



## Request for Quotations of Goods

### SUPPLY AND DELIVERY OF BOER GOATS: 700 DOES/EWES AND 40 BUCKS/RAMS

Procurement No: G/RFQ/ IREMA - 01/2023

Bidder Name : .....

Postal Address: .....

Cell No.: .....

Contact Person: .....

E-Mail Address: .....

Total Price (N\$): .....

Environmental Investment Fund of Namibia (EIF),  
P O Box 28157,  
Auas Valley,  
Windhoek,  
Tel: +264 61 431 7700,

Physical Address: 8933 Heinizburg Heights,  
c/o Heinitzburg & Dr. Theo Ben-Gurirab  
Streets,  
Klein Windhoek,



# REQUEST FOR QUOTATION (GOODS)

Date of Issue: 12 September 2023

- (a) Submit quotation on letterhead.
- (b) Farmers/producers should select one preferred area to quote and supply.

## 1. KUNENE NORTH OF RED LINE

Item No	Description	Quantity*	Unit of Measure	Unit Price (N\$)	Total Amount (N\$)
1	Does (Ewes)	100	each		
2	Bucks (Rams)	5	each		
3	Transport				
				<b>GRAND TOTAL</b>	

## 2. KUNENE SOUTH (FREE ZONE)

Item No	Description	Quantity*	Unit of Measure	Unit Price (N\$)	Total Amount (N\$)
1	Does (Ewes)	125	each		
2	Bucks (Rams)	10	each		
3	Transport				
				<b>GRAND TOTAL</b>	

### PROJECT REQUIREMENTS AND CONDITIONS:

- (a) The age of the goats should be between two teeth (12 months) and four teeth (24 months)
- (b) Preference will be given to farmers/producers in the Kunene Region.
- (c) **For Kunene North of Red Line**, two (2) successful bidders each are expected to supply one hundred (100) Does/ewes including five (5) Boer Bucks/Rams.

- (d) **For Kunene South (Free Zone)**, four (4) successful bidders each are expected to supply one hundred and twenty five (125) Does/ewes including ten (10) Boer Bucks/Rams.
- (e) Bidders must include transport cost separately (The successful bidders will be expected to deliver the goats at Khorixas and Sesfontein)
- (f) Prospective bidders must indicate the area where the goats will be sourced and indicate in the quotations whether they will be supplying the goats either in Kunene North of Red Line or Kunene South (Free Zone).
- (g) All goats offered by shortlisted bidder' will be inspected and evaluated by the Directorate of Agricultural Production, Engineering and Extension services (DAPEES) and IREMA Project staff members.
- (h) Price will be based on the local and national goats' market price.
- (i) The goats will only become the property of IREMA Project once they are delivered by supplier.

<b>Description</b>	<b>Kunene North of Red Line</b>	<b>Kunene South (Free Zone)</b>	<b>Total</b>
Does (Ewes)	200	500	700
Bucks (Rams)	10	30	40
<b>Total</b>			<b>740</b>

- (j) The supplier must have a police declaration testifying the ownership of the goats.
- (k) The EIF has right to accept or reject any offer.

**(l) Submission of Proposals (Hand Delivery)**

**The quotations must be Hand Delivered by depositing in the bid box, EIF office, 1<sup>st</sup> floor, Reception or Agricultural Development Centre offices in Kunene Region on or before: **Friday, 22 September 2023, 12H00 PM.****

Late submissions will be rejected.

- (m) The IREMA Kunene Project requests delivery within the *days* prescribed in the purchase order as from the date of placement of order.
- (n) Delivery Date: as per the prescribed date/days in the purchase order

(o) The following tests and inspections will be carried conducted on the goods at delivery:

*Shortlisted bidders will be notified through emails for physical inspection.*

(p) Validity of offer: *Ninety (90)* days as from closing date set for submission of quotations.

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

**Date**.....

**Bidder's signature** .....

## General Terms and Conditions Applicable

### 1. Purchaser

The EIF inviting the Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

### 2. Supplier

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

### 3. Rights of the Public Entity

The EIF has the right to:

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.
- (d) A Purchaser shall not be bound to accept the lowest or any quotation.

### 4. Prices

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

### 5. The Contract

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

### 6. 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 for delivery of the goods.
- (c) the purchase order shall be valid for *seven (7)* days only and will be cancelled thereafter when the supplier does not comply with the conditions of the purchase order.

**7. Warranty**

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for 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 items as per the warranty conditions mentioned in its offer.

**8. Payment**

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

**9. Eligibility Criteria**

**9.1 TECHNICAL ASSESSMENT**

**KUNENE NORTH OF RED LINE**

#		DESCRIPTION	Proportio nal value in %	Bidder
1	T <sub>T</sub>	<b>Police Declaration:</b> <ul style="list-style-type: none"> <li>▪ The supplier must have a police declaration testifying the ownership of the goats (30)</li> </ul>	<b>40</b>	
2	T <sub>q</sub>	<b>Quotation bid document-</b> Completion of information required.	<b>10</b>	

3	T <sub>d</sub>	<b>Preference of Farmers –</b> ▪ Farmers/producers based in the Kunene Region (20)	<b>20</b>	
4	T <sub>o</sub>	<b>Details of quotation –</b> • Adequate details provided in the quotation, postal address, physical address, origin of animals, clear description, price, quantity, transport cost, contact details (30)	<b>30</b>	
5	T <sub>s</sub>	<b>OVERALL TECHNICAL SCORE</b>	<b>100</b>	
		<b>Overall Ranking</b>		

### KUNENE SOUTH (FREE ZONE)

#		DESCRIPTION	Proportio nal value in %	Bidder
1	T <sub>T</sub>	<b>Police Declaration:</b> ▪ The supplier must have a police declaration testifying the ownership of the goats (30)	<b>40</b>	
2	T <sub>q</sub>	<b>Quotation bid document-</b> • Completion of information required.	<b>10</b>	
3	T <sub>d</sub>	<b>Preference of Farmers –</b> ▪ Farmers/producers based in the Kunene Region (20)	<b>20</b>	
4	T <sub>o</sub>	<b>Details of quotation –</b> • Adequate details provided in the quotation, postal address, physical address, origin of animals, clear description, price, quantity, transport cost, contact details (30)	<b>30</b>	
4	T <sub>s</sub>	<b>OVERALL TECHNICAL SCORE</b>	<b>100</b>	
		<b>Overall Ranking</b>		

Bidders obtaining more than 70% of the Technical Score shall qualify for the financial evaluation.

## 9.2 FINANCIAL EVALUATION

### Financial Score

The Financial Score will be calculated for each bidder in accordance with the following formula:

**The lowest cost proposal x 100**

---

**Each bidder's cost proposal**

#### KUNENE NORTH OF RED LINE

Bidder	Bid Price (from lowest to highest)	Financial Score

#### KUNENE SOUTH (FREE ZONE)

Bidder	Bid Price (from lowest to highest)	Financial Score

## 9.3 TOTAL SCORE AND FINAL RANKING BIDS:

### Calculation of Bid Total Score

The Total Bid Score,  $B_s$ , will be calculated using weighting factors applied to the financial score and the Technical score. The formula for  $B_s$  is:

$$B_s = 0.4 \times T_s + 0.6 \times F_s, \text{ where}$$

$B_s$  = the Bid Total Score

$T_s$  = the Technical Score

$F_s$  = the Financial Score



**KUNENE NORTH OF RED LINE**

<b>Bidder</b>	<b>Technical (Score × 0.4)</b>	<b>Financial (score × 0.6)</b>	<b>Total Bid Score</b>	<b>Rank</b>

**KUNENE SOUTH (FREE ZONE)**

<b>Bidder</b>	<b>Technical (Score × 0.4)</b>	<b>Financial (score × 0.6)</b>	<b>Total Bid Score</b>	<b>Rank</b>