

**REPUBLIC OF NAMIBIA***Ministry of Health and Social Services*

Private Bag 13198
Windhoek
Namibia

Ministerial Building
Harvey Street
Windhoek

Tel: (061) 203 2165
Fax: (061) 30 10 18
Procurement@mhss.gov.na

Procurement Management Unit**Request for Sealed Quotations****For**

**Procurement of laser labels WH 99 .5X44.83 12UP and
Office Equipment for Intermediate Hospital Onandjokwe,
and Procurement of Office Supplies for Kavango East
Region**

Name of Bidder: _____

Bidder Location: _____

Bidder Contact Details: _____

Total Bid Price- Lot 1 _____

Total Bid Price- Lot 2 _____

Total Bid Price- Lot 3 _____

To be awarded per lot

Initial: _____



REPUBLIC OF NAMIBIA

MINISTRY OF HEALTH AND SOCIAL SERVICES

Ministerial Building
Harvey Street
Private Bag 13198
Windhoek

OFFICE OF THE EXECUTIVE DIRECTOR

Tel: No: 061 -2032019
Fax No: 061-304 145
PA.ED@mhss.gov.na

Letter of Invitation

Dear Sirs/Madams,

Request for sealed quotations for **Procurement of laser labels WH 99 .5X44.83 12UP and Office Equipment for Intermediate Hospital Onandjokwe, and Procurement of Office Supplies for Kavango East Region**

The Ministry of Health and Social Services requests 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.

For enquiries, please contact the following people:

1. Technical enquiries: **Ms. V. Alugodhi- Tel: 065 280 451 (Onandjokwe- Label laser)**
Ms. L. T Amoomo- Tel: 065 280 450 (Office Equipment)
Ms. S. Annlisa – Tel: 066 265528 (Office supplies)
2. Administrative enquiries: **Ms.M. Haufiku- Tel: 061- 203 2165**

Please prepare and submit your quotation (**by 11h00 of Friday 09 December 2022**), in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

SECRETARY
2022 -11- 24
MR. EVARISTUS IIT
SECRETARY, PROCUREMENT COMMITTEE

All official correspondence must be addressed to the Executive Director.



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, and
- (b) to accept or reject any quotation or 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. All pages must be initialled and use of correction fluid is strictly prohibited.

3. Validity of Quotations

The Quotation validity period shall be 90 days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents are attached:

	Document name / title	Please tick
1.	Certified Copy of a valid Certificate of Good Standing for Procurement Purposes , issued by the Ministry of Finance: Inland Revenue.	
2.	Certified copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or a Letter from the Employment Equity Commission (letter should be on letterhead, stamped and signed by the EEC).	
3.	Certified Copy of a valid Good Standing Certificate with the Social Security Commission.	
4.	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other Company Registration Certificate . These Certificates should clearly indicate the goods / services that the Supplier is registered to render.	
5.	Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).	
6.	A written undertaking , as contemplated in section 138(2) of labour Act No 11 of 2007.	
7.	Business Principal in the founding documents of the bidder in line with the bid	
8.	Completeness of document: all bidding documents completed, signed, initialled and submitted	
9.	Bidder's financial capabilities in the form of: Letter of intent from a Financial Institution or	

Initial: _____

	proof of commitment by Supplier of a bidder to finance or supply the bidder on credit	
10.	Fitness Certificate from Local Authority must be attached	

5. Delivery

Delivery shall be two weeks/s after the issuing of the Purchase Order. A penalty of 1% per week shall be instituted on late delivery.

5.1. The following tests and inceptions will be conducted on the goods at delivery:

- Check if it is correct delivery as specified on the request for quotation
- If delivery is on time
- If delivery note is attached

6. Sealing and Marking of Quotations

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

7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at The Ministry of Health and Social Services – Finance and Procurement building, Procurement Management Unit (Tender Office), Harvey Street, Windhoek West, not later than **Friday, 09 December 2022, Time: 11H00.**

8. Opening of Quotations

Quotations will be opened internally by the Ministry immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders and the amount quoted will be posted on the website of the Ministry and available to any bidder on request within three working days of the Opening.

9. 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.

10. 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 the Ministry'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.

Initial: _____

11. Prices and Currency of Payment

Prices shall remain fixed for the duration of the period and quoted in Namibian Dollars. The Ministry **shall not** consider price increases due to exchange rates, therefore bidders are advised to make their own projections.

12. 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 in accordance with terms and conditions contained in Section VI: General Conditions of Contract and Contract Agreement.

13. 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 days. Furthermore, the Ministry shall attend to all requests for debriefing made in writing within 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:	
Subject matter of Procurement:	Procurement of laser labels WH 99 .5X44.83 12UP and Office Equipment for Intermediate Hospital Onandjokwe, and Procurement of Office Supplies for Kavango East Region

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.

Initial: _____

The validity period of the Quotation is 30 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 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	

Initial: _____

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR Procurement of laser labels WH 99 .5X44.83 12UP and Office Equipment for Intermediate Hospital Onandjokwe, and Procurement of Office Supplies for Kavango East Region

INSTRUCTIONS TO THE PUBLIC BODY					INSTRUCTIONS TO BIDDERS	
					<u>Bidders shall fill-in columns E to F</u> • Bidders shall fill in and sign the bottom section of this page	
A	B	C	D	E	F	
Item no	Description	Qty	UOM	Unit Price N\$ VAT	Total price N\$ Excl.VAT)	Delivery Period
Lot 1: Supply and Delivery of Laser Labels WH 99 .55X44.83 12UP for Intermediate Hospital Onandjokwe						
1.	99.50*44.83mm 12UPB Adhesive Labels	100	Each			
	Sub total					
	VAT 15%					
	Grand Total					
Lot 2: Supply and Delivery of Office Equipment for Intermediate Hospital Onandjokwe						
				Unit Price N\$ (Excl VAT	Total price N\$ Excl.VAT)	Delivery Period
1.	Dell Vostro 388 MT Desktop: 10 th Gen Intel Core i5-10400 Processor (12MB Cache, 2.9GHz), 8GB (1X8GB) DDR4 2666MHz, 1TB 7200RPM 3.5" SATA HDD, Tray load DVD Drive (Reads and Writes to DVD), Intergrated Graphics, 802.11ac 1x1 Wifi & Bluetooth, Dell Wired Mouse MS116 Black, Dell Wired Keyboard KB216 Black (US/International), Windows 11 Professional, 3 Yr ProSupport	2	Each			
2.	Dell Monitor E1916HV 18.5 Inch non touch led 16:09 Aspect ration 1366x768 Resolution 1000:1 Contrast Ratio 1x VGA	2	Each			
	Sub total					
	VAT 15%					
	Grand Total					

Initial: _____

Lot 3:Supply and Delivery of Office Supplies for Kavango East Region						
	Qty	UOM	Unit Price N\$ (Excl VAT	Total price N\$ Excl.VAT)	Delivery Period	
1.	50	Each				
2.	50	Each				
3.	30	Each				
4.	20	Each				
5.	100	Each				
6.	20	Each				
7.	20	Each				
8.	20	Each				
9.	20	Each				
10.	30	Each				
11.	30	Each				
12.	50	Each				
13.	100	Each				
14.	50	Each				
15.	5	Each				
16.	8	Each				
17.	100	Each				
18.	100	Each				
	Sub total					
	VAT 15%					
	Grand Total					
NAME OF BIDDER:					ADDRESS:	

The price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

Initial: _____

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Item No	Technical Specification Required	Compliance of Specification Offered Indicate comply/not comply	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
Lot 1: Supply and Delivery of Laser Labels WH 99 .55X44.83 12UP for Intermediate Hospital Onandjokwe			
1.	99.50*44.83mm 12UPB Adhesive Labels		
Lot 2: Supply and Delivery of Office Equipment for Intermediate Hospital Onandjokwe			
1.	Dell Vostro 388 MT Desktop: 10 th Gen Intel Core i5-10400 Processor (12MB Cache, 2.9GHz), 8GB (1X8GB) DDR4 2666MHz, 1TB 7200RPM 3.5" SATA HDD, Tray load DVD Drive (Reads and Writes to DVD), Intergrated Graphics, 802.11ac 1x1 Wifi & Bluetooth, Dell Wired Mouse MS116 Black, Dell Wired Keyboard KB216 Black (US/International), Windows 11 Professional, 3 Yr ProSupport		
2.	Dell Monitor E1916HV 18.5 Inch non touch led 16:09 Aspect ration 1366x768 Resolution 1000:1 Contrast Ratio 1x VGA		
Lot 3:Supply and Delivery of Office Supplies for Kavango East Region			
1.	Envelope Self Seal Brown C6		
2.	Envelope C3 (A3)		
3.	Envelope C4 Mannila Self Seal		
4.	Envelope C5 Brown		
5.	BIC Pen Black		
6.	BIC Pen Blue		
7.	BIC Pen Red		
8.	Extension cables 5 metres		
9.	Extension cables 10metres		
10.	Buff tape 48x100 clear		
11.	Buff tape 48x100 Brown		
12.	Stick'n notes single Ass Color		
13.	Lever Arch Files Croley		
14.	Desktop Calculator		
15.	Hp hce505A L/JET P2055/P2035		
16.	HP 280A/80A BLK Toner Catridge		
17.	Index 1-31 Division		
18.	Staedler Pencils HB Traditional		

Initial: _____

PERFORMANCE REQUIREMENTS

Bidders should complete columns C and D with the specification of the goods offered.

Attach detailed technical literature as stated in the requirements. Authorise the specification offered in the signature block below.

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) (available at public entities physical address/website: Insert Public Entity address/website) 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.

NB!!Replaced/Serviced Items should be left at site

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

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

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Services: (Intermediate Hospital Onandjokwe, Kavango East Region)
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Initial: _____

Subject and GCC clause reference	Special Conditions
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Ministry, the address and the contact name shall be: Private Bag 13198, Windhoek Attention: For the Supplier, the address and contact name shall be:
Delivery and Documents GCC 13.1	The Goods are to be delivered within _____ week/s from the date of the Purchase Order. The bidder to ensure that goods are received undamaged. The documents to be furnished by the Supplier are: (a) signed delivery note; and first Invoice for payment.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice.
Terms of Payment GCC 16.3	Payments shall be made not later than (90) days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Performance Security GCC 18	(i) No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: product name, quantities
Insurance GCC 24	The bidder bears the cost of insurance
Transportation GCC 25	The Goods shall be delivered: Delivery Duty Paid
Inspection and Tests GCC 26.	Testing and commissioning of goods shall be at the supplier's expense
Liquidated Damages GCC 27	Liquidated damages for the whole contract are 1% per week. The maximum amount of liquidated damages for the whole contract is 5% of the final contract price.
Warranty GCC 28.3	For item 1, the minimum period of warranty/shelf life shall be ____ For item 2, the minimum period of warranty/shelf life shall be ____ For item 3, the minimum period of warranty/shelf life shall be ____

Initial: _____

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Supplier Name: _____

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Expression of Interest Document		
Mandatory Documentations		

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.

Initial: _____