



BE PART OF THE FIGHT!
REPUBLIC OF NAMIBIA

ANTI-CORRUPTION COMMISSION

Tel: (061) 4354000
Fax: (061) 4354124

P.O. Box 23137
Windhoek
Namibia

Request for Sealed Quotations (Goods)

Supply and delivery of stationeries & printing cartridges

Procurement Reference No: *G/RFQ/30-10/2021/22*

P.O. Box 23137 Windhoek, Tel: 061 4354024 Fax: 061 4354124, amadhila@accnamibia.org



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ANTI-CORRUPTION COMMISSION

Tel: (061) 4354000
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P.O. Box 23137
Windhoek
Namibia

Letter of Invitation

TO ALL BIDDERS

02 February 2022

Dear Sirs/Madam

Request for Quotations for the Supply and delivery of stationeries and printing cartridges

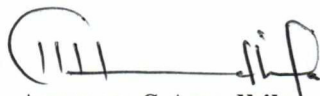
The Anti-Corruption Commission invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to Mr **Amuram S Amadhila** at **061 435 4000**.

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,



Amuram S Amadhila

Senior Administrative Officer

Anti-Corruption Commission
Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Anti-Corruption Commission reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for *Bid Securing Declaration*
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

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

4. Eligibility Criteria

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

- (a) a valid certified copy of company registration certificate, (Certified by the Namibian Police or Commission of Oath)
- (b) a valid original or certified copy of an original (certified by the Namibian Police or Commission of Oath) of Good Standing Tax Certificate;
- (c) a valid original or certified copy of an original (certified by the Namibian Police or Commission Oath) of 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) Submit signed Bid-securing Declaration.
- (f) 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;

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 **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:

Specifications check, quantity, warranty card

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at ***Corner of Monte Blanc and Groot Tiras Street, Eros, Windhoek***, at the Reception not later than 9th February 2022 at 12:00. Late quotations will be rejected. **Quotations received by e-mail will not be considered.**

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid 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

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. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

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. Performance Security

Not applicable.

16. 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: <i>[name of Public Entity]</i>	
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	

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

Date:

Procurement Ref No.:

To: Anti-Corruption Commission

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:

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 (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

Written 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

QUOTATION FOR:

Procurement Ref No.

INSTRUCTIONS TO THE PUBLIC ENTITY			INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]			Bidders shall fill-in columns E - I and fill the total						
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month)	Country of Origin
1.	Photo frame A4 (brown colour)	20	each						
2.	Stapler machine (Heavy Duty)	15	each						
3.	Glue stick (prit) 40g	60	each						
4.	Board paper clear (hard)	04	box						
5.	Pencil	02	box						
6.	Pen black (bic)	06	box						
7.	Batteries AA (4 pack)	20	pack						
8.	Batteries AAA (4 pack)	20	pack						
9.	Prestick/bostic	50	each						
10.	White board cleaner 237 ml	40	each						
11.	Stamp ink black 30 ml	10	each						
12.	Highlighter ass	40	each						
13.	File dividers (plain)	04	box						
14.	Punch small	20	each						
15.	Big brown paper roll	04	each						
16.	Short hand note book	100	each						
17.	USB/memory stick 16 GB	20	each						

- 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

18.	Hard drive 2TB	10	each						
19.	Scissors	02	box						
20.	Rubber bands big	10	packs						
21.	Rubber band small	05	packs						
22.	Ring binders (14mm)	01	box						
23.	Slider binders	100	each						
24.	Arch file small black (bantex)	20	each						
25.	Cello tape clear small	20	each						
26.	Hp Cartridges 970 black	10	each						
-	" " 971 yellow	10	each						
-	" " 971 magenta	10	each						
-	" " 971 cyan	10	each						
.	Hp Cartridges 415A black	10	each						
.	" " 415A magenta	10	each						
.	" " 415A cyan	10	each						
.	" " 415A yellow	10	each						
-	Hp Cartridges 131A black	10	each						
.	" " 131A magenta	10	each						
.	" " 131A cyan	10	each						
.	" " 131A yellow	10	each						
.	Hp Cartridges 207A black	10	each						
.	" " 207A magenta	10	each						
.	" " 207A cyan	10	each						
	" " 207A yellow	10	each						
-	Hp Cartridges 201A black	10	each						
-	" " 201A yellow	10	each						
-	" " 201A magenta	10	each						
-	" " 201A cyan	10	each						
-	Hp Cartridges 953 black	10	each						
-	" " 953 yellow	10	each						
-	" " 953 magenta	10	each						
-	" " 953 cyan	10	each						

-	Hp Cartridges 950 black	05	each					
-	Hp Cartridges 507A black	05	each					
-	“ 507A yellow	05	each					
-	“ 507A magenta	05	each					
-	“ 507A cyan	05	each					
-	Hp Cartridges 508A black	05	each					
-	“ 508A yellow	05	each					
-	“ 508A magenta	05	each					
-	“ 508A cyan	05	each					
-	HP Cartridges 12A black	05	each					
-	Hp Cartridges 129 black	10	each					
-	Hp Cartridges 135 black	10	each					
						TOTAL		
						GRAND TOTAL		
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/30-10/2021/22

[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>
	Photo frame A4 (brown colour)		
	Stapler machine (Heavy Duty)		
	Glue stick		
	Board paper clear (hard)		
	Pencil		
	Pen black		
	Batteries AA (4 pack)		
	Batteries AAA (4 pack)		
	Prestick/bostic		
	White board cleaner		
	Stamp ink black		
	Highlighter		
	File dividers (plain)		
	Punch small		
	Big brown paper roll		
	Short hand note book		
	USB/memory stick 16 GB		
	Hard drive 2TB		
	Scissors		
	Rubber bands big		
	Rubber band small		
	Ring bidders (14mm)		
	Slider binders		
	Arch file small black (bantex)		
	Cello tape clear small		

	Hp Cartridges 415A black “ “ 415A magenta “ “ 415A cyan “ “ 415A yellow		
	Hp Cartridges 131A black “ “ 131A magenta “ “ 131A cyan “ “ 131A yellow		
	Hp Cartridges 201A black “ “ 201A magenta “ “ 201A cyan “ “ 201A yellow		
	Hp Cartridges 970 black " “ 971 yellow “ “ 971 magenta “ “ 971 cyan		
	Hp Cartridges 207A black “ “ 207A magenta “ “ 207A cyan “ “ 207A yellow		
	Hp Cartridges 953 black “ “ 953 yellow “ “ 953 magenta “ “ 953 cyan		
	Hp Cartridges 507A black “ “ 507A yellow “ “ 507A magenta “ “ 507A cyan		
	Hp Cartridges 508A black “ “ 508A yellow “ “ 508A magenta “ “ 508A cyan		
	Hp Cartridges 950 black		
	HP Cartridges 12A black		
	Hp Cartridges 129 black		
	Hp Cartridges 135 black		

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

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 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 Anti-Corruption Commission (<https://acc.gov.na/procurement>) except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order 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/30-10/2021/22

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: Anti-Corruption Commission
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Anti-Corruption Commission, c/o Mont blanc and Greet Tiras, Eros Windhoek
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: Anti-Corruption Commission, c/o Mont blanc and Greet Tiras, Eros Windhoek Attention: Amuram S Amadhila, Senior Administrative Officer For the Supplier, the address and contact name shall be: -----

Subject and GCC clause reference	Special Conditions
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as per the law of the Republic of Namibia
Delivery and Documents GCC 13.1	The Goods are to be delivered within 7 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii) An interest rate of 2% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	Not Applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: IT accessories

Subject and GCC clause reference	Special Conditions
Insurance GCC 24.1	<i>Not applicable</i>
Transportation GCC 25	The Goods shall be delivered: <i>Incoterm for transportation: DAP.</i>
Inspection and Test GCC 26.1	The inspection and tests shall be: Specifications check, quantity, warranty card, opening of inbox content
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Anti-Corruption Commission, c/o Mont blanc and Greet Tiras, Eros Windhoek
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 2% per day. The maximum amount of liquidated damages for the whole contract is 4%.
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: <i>[360]</i> day(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Anti-Corruption Commission, c/o Mont blanc and Greet Tiras, Eros Windhoek</p> <p>For item 4, the minimum period of warranty/shelf life shall be <u> 1yr </u> For item 5, the minimum period of warranty/shelf life shall be <u> 2yrs </u> For item 6, the minimum period of warranty/shelf life shall be <u> 1yr </u> For item 6, the minimum period of warranty/shelf life shall be <u> 1yr </u></p>
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: <i>[insert number]</i> day(s)

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

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

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

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

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.:**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
<p>To be eligible to participate in this Quotation exercise, you should:</p> <ul style="list-style-type: none"> (a) a valid certified copy of company registration certificate, (Certified by the Namibian Police or Commission of Oath) (b) a valid original or certified copy of an original (certified by the Namibian Police or Commission Oath) of Good Standing Tax Certificate; (c) a valid original or certified copy of an original (certified by the Namibian Police or Commission Oath) of 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; (f) 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; and; 		

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.*