

# Request for Sealed Quotations for Goods

*Supply and delivery of Stationaries*

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**Procurement Reference No: G/RFQ/EVTC-04/2024**

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Total Amount N\$ (Incl. VAT)		
Contact Phone Number	Work:	Mobile:

**Documents must be posted/Delivered to:**

The quotation/Bid box, located at Eenhana Vocational Training Centre, Paulus Hamutenya Street, Eenhana, Administration Building

PMU Contact Person: Att: Ms.S. Weyulu ([sweyulu@evtc.edu.na](mailto:sweyulu@evtc.edu.na))

Technical Person: Ms M. Kakonya, 0812218392 [mkakonya@evtc.edu.na](mailto:mkakonya@evtc.edu.na))

**Closing Date: Tuesday, 30 April 2024 at 15h00**

**NO LATE BIDS WILL BE ACCEPTED!**

**Eenhana Vocational Training Centre**

Paulus Hamutenya Street  
Eenhana  
Namibia

Tel: 065 263 600  
Fax: 065 263871  
P.O. Box 13434, Eenhana

Email: [info@evtc.edu.na](mailto:info@evtc.edu.na)  
Website: [www.evtc.com.na](http://www.evtc.com.na)



NAMIBIA TRAINING AUTHORITY

**Letter of Invitation**

*Name and Address of Bidder:*      *Dear Potential Bidders*

**Procurement Reference Number: G/RFQ/EVTC-04/2024**

**08 April 2024**

Dear Sir/Madam

**PROCUREMENT FOR SUPPLY AND DELIVERY OF STATIONARIES TO EENHANA VOCATIONAL TRAINING CENTRE**

Eenhana Vocational Training Centre invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Ms. Sylvia Weyulu (Tel: +264 65 263 604, E-mail: [sweyulu@evtc.edu.na](mailto:sweyulu@evtc.edu.na)).

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,

Ms. Mikal Nambahu

Head: Finance and Administration



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

Eenhana VTC 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, you should:

- (a) have a valid company Registration Certificate;
- (b) have a valid good Standing Tax Certificate;
- (c) have a valid good Standing Social Security Certificate;
- (d) have 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;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs); **NOT APPLICABLE**
- (f) Submit signed Bid-securing Declaration.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.

#### **Documents are accepted as follows:**

A valid original document; or A valid certified copy of an original document, as certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963) as amended.



## 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 4 weeks after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

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

- Eenhana VTC will inspect all items upon delivery to ascertain if specifications, sizes and quantities meet the requirements.

## 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to Eenhana VTC 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 **Eenhana Vocational Training Centre, Paulus Hamutenya Street, Eenhana, Administration Building**, not later than **30 April 2024 at 15h00**. Quotations by post or hand delivered should reach the same address by the same date and time at latest. 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 Security/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

Eenhana VTC 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.

## 11. 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 Public Entity'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.

## 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:

- *Not Applicable*

**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/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

**15. 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 (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.

## 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:** [Day/month/year] .....

**Procurement Ref No.:** .....

**To:** Eenhana Vocational Training Centre

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

Procurement Ref No: \_\_\_\_\_

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
<div>Bidders shall fill-in columns E - I and fill the total</div> <div>E= mark with a *if an equivalent is quoted</div> <div>F= Rate per unit</div> <div>G=Total price for one item ( C x F)</div> <div><div>• If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</div><div>• Bidders shall fill in and sign the bottom section of this page</div></div>									
				E	F	G	H	I	
				*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/m onth	Country of Origin
				D	C	B	A		
				Unit of measures	Quantity required	Description of Goods	Item no.		
1.	File Dividers A-Z	50							
2.	File Dividers 1-31	40							
3.	File Dividers Jan-Dec	40							
4.	Clear A4 Binding Plastic Cover	5	reams						
5.	Staplers (Kangaroo)	10							
6.	Pointing Film (5Pad Asst:colours)	10	packs						
7.	Desk Cube Holder	10							
8.	Vision Letter Tray set(3-Tier Frame)	5							





[illegible]

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: .....

If no base rate of exchange is given, 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

Procurement Reference number: \_\_\_\_\_

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	File Dividers A-Z		
2.	File Dividers 1-31		
3.	File Dividers Jan-Dec		
4.	Clear A4 Binding Plastic cover		
5.	Staplers (Kangaroo)		
6.	Pointing Film (5 Pad Assorted: colors) 48mmx12mm, Highlighter firm: Assorted colors		
7.	Desk Cube Holder 10cmx10cm, Clear colour		
8.	Vision letter Tray Set (3-Tier Frame) 235mmx320mm, Black in colour		
9.	Slide Bidders A4 10mm Spine		
10.	Fingerettes, Medium		
11.	Scissors (office) 21.5cm		
12.	Staples 26/6 Kangaroo		



13.	Stapler 26/6-26/8 DS-435		
14.	Stapler (heavy duty)		
15.	Stapler Remover		
16.	Sticky cubes notes,size:90mm,150/210 24/6-26/6, 05 assorted colours per cube		
17.	Non sticky cube notes 80GSM,05 assorted colours per cube		
18.	Punch (Punches 30 sheets)		
19.	Counter Book 192 Pages A4		
20.	Memo Book A5 192 Pages		
21.	Pencil 2H		
22.	Magazine Holder		
23.	Giant paper clips Size:100mm,Colour: Silver		
24.	Bic Ink Pen - Black		
25.	Bic Ink Pen - Red		
26.	Bic Ink Pen - Green		
27.	Paper Mate Ink Joy Pen, Colour :Black		
28.	Clear packaging Tape 48mmx75m roll		
29.	Glue Stick,36g		
30.	Flip Chart Paper		
31.	Correction Fluid (Pentel) 12ml Pen		
32.	Highlighters, Assorted colours		

33.	Envelop, 324x229mm, A4 ,Brown		
34.	Calculator (Office)12 digits 158mmx232mm		
35.	Binding combs (20-50 Sheets) Box of 100		

*[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 VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: \_\_\_\_\_

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
<b>Purchaser</b> <b>GCC 1.1(h)</b>	The purchaser is: Eenhana VTC
<b>Site</b> <b>GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is <b>Bulk Store, Eenhana VTC</b>
<b>Incoterms Edition</b> <b>GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> <b>GCC 8.1</b>	Any notice shall be sent to the following addresses: For Eenhana VTC, the address and the contact name shall be: Ms. Sylvia Weyulu (Tel: +264 65 263 604, e-mail: <a href="mailto:sweyulu@evtc.edu.na">sweyulu@evtc.edu.na</a> ) For the Supplier, the address and contact name shall be: _____
<b>Disputes</b> <b>GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
<b>Delivery and Documents</b> <b>GCC 13.1</b>	The Goods are to be delivered within 1 Weeks from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
<b>Price Adjustment</b> <b>GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed <i>shall not</i> be adjustable.



Subject and GCC clause reference	Special Conditions
<b>Terms of Payment GCC 16.1</b>	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
<b>Terms of Payment GCC 16.3</b>	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment GCC 16.4 (a)</b>	The price <i>shall not be</i> adjustable to the fluctuation in the rate of exchange.
<b>Payment Period GCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p><b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p>
<b>Performance Security GCC 18.1</b>	(i) No performance security is required
<b>Packing GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: _____
<b>Transportation GCC 25</b>	The Goods shall be delivered: DAP (Delivered at Place) Bulk Store, Eenhana VTC
<b>Inspection and Test GCC 26.1</b>	<p>Eenhana VTC will inspect all items upon delivery to ascertain if specifications, sizes and quantities meet the requirements.</p> <p>Payment will only be made if all the delivered items are to specifications.</p>
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: the Bulk Store, Eenhana VTC
<b>Liquidated Damages GCC 27.1</b>	Liquidated damages for the whole contract are 2% per week. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.

**SCHEDULE 2****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.:**

<b>Description</b>	<b>Attached/ Pass</b>	<b>Not Attached/ Fail</b>
Duly signed and completed Quotation letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Duly completed and signed Bid Securing Declaration		
Certified copy of Company Registration Certificate of Company		
Certified copy or Original Certificate of Good Standing Social Security Commission		
Certified copy or Original Good Standing Tax Certificate from NamRa		
Certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
Duly completed and signed Written undertaking in terms of section 138 (2) of the Labour Act, 2007		
Initialled document		

**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.