

Request for Sealed Quotations for Goods

Supply of Corporate Promotional Items

Procurement Reference No: G/RFQ/RFA-15/2022

PARTICULARS OF BIDDER

Business Name:

Postal Address:

Telephone No.:

Cell No.:

Fax No.:

Contact Person:

E-mail Address:

Road Fund Administration
Head Office
Feld Street 21
Private Bag 13372
Windhoek, Namibia
Tel: +264 61 4333000
procurement@rfanam.com.na

Letter of Invitation

Procurement Reference Number : G/RFQ/RFA-15/2022

9th August 2022

Dear Potential Bidder

Request for Quotations for Supply of Corporate Gifts

The Road Fund Administration 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 procurement@rfanam.com.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,



Scheifert Shigwedha
HEAD OF PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Road Fund Administration 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 at least **14** days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) A certified copy of proof of business (form/type) registration (depending on the type of business entity, proof can be either BIPA documents or a partnership agreement).
- (b) An original (or certified copy) of a Valid Certificate of Good Standing for Tax from the Ministry of Finance: Inland Revenue (the validity period of the tax certificates is stated in the document).
- (c) An original (or certified copy) of a Valid Good Standing Certificate: Social Security Commission (SSC certificates are valid only for 1-month from date of issue unless stated otherwise).
- (d) An original (or certified copy) of a Valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);

- (f) [public entity to select appropriate] Submit bid valid security/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.

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be *5 days* after issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

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

VERY NB:

- a. Good must be whole and unbroken (fit for purpose) as at the date of delivery to the RFA, if not, goods will be returned without payment until replaced.

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 sealed in an envelope and must only be deposited in the Quotation/Bid Box located at Road Fund Administration, 21 Feld Street, not later than Friday, 12th August 2022 at 15:00.

No other mode of delivery will be accepted. No delivery to office, no delivery to email, and no delivery via fax. Couriers delivery must also be dropped into the Bid/Quotation Box.

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. Prices and Currency of Payment

[Public Entity to customise this clause as appropriate. Public Entity may allow for prices to be adjustable to change in rates of exchange of currency, price variation etc. depending on the behaviour of the market in respect of the specific goods items being procured.]

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***

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: ***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:	Road Fund Administration, 21 Feld Street
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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of the Quotation is 10 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.:

To: Road Fund Administration, 21 Feld Street

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: ... **G/RFQ/RFA-15/2022**

.....

.....

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.*

8.	Dazzle Midi Gift Bag	Navy	Giftbag-1005	100							
9.	Dazzle Midi Gift Bag	White	Giftbag-1005	100							
10.	Dazzle Mini Gift Bag	Grey	Giftbag-1000	100							
11.	Dazzle Mini Gift Bag	Navy	Giftbag-1000	100							
12.	Dazzle Mini Gift Bag	White	Giftbag-1000	100							
13.	Gala Shopper	Navy	Bag-4330	300							
14.	Brighton Shopper	75 Black; 75 Grey	Bag-4551	150							
15.	Accent Shopper	Black	Bag-3793	150							
16.	Bounce Gift Bag	Black	Bag-3560	300							
17.	Clifton Cooler	Navy	Cool-13	100							
18.	Frostbite 6-can cooler	Navy	Cool-5065	100							
19.	Kooshty Congo water bottle	Sliver-Navy	Koosh-8911	100							
20.	Kooshty Go-Jo Kup	Silver-Navy	Koosh-8925	150							
21.	Kooshty Water boost bottle	Navy	Koosh-8906	150							
22.	Binary Double Wall Tumbler	Black	DW-7008	150							
23.	Renaissance A5 Notebook	Navy	NB-9388	100							
24.	Oakridge A5 Notebook	Grey	NB-9785	150							
25.	Omega Mug	Navy	Mug-6600	150							

26.	Casablanca Coaster	Clear	Gift-9985	300							
27.	Lucent Torch Keyholder	Black	KH-7018	150							
28.	Vivacity Keyholder	Black	KH-7095	100							
29.	Axial phone card holder	Navy	IDEA-50115	150							
30.	Boost Toolset	Black	Tool-8355	100							
31.	Clippz Manicure Set	Black	Gift-9047	150							
32.	Candy stripe Lanyard	Navy	LAN-015	200							
33.	License Disc Holders 9Double sided	Clear	301A	300							
34.	Axis 16G Dome Memory Stick	Navy	USB-7475	150							
35.	Retrospect Memo Pad & Sticky Flags	Natural	NB-9441	150							
36.	Sixpense Mini Pencil Set	Natural	IDEA-1478	150							
37.	On-the-go Wet Wipes	White	HWB-9805	100							
38.	Stratus Umbrella	Silver	UMB-7650	100							
39.	Valencia Ball Pen	Navy 100 White 100	IDEA-55014	200							
40.	Men and Ladies Maestro Tshirts	Navy	ALT-MSL (30) ALT-MSM (30)	60							
41.	Men and Ladies	Navy	ALT-MLM (30)	60							

**SECTION IV: SPECIFICATIONS AND PERFORMANCE
REQUIREMENTS**

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

Not Applicable.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/RFA-15/2022

[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>
	Not Applicable		

** 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/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 - <https://www.rfanam.com.na/general-conditions-of-contract/>*) except where modified by the Special Conditions below.

No modifications made.

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.

Refer to <https://www.rfanam.com.na/general-conditions-of-contract/> (no modifications made thereto).

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____ G/RFQ/RFA-15/2022_____

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Road Fund Administration, 21 Feld Street
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is _____
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: For the Road Fund Administration , the address and the contact name shall be: _____ For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within ____7____ days from the date of Purchase Order. 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 [insert “shall” or “shall not” as appropriate] be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
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

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Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price “ <i>shall not be</i> ” adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>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.</p> <p>ii) An interest rate of [<i>insert percentage</i>] is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
Performance Security GCC 18.1	(i) No performance security is required.
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than <i>N/A</i> following completion date.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i> NOT APPLICABLE
Transportation GCC 25	The Goods shall be delivered: [<i>Incoterm for transportation</i>].
Inspection and Test GCC 26.1	The inspection and tests shall be: GOOD MUST BE UNDAMAGED AND FIT FOR PURPOSE AT DELIVERY.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: BY THE SUPPLIER BEFORE DELIVERY AND BY THE RFA UPON DELIVERY

Subject and GCC clause reference	Special Conditions
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per day. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage 4-10%]</i> of the final contract price.
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: <i>[insert number]</i> day(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>[insert names(s) of location(s)]</i></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>
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: WITHIN 14-] day(s)

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:

- P₁ = adjustment amount payable to the Supplier.
- P₀ = 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.

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- c = estimated percentage of material component in the Contract Price.
L₀, L₁ = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
M₀, M₁ = 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 = *[insert number of weeks]* weeks 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 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 P₀ 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 1

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
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 2**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/RFA-15/2022**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet	Not Applicable to this procurement	
Bid Securing Declaration		
Evidences for conformity of Goods		
<i>Valid Eligibility Documentation</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.*