



**PROCUREMENT MANAGEMENT UNIT**  
**REQUEST FOR SEALED QUOTATIONS FOR: GOODS**  
**SUPPLY AND DELIVERY FOR: CATRIDGES**

[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]

**Procurement Reference No:** G/RFQ/NPM-04/2022

BIDDER'S NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

TEL/CELL NO: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Issue Date: 22 March 2023

Closing Date: 12 April 2023 @ 14:30

To be deposited in the Tender Box located at Administration Building, Ground Floor, office  
number: G55.

Namibia Institute of Public Administration and Management, Olympia, Windhoek, Namibia  
Tel: 061 2964700, [procurement@nipam.na](mailto:procurement@nipam.na), [www.nipam.na](http://www.nipam.na)

**Letter of Invitation****G/RFQ/NPM-04/2022**

Dear Suppliers

**RFQ: SUPPLY AND DELIVERY OF CATRIDGES**

The Namibia Institute of Public Administration and Management (NIPAM) 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.

Inquiries, if any, should be addressed to Ms Johanna Shifotoka , Tel: 061 2964736 or to Ms. Justina Amwaalwa Tel: 061 296 4700, e-mail: [procurement@nipam.na](mailto:procurement@nipam.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,

Mr Vernon Van Wyk

Head of PMU

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

The Namibia Institute of Public Administration and Management 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
- (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 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 submitted a written undertaking as contemplated in section 138(2) of labour Act, 2007;
- (f) have a certificate indicating SME Status (if Applicable)
- (g) Submit signed Bid securing Declaration;
- (h) Provide three (3) reference letters

## Bid Security/Bid Securing Declaration

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

## 5. Exclusive Preference to Local Suppliers

The applications of exclusive preferences to local suppliers will be completed after the above evaluation phases. Only bidders who have passed will be considered at this stage following Sections 70(1) and 72 of the Public Procurement Act, Act No. 15 of 2015, and No. 3 of 2022 as Amended together with the Code of Good Practice of the said act.

Categories of Bidders	Margin of Preference	Documentary Evidence
Manufacturer	2%	<ul style="list-style-type: none"> <li>- Certificate of registration from a registering authority</li> <li>- Declaration by the bidder that the manufactured goods meet local content as determined in Annexure ^ as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.</li> </ul>
Micro, Small and Medium Enterprise	1%	<ul style="list-style-type: none"> <li>- SME registration certificate</li> <li>- Declaration indicating the percentage of Namibian MSME ownership.</li> </ul>
Women owned enterprise	1%	<ul style="list-style-type: none"> <li>- IDs of all shareholders</li> <li>- Founding statement/company registration indicating ownership structure/shareholder certificate</li> <li>- Declaration indicating the percentage of Namibian female ownership.</li> </ul>
Youth owned enterprise	2%	<ul style="list-style-type: none"> <li>- IDs of all shareholders</li> <li>- Founding statement / company registration indicating ownership structure/shareholder certificate</li> <li>- Declaration indicating the percentage of Namibian youth ownership</li> </ul>
Previously Disadvantaged Person owned enterprise	2%	<ul style="list-style-type: none"> <li>- IDs of all shareholders</li> <li>- Founding statement/company registration indicating ownership structure/shareholder certificates</li> <li>- Declaration indicating the percentage of Namibian PDPs ownership</li> </ul>
Suppliers providing environmental protection	1%	- Declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	1%	- Declaration that bidder employs 50% or more Namibian citizens
<b>Total</b>	<b>10%</b>	

## 6. Delivery

Delivery shall be **10** days after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

## **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 Bid Box located at the **NIPAM Campus, Paul Nash Street, Erf 27, Ground Floor, Administration Block, Office G55**, not later than 12 April 2023, 14h30. Quotations by post or hand delivered should reach 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**

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 quotation's 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. 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:	Namibia Institute of public administration and management
Procurement Reference Number:	<b>G/RFQ/NPM-04/2022</b>
Subject matter of Procurement:	<b>SUPPLY AND DELIVERY FOR: Cartridges</b>

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications 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:** Namibia Institute of public Administration and Management

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:**.....

## SECTION III: SCOPE OF SERVICES

### 1. Specification (Requirements) :Cartridges

Product Details	Quantity
Tonner 410A Black	3
Tonner 410A Yellow	2
Toner 410A Pink	1
Tonner 410A Blue	1
Tonner 312A Black	2
Tonner 312A Blue	2
Tonner 312A Yellow	1
Tonner 312A Pink	1

### 2. Selection Criteria

Quality and Cost-Based Selection Method will be used for evaluation of the Quotation. As per this method, a weightage of 70% and 30% has been assigned to the technical proposal of the product and quotation, respectively. The criteria consist of the following part:

- i. **Part 1: Mandatory requirements:**
- ii. **Part 2: Evaluation of the Specifications or Technical Requirements:**

The suppliers are requested to submit a technical proposal. The proposal includes the specifications. The following criteria will be used for evaluating the technical proposals:

Evaluation Criteria	Score	Total Score
Cartridges		100
Meeting all required specifications above	100	
Not meeting all the required specification above	0	
<b>Total Score</b>	<b>100</b>	<b>100</b>
<b>Minimum Pass Score (100%)</b>		<b>100</b>

### iii. **Part 3: Evaluation of the Quotation**

The suppliers are requested to submit a quotation that justifies the specifications as provided in the requirements specification or scope of service.

The process to be followed for evaluating the quotations is as follows:

- a. Suppliers will be evaluated on the mandatory documents.
- b. The technical proposals of only those suppliers will be evaluated who fulfils the mandatory requirements.
- c. The product specification of those suppliers who meet the mandatory requirements will be evaluated based on the technical specification criteria. The minimum score to pass the technical criteria (specification) is 100%.
- d. The quotation of suppliers who score 100% and above in the technical criteria (product specification) will then be evaluated.
- e. Exclusive preference will be given to local suppliers provided that evidence is supplied based on the score sheet on page 3, no. 5.

The following formula will be used to evaluate and score the quotation:

$$(\text{Budgeted Amount} / \text{Quotation Amount}) * 100$$

The financial/Quotation amount will be scored as follow:

- i. Price 25%
- ii. Exclusive preference 10%

The final score will be based upon the following weightage formula:

$$[(\text{Technical Score}) * 70\%] + [(\text{Quotation Score}) * 30\%]$$

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.					
					E= mark with a *if an equivalent is quoted F= Rate per unit    G=Total price for one item ( C x F) <ul style="list-style-type: none"><li>If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li><li>Bidders shall fill in and sign the bottom section of this page</li></ul>					
A	B		C	D	E	F	G	H	I	
Item no.	Description of Goods		Quantity required	Unit of measures	*	Price per unit NAD <sub>1</sub>	VAT: NAD	Total price with VAT NAD	Delivery weeks) (days/month	Country of Origin
	SUPPLY AND DELIVERY FOR:									
1	Tonner 410A Black		3							
2	Tonner 410A Yellow		2							
3	Toner 410A Pink		1							
4	Tonner 410A Blue		1							
5	Tonner 312A Blue		2							
6	Tonner 312A Yellow		2							
7	Tonner 312A Pink		1							
8	Tonner 312A Black		1							
						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 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 Ministry of Finance, Procurement Policy Unit, except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: [ **G/RFQ/NPM-04/2022**]

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 GCC 1.1(h)</b>	The purchaser is: Namibia Institute of Public Administration and Management
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is: Namibia Institute of public Administration and Management.
<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 <a href="mailto:procurement@nipam.na">procurement@nipam.na</a> the address and the contact name shall be Ms Johanna Shifotoka/Ms Justina Amwaalwa
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:
<b>Delivery and Documents GCC 13.1</b>	The Goods are to be delivered within 10 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: a) signed delivery note, b) Invoice, c) statement of account
<b>Price Adjustment GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed shall not 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 shall not be 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>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 is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
<b>Performance Security GCC 18.1</b>	(i) No performance security is required

<b>Discharge of Performance Security GCC 18.4</b>	N/A
<b>Packing GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: Appropriate to ensure that the quality of the goods are not compromised
<b>Insurance GCC 24.1</b>	As per DDP incoterm
<b>Transportation GCC 25</b>	The Goods shall be delivered: DDP
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be: <i>[insert nature, frequency, procedures for carrying out the inspections and test]</i>
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: Namibia Institute of Public Administration and Management (NIPAM). Inspection of the goods upon receipt to ascertain the quality and quantity are as specified
<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Liquidated Damages GCC 27.1</b>	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per day. The maximum number of liquidated damages for the whole contract is <i>[insert percentage 4-10%]</i> of the final contract price.
<b>Warranty GCC 28.3</b>	<p>The period of validity of the warranty shall be: N/A</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Namibia Institute of Public Administration and Management (NIPAM)</p> <p>For item 1, the minimum period of warranty/shelf life shall be ____</p> <p>For item 2, the minimum period of warranty/shelf life shall be ____</p> <p>For item 3, the minimum period of warranty/shelf life shall be ____</p>
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: N/A



## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.:** G/RFQ/NPM-04/2022

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Bid Security / Bid Securing Declaration		
Evidence for conformity of Goods		
All mandatory documents as outlined in Section I		

**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.