



# **Request for Quotations For (Goods)**

**Supply for: Office Stationery**

---

---

**Procurement Reference No.G/IQ/NPM-04/2022**

*[27 Paul Nash Street Olympia, Tel +264 61 2964700  
& Fax +264 61 2964819, jamwaalwa@nipam.na*

## INFORMAL QUOTATION (GOODS)

**Procurement Ref. No. G/IQ/NPM-04/2022**

To .....

NIPAM with this invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with annexure you may wish to enclose, and should be addressed to NIPAM in a sealed envelope marked Quotation Reference No. G/IQ/NPM-04/2022 Your quotation should reach the NIPAM on or before the **29 April 2022** by **10h00** at the latest.

**Justina Amwaalwa**

**Procurement Support Officer**

**Date: 26/04/2022**

### Priced Activity Schedule

<b>Item No</b>	<b>Brief Description of Services</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price (N\$)</b>	<b>Total Price (N\$)</b>
1	BIC Pen (black) (a box of 60 pens)	15 boxes			
2	Printing Papers (A4)	10 Boxes			
3	Subject Files (Brown)	50 Files			
				<b>Sub Total</b>	
				<b>VAT @%</b>	
				<b>Total</b>	

- (a) NIPAM requested works completion period: within 14 days as from the date of placement of order.
- (b) Bidder's proposed completion period: within ..... days from date of placement of order.
- (c) The following tests and inspections will be conducted: (Quality, Quantity and specifications)
- (d) Validity of offer: 30 days as from closing date set for submission of quotation

I/We agree to supply the abovementioned good(s) at a price (s) quoted by me/us and subject to conditions specified overleaf

**Date..... Bidder's signature and Seal.....**

**SCHEDULE 1**

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

**Date:** 26/04/2022

**Procurement Ref No:** G/IQ/NPM-04/2022

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

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 proposals 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 under the terms and conditions outlined in the bidding document, should I/We\* be successful Bidder; or**
- (d) **failure to provide security for the procurement contract's performance if required 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 the person whose name and capacity are shown]*

Capacity of:

*[indicate the legal degree of the person(s) signing the Bid Securing Declaration]*

Name: .....

.....  
*[insert complete name of the 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 \_\_\_\_\_, \_\_\_\_\_

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 request.] *\*delete if not applicable/appropriate*

### **General Terms and Conditions Applicable**

#### **1. Purchaser**

The Public Entity inviting the Informal Quotation is the Purchaser to enter into a contract with the successful Bidder.

#### **2. Supplier**

The Bidder has submitted the lowest price and whose offer is substantially responsive to the specified requirements shall be selected for contract award and referred to as the Supplier.

#### **3. Rights of the Public Entity**

The Purchaser shall have the right to

- (a) Ask for clarifications at the time of evaluating quotations, (b) Split the contract on an item basis or
- (c) Reject all quotations.

A Purchaser shall not be bound to accept the lowest or any quotation.

#### **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 ( If Applicable);
- (f) Submit signed Bid Securing Declaration.

#### **5. 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 Schedule 1 of this document

#### **6. Prices**

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during the validity period of the quotation and for the execution of the contract.

**7. The Contract**

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

**8. Purchase order**

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) may not change or alter the terms of the purchase order and
- (b) must undertake to deliver the goods on or before the date set in the purchase order to provide the goods.
- (c) The purchase order shall be valid for 30 days only and will be cancelled after that.

**9. General Conditions of Contract**

The general terms and conditions shall be as per the General Conditions of Contract (Goods)  
Ref: *G/IQ/NPM-04/2022*

**10. Warranty**

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good things as per the warranty conditions mentioned in its offer.

**11. Payment**

The Purchaser undertakes to effect payment within 30 days after supply of the goods items to the Purchaser's satisfaction and subject to the Supplier submitting all required documents. The final amount shall be adjusted to reflect any noncompliance in the execution of the contract.