REPUBLIC OF NAMIBIA
Ministry of Health and Social Services

Private Bag 13198
Windhoek
Namibia

Ministerial Building
Harvey Street
Windhoek

Tel: (061) 203 2295
Fax: (061) 30 10 18
Procurement@mhss.gov.na

PROCUREMENT MANAGEMENT UNIT

Request for Sealed Quotation for Goods

Request for the servicing of printers – Intermediate Hospital Oshakati and supply and delivery of printer – Intermediate Hospital Rundu

Company Name: ______________________________

Total Price LOT 1: ____________________________

Total Price LOT 2: ____________________________

This bid is restricted to companies whose business principle is in line with supply, service & repair of IT equipment in the region or the neighbouring regions.

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Letter of Invitation

Dear Sirs/Madams,

REQUEST FOR THE SERVICING OF PRINTERS – INTERMEDIATE HOSPITAL OSHAKATI AND SUPPLY AND DELIVERY OF PRINTER – INTERMEDIATE HOSPITAL RUNDU

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:
LOT 1: Technical enquiries: *Ms. M. Nakapipi (065 223 3171)*
LOT 2: Technical enquiries: *Ms. N. Muyeu (066 265 552)*
Administrative enquiries: *Mr. K. Hangero (061 203 2290)*

Please prepare and submit your quotation (*by 11h00 on ~~21~~ 27 December 2022*), in accordance with the instructions given.

Yours faithfully,

MR EVARISTUS IITA
SECRETARY: PROCUREMENT COMMITTEE

SECRETARY
2022 -12- 07
MOHSS
Procurement Committee

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 NOT be retyped for completion by the Bidder. The use of correctional fluid (Tipex) is prohibited and each page of the bidding document must be initialled.

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 document is attached:

	Document name / title	**Please tick**
1	**Original/certified copy Certificate of valid 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 **Letter from the Employment Equity Commission** (letter should be on letterhead, stamped and signed by the EEC).	
3	**Original/certified copy Certificate of 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	Letter of authorization from the manufacturer for LOT 1 and 3.	
7	Letter of intents from a Financial Institution or Supplier of a bidder to finance or supply the bidder	
8	Reference of similar work done	
9	A Fitness Certificate from a local / town council should be attached for the business.	

5. **Delivery**
   Delivery shall be *one (1) week* 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 REQUEST FOR THE SERVICING OF PRINTERS – INTERMEDIATE HOSPITAL OSHAKATI AND SUPPLY AND DELIVERY OF PRINTER – INTERMEDIATE HOSPITAL RUNDU**, 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 ~~21~~th
   27 *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, 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 quotation's 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.

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:	The Ministry of Health and Social Services
Subject matter of Procurement:	**Request for the servicing of printers – Intermediate Hospital Oshakati and supply and delivery of printer – Intermediate Hospital Rundu**

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.

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:

<table>
<tr><td>Name of Bidder</td><td></td><td colspan="2" rowspan="2">Company's Address and seal</td></tr>
<tr><td>Contact Person</td><td></td></tr>
<tr><td colspan="2">Name of Person Authorising the Quotation:</td><td>Position:</td><td>Signature:</td></tr>
<tr><td>Date</td><td></td><td>Phone No./Fax</td><td></td></tr>
</table>

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

INSTRUCTIONS TO THE PUBLIC BODY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to D shall be filled in by the Ministry. *[To be filled by the Public Entity]*	Bidders shall fill-in columns E to I E= mark with a *if an equivalent is quoted F= Rate per unit • 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

A	B	C	D	E	F	G	H
Item code	Description	Order Qty	UOM	Unit Price N$ (Excluding VAT)	Unit Price N$ (Including VAT)	Total Price VAT Excl. N$	Delivery Period
LOT 1: Servicing of printers – Intermediate Hospital Oshakati							
1	HPlaser 400m401d (phkc906651) Fuser unit	1	Each				
2	HPlaser 400m401d (phkcg06646) Heat roller and main sense	1	Each				
3	HPlaser 400m401d (phkcg06641) Power supply	1	Each				
4	HPlaser jet 600 (Cnbvd6vcxh) Toner unit charge and clean blade	1	Each				
5	HPlaser 600 (Cnbvd6ve4) Main board	1	Each				
6	HPlaser jet 2035 (Cncom977) Power supply	1	Each				
7	HPlaser 2035 (Cncm99886) Fuser unit	1	Each				
8	HPlaser 2035 (Om99896) Diff tank unit	1	Each				
9	HPlaser 2035 (M97776) Raise unit and tonner pump	1	Each				
10	HPlaser 2035 o/n (Cnck07310) Power supply	1	Each				
11	Lexmark (E260x229) Scanner and belt	1	Each				
12	Hp Pro400401d Pulley feed assy	3	Each				
13	Hp Pro2035 Retard roller assy	6	Each				
14	Labour and cleaning materials	11	Each				
					VAT 15%	N$	
					TOTAL PRICE	N$	
LOT 2: Intermediate Hospital Rundu							
1	CANON i – SENSYS MF237W A4 4-in-1 mono laser printer	2	Each				
					TOTAL PRICE	N$	
					TOTAL PRICE FOR LOT	N$	

NAME:	POSITION:		SIGNATURE	DATE

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

NB: AWARD WILL BE PER LOT, ALL BIDDERS SHOULD QUOTE FOR ALL ITEMS PER LOT TO BE CONSIDERED.

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Item No	Technical Specification Required
*A**	*B**
1	

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: Servicing of printers – Intermediate Hospital Oshakati		
1	HPlaser 400m401d (phkc906651) Fuser unit		
2	HPlaser 400m401d (phkcg06646) Heat roller and main sense		
3	HPlaser 400m401d (phkcg06641) Power supply		
4	HPlaser jet 600 (Cnbvd6vcxh) Toner unit charge and clean blade		
5	HPlaser 600 (Cnbvd6ve4) Main board		
6	HPlaser jet 2035 (Cncom977) Power supply		
7	HPlaser 2035 (Cncm99886) Fuser unit		
8	HPlaser 2035 (Om99896) Diff tank unit		
9	HPlaser 2035 (M97776) Raise unit and tonner pump		
10	HPlaser 2035 o/n (Cnck07310) Power supply		
11	Lexmark (E260x229) Scanner and belt		
12	Hp Pro400401d Pulley feed assy		
13	Hp Pro2035 Retard roller assy		
14	Labour and cleaning materials		
	LOT 2: Supply & delivery of printer – Intermediate Hospital Rundu		
1	CANON i – SENSYS MF237W A4 4-in-1 mono laser printer		

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 erat 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.

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 Goods is: Intermediate Hospital Onandjokwe
Incoterms Edition **GCC 4.2(b)**	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

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: Mr. K. Hangero For the Supplier, the address and contact name shall be: ____________________ ____________________
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within _______ days 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 sixty (60) 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 ____

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		
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.*

BID SECURING DECLARATION
(Section 45 of Act) (Regulation 37(5) and 56(2)

Date: ....

To: Ministry of Health and Social Services

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**

Bid Submission Form

The Bidder must prepare the Bid Submission Form on stationery with its letterhead clearly showing the Bidder's complete name and address and this is mandatory.

Date: ______________

Bidder's Reference No.: ______________

Procurement Reference No....................

To:

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 10;

(b) We offer to execute in conformity with the Bidding Documents the following Works: ______________________________________;

(c) The total price of our Bid after discounts, if any, offered in item (d) below is: ______________________________________

______________________________________;

(d) The discounts offered and the methodology for their application are: ______________________________________

______________________________________;

(e) Our bid shall be valid for a period of **90** days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(f) We hereby confirm that we have read and understood the content of the Bid Securing Declaration attached hereto and subscribe fully to the terms and conditions contained therein, if required. We understand that non-compliance to the conditions mentioned may lead to disqualification.

(g) If our bid is accepted, we commit to obtain a Performance Security and a Preference Security (if applicable) in accordance with the Bidding Document;

(h) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 5.2;

(i) We are not participating, as a Bidder in more than one bid in this bidding process other than alternative offers submitted in accordance with ITB 15;

(j) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible under the laws of Namibia;

(k) We are not a government owned entity / We are a government owned entity but meet the requirements of ITB 5.4;[1]

[1] ***Use one of the two options as 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: **Strictly to 30 calendar days/1 calendar month**...

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.*

(l) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(m) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and

(n) If awarded the contract, the person named below shall act as Contractor's Representative: ____________________

Name: ____________________

In the capacity of: ____________________

Signed: ____________________

Duly authorized to sign the Bid for and on behalf of: ____________________

Date: ____________________

Seal of Company ____________________