adjustment <i>is/not</i> applicable.

SCHEDULE 4

QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: G/RFQ/ZRC-146/2024/2025

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
A valid company Registration Certificate	
An Original Valid good standing Tax Certificate	
An Original Good Standing Certificate from Social Security	
Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.	
A certificate indicating SME status (for Bids reserved for SMEs).	

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.