



**REPUBLIC OF NAMIBIA**

**MINISTRY OF FINANCE**

**Request for Sealed Quotations  
for  
Procurement of Stationeries for  
Ministry of Finance**

**Procurement Reference No: G/RFQ/09-07/2022**

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**REPUBLIC OF NAMIBIA**

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**MINISTRY OF FINANCE**

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**Tel: (061) 2092799 (09-264-61 International Dialling Code) PRIVATE BAG 13295**  
**Fax: (061) 088634737 WINDHOEK**

## Letter of Invitation

**All bidders**

01 June 2022

**REFERENCE NUMBER: G/RFQ/09-07/2022****DEADLINE FOR SUBMISSION: 13 June 2022, 11H00**

Dear Sir/Madam

**Request for Quotations of Stationeries for Ministry of Finance**

The Ministry of Finance invites you to submit your best quote for the services described in detail hereunder, page 10-11.

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

Queries, if any, should be addressed to Ms. Esther, email address, [esther.nangolo@mof.gov.na](mailto:esther.nangolo@mof.gov.na) Procurement Management Unit.

Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully

  
.....  
**MS. N. KAFITA****PROCUREMENT MANAGEMENT UNIT**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Ministry of Finance reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 90 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 certified copy of company Registration Certificate;
- (b) have an original or certified copy of valid good Standing Tax Certificate;
- (c) Have an original or certified copy of 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) Completed and signed written undertaking in terms of Section 138 of the Labour Act, 2007 and section 50 (2) (D) of the Procurement Act
- (f) submit signed Bid Securing Declaration.
- (g) Submit duly completed, initialled and signed bidding document.
- (h) Bidders should be in line with business principle of stationeries.
- (i) Submit fitness certificate.

## **5. Bid Securing Declaration**

Bidders are required to submit:

Bid Securing Declaration for this procurement process.

## **6. Delivery**

Delivery shall be within 7 days 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:

Physical inspection and quantity verification

## **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 delivered in the Quotation/Bid Box located in Robert Mugabe Street, Fiscus Building, 1<sup>st</sup> Floor, West Wing, Room 149B not later than **13 June 2022 at 11h00**. Quotations by post or hand delivered should reach, Fiscus Building, 1<sup>st</sup> Floor, West Wing, Room 149B, 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 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 Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## **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. Margin of Preference**

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

12.2. **Preference will be given to Namibian Companies.**

**13. 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.

**14. 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:	<b>Ministry of Finance</b>
Procurement Reference Number:	<b>G/RFQ/09-07/2022</b>
Subject matter of Procurement:	<b>Procurement of Stationeries for Ministry of Finance</b>

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 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.:** G/RFQ/09-07/2022

**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: .....  
[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, 2007 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*

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: Procurement of Stationeries for Ministry of Finance      Procurement ref no: G/RFQ/09 – 07/2022**

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.				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit      G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods Stationeries	Quantity required	Unit of measure	Unit price NS (Excl VAT)	Unit NS (Including VAT)	Total price NS (excluding VAT)	Total price NS (including VAT)	Delivery weeks (days/month)	Country of Origin
1	Cello Tape Big (Clear)	200							
2	Short hand notebook(144pg 210x148mm JD 145)	100							
3	Sign Here Flags	200							
4	Paper Clip large	300							
5	Cartridges HP 305A Black	60							
6	Cartridges HP 305A Cyan	50							
7	Cartridges HP 305A Magenta	50							
8	Cartridges HP 305A Yellow	50							
9	Cartridges HP 410 Black	20							

10	Letter tray set of 3 (three tier) Metal Black	100								
11	Pen Holder round (Black metallic)	100								
12	Ring binders 10mm (Black)	50								
13	Ring Binders 8mm (Black)	50								
14	Yellow sticky notes size 7.5x7.0 cm	300 packs								
	<b>Grand Total N\$</b>									
NAME:		POSITION:		SIGNATURE		DATE				
NAME OF BIDDER:		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: .....

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: G/RFQ/09 – 07/2022

[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.]

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>
	See Page 10-11		

**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/09-07/2022**

on the website of the Public Entity **www.mof.gov.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/09-07/2022**

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

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: <b>Ministry of Finance</b>
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is: 10 John Meinert, Fiscus Building, Ground Floor
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For the Ministry of Finance, the address and the contact name shall be: P/Bag 13295, Windhoek Secretary Procurement Committee: Ms N Kafita, For the Supplier, the address and contact name shall be: _____

Section VII Special Conditions of Contract 14

Subject and GCC clause reference	Special Conditions
<b>Disputes</b> GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: <b>Not applicable</b>
<b>Delivery and Documents</b> GCC 13.1	The Goods are to be delivered on request 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> GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.  If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
<b>Terms of Payment</b> 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
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Payment Period</b> GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:  i) <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. ii) An interest rate of N/A is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
<b>Performance Security</b> GCC 18.1	None
<b>Discharge of Performance Security</b> GCC 18.4	The performance security will be discharged and returned to the supplier not later than: None.

Section VII Special Conditions of Contract 15

Subject and GCC clause reference	Special Conditions
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: <b>Not applicable</b>
<b>Insurance</b> GCC 24.1	Where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation: <b>Not applicable</b>
<b>Transportation</b> GCC 25	The Goods shall be delivered at: Ministry of Finance, Ground Floor, Fiscus Building
<b>Inspection and Test</b> GCC 26.1	The inspection shall be: Detailed information will be provided to the successful bidder.
<b>Location of Inspection and Tests</b> GCC 26.2	The verification shall be conducted at: Ministry of Finance, Agri House ,Ground Floor.
<b>Liquidated Damages</b> GCC 27.1	Liquidated damages for the whole contract are <b>Not applicable</b> per day. The maximum amount of liquidated damages for the whole contract is N/A of the final contract price.
<b>Warranty</b> GCC 28.3	<p>The period of validity of the warranty shall be: <b>Not applicable</b></p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Indicated offices</p> <p>For item 1, the minimum period of warranty/shelf life shall be <b>not applicable</b></p> <p>For item 2, the minimum period of warranty/shelf life shall be <b>not applicable</b></p> <p>For item 3, the minimum period of warranty/shelf life shall be <b>not applicable</b></p>
<b>Repair and Replacement</b> GCC 28.5	The period for repair or replacement shall be: <b>Not applicable</b>

Section VII Special Conditions of Contract 16

**Attachment: Price Adjustment Formula**

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

- 15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[ a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

$$a+b+c = 1$$

in which:

- $P_1$  = adjustment amount payable to the Supplier.
- $P_0$  = Contract Price (base price).
- $a$  = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- $b$  = estimated percentage of labor component in the Contract Price.
- $c$  = estimated percentage of material component in the Contract Price.
- $L_0, L_1$  = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
- $M_0, M_1$  = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

- a = [insert value of coefficient]
- b = [insert value of coefficient]
- c = [insert value of coefficient]

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = N/A prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The



## Section VII Special Conditions of Contract 17

Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.

- (b) If the currency in which the Contract Price  $P_0$  is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

**SCHEDULE 2**

**COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

<b>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</b>		
	<b>NS</b>	<b>NS</b>
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	
• Clerical Wages	.....	
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

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

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

**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/09-07/2022**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		

**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.

## Qualification and Eligibilities

(to be completed by Public Entity)

<b>Mandatory Requirement</b>	<b>Yes</b>	<b>No</b>
Certified copy of Company Registration Certificate (incorporating document)		
Certified copy or Original Good Standing Certificate from the Social Security Commission		
Certified copy or Original Good Standing Certificate from the Inland Revenue Department		
Certified copy of a valid Affirmative Action Compliance Certificate or in its absence, 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;		
This bid is reserved for Namibians only.		
Duly completed and signed Bid Securing Declaration form		
Duly completed and signed Written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Procurement Act		
Duly signed and completed Quotation Letter		
Duly completed, initiated and signed bidding documents		