



**PROCUREMENT MANAGEMENT UNIT**

# **Request for Sealed Quotations for Goods**

Supply and Delivery of Office Stationeries

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**Procurement Reference No:  
G/RFQ/EIF-09 /2023**

**Due Date for Submission: 30 August 2023**



## Letter of Invitation

*11 August 2023*

***G/RFQ/EIF-09 /2023***

Dear Sir/Madam,

### **Request for Quotations for Supply and Delivery of Office Stationery**

The EIF of Namibia 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 The Procurement Management Unit on 061 491 7738/35

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,

Ms Johanna Maharero

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The EIF of Namibia 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 30 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 a certificate indicating SME Status (for Bids reserved for SMEs);

### 5. Delivery

Delivery shall be within **2 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period *shall be considered if such deviation is reasonable*.

- 5.1. The following tests and inspections will be conducted on the goods at delivery:
- 5.2. Goods are delivered in the sealed and good condition.

## **6. 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.

## **7. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at the **Environmental Investment Fund of Namibia, 8933 Heinizburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek, not later than Wednesday, 30 August 2023 by 12H00**. Quotations by post or hand delivered should reach the same place by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

## **8. Opening of Quotations**

Quotations will be opened internally by EIF 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 Public Entity and available to any bidder on request within three working days of the Opening.

## **9. Evaluation of Quotations**

EIF 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 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.

## **11. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

## **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/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

## **13. Notification of Award and Debriefing**

EIF 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: <i>[name of Public Entity]</i>	
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.

The validity period of the Quotation is 30 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	



8.	<b>Scissors</b>	<b>15</b>	<b>Each</b>						
9.	<b>Sticky notes (Rainbow Colours)</b>	<b>25 (packs)</b>	<b>Each</b>						
10.	<b>Pocket files (100 in a pack)</b>	<b>20 (packs)</b>	<b>Each</b>						
11.	<b>Mesh Desk penholders</b>	<b>10</b>	<b>Each</b>						
12.	<b>Purple Gel Pilot G2 Mini Roller ball Pens (pack of 6)</b>	<b>4 (packs)</b>	<b>Pack</b>						
13.	<b>Black Gel Pilot G2 mini-Roller ball Pens (pack of 6)</b>	<b>5 (packs)</b>	<b>Each</b>						
14.	<b>Mouse pads</b>	<b>20</b>	<b>Each</b>						
15.	<b>Letter Trays (3 Tier)</b>	<b>10</b>	<b>Each</b>						
16.	<b>BIC Cristal black Pen (60 in a box)</b>	<b>4 (box)</b>	<b>Each</b>						
17.	<b>BIC Cristal blue Pen (60 in a box)</b>	<b>4 (box)</b>	<b>Each</b>						
18.	<b>Paperclips (Large, medium and small)</b>	<b>7 (packs)</b>	<b>Each</b>						
19.	<b>Paper flips (Large, medium and small)</b>	<b>7 (packs)</b>	<b>Each</b>						
20.	<b>Pencil</b>	<b>3 (Box)</b>	<b>Each</b>						
21.	<b>Rulers</b>	<b>10</b>	<b>Each</b>						

22.	<b>Permanent Markers (Black)</b>	<b>3 (Box)</b>	<b>Each</b>						
23.	<b>Permanent Markers (Red)</b>	<b>3 (Box)</b>	<b>Each</b>						
24.	<b>Highlighters (Assorted colours)</b>	<b>10 (Box)</b>	<b>Each</b>						
25.	<b>Hole Punch</b>	<b>7</b>	<b>Each</b>						
26.	<b>USB (32GB)</b>	<b>15</b>	<b>Each</b>						
27.	<b>Hardcover books</b>	<b>10</b>	<b>Each</b>						
28.	<b>Notepads</b>	<b>10</b>	<b>Each</b>						
29.	<b>Blank File Dividers (10 in one pack)</b>	<b>10 (Packs)</b>	<b>Each</b>						
30.	<b>Heavy Duty Stapler</b>	<b>10</b>	<b>Each</b>						
31.	<b>Staples for Heavy duty Stapler 23/8, 5/6</b>	<b>15</b>	<b>Each</b>						
32.	<b>Glue</b>	<b>15</b>	<b>Each</b>						
33.	<b>Batteries (AA)</b>	<b>20 (Packs)</b>	<b>Each</b>						
34.	<b>Erasers</b>	<b>20</b>	<b>Each</b>						
35.	<b>Tipp-ex</b>	<b>10</b>	<b>Each</b>						
36.	<b>Calculator</b>	<b>15</b>	<b>Each</b>						
37.	<b>Sharpener</b>	<b>10</b>	<b>Each</b>						
38.	<b>Staples (No.10)</b>	<b>15 (box)</b>	<b>Each</b>						



39.	<b>Clear Plastic Binding Covers (100 in one pack)</b>	<b>10 (Packs)</b>	<b>Each</b>							
40.	<b>Prestik (Bostick)</b>									
41.	<b>Rotatrim Paper</b>	<b>20 (box)</b>	<b>Each</b>							
					Total					
<b>GRAND TOTAL VAT INCL.</b>										
NAME:						POSITION:		SIGNATURE:		DAT
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 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.]*




## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET




Procurement Reference Number: **G/RFQ/EIF-08/2023**


Item N	Tecnical 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>
1	<b>BIC Cristal RED Pen (60 in a box)</b>  		
2	<b>11- way 3m extension cords</b>  		




Item N	Tecnical 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>
3	<b>HDMI cable</b> 		
4	<b>Laptop stands</b> 		
5	<b>Urgent stickers</b> 		

Item N	Tecnical 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>
6	<b>Rubber Page Flippers (Large, medium, and small)</b> 		
7	<b>Sign Here Stickers</b> 		
8	<b>Scissors</b> 		
9	<b>Sticky notes (rainbow Colors)</b> 		




Item N	Tecnical 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>
10	<b>Pocket files (100 in a pack)</b> 		
11	<b>Mesh Desk penholders</b> 		
12	<b>Purple Pilot G2 mini Roller ball Gel Pens</b> 		




Item N	Tecnical 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>
13	<b>Pilot black Gel Pen</b> 		
14	<b>Mouse Pads</b> 		
15	<b>Letter Trays (3 Tier)</b> 		



Item N	Tecnical 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>
16	<b>BIC Black Crystal pens (60 per pack)</b> 		
17	<b>BIC Crystal blue Pen (60 in a box)</b> 		
18	<b>Paperclips (Large, medium and small)</b> 		




Item N	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>
19	<b>Paper clips (Large, medium and small)</b> 		
20	<b>Pencil</b> 		
21	<b>Rulers (Assorted colours)</b> 		








Item N	Tecnical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
22	<p><b>Permanent Markers (Black)</b></p> 		
23	<p><b>Permanent Markers (Red)</b></p> 		
24	<p><b>Highlighters (Assorted colours)</b></p> 		




Item N	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>
25	<b>Hole Punch</b> 		
26	<b>USB (32GB)</b> 		
27	<b>Hardcover books (A4)</b> 		

Item N	Tecnical 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>
28	<b>Notepads</b> 		
29	<b>Blank File Dividers Plastic (10 in one pack)</b> 		

Item N	Tecnical 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>
30	<b>Heavy Duty Stapler</b> 		
31	<b>Staples for Heavy Duty Stapler (23/8, 5/6)</b> 		
32	<b>Glue</b> 		

Item N	Tecnical 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>
33	<p><b>Batteries (AA)</b></p> 		
34	<p><b>Erasers</b></p> 		
35	<p><b>Tipp-ex</b></p> 		

Item N	Tecnical 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>
36.	<b>Calcalator</b>  		
37.	<b>Sharpener</b>  		
38.	<b>Staples (NO.10)</b>  		

Item N	Tecnical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
39.	<b>Clear Plastic Binding Covers (100 in one pack)</b> 		
40.	<b>Prestik (Bostick)</b> 		
41.	<b>Rotatrim Papers</b> 		

*[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.]*

*\* 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*) except where modified by the Special Conditions below.

## **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.

## **SECTION VIII: SPECIAL CONDITIONS OF CONTRACT**

Procurement Reference Number: \_\_\_\_\_

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: Business and Intellectual Property Authority



Subject and GCC clause reference	Special Conditions
<b>Site</b> <b>GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is <b>Physical Address: 8933 Heinizburg Heights,            c/o Heinizburg &amp; Dr. Theo Ben-Gurirab Streets, Klein Windhoek,            P O Box 28157,            Auas Valley,            Windhoek,</b>
<b>Incoterms Edition</b> <b>GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> <b>GCC 8.1</b>	Any notice shall be sent to the following addresses: <b>Physical Address: 8933 Heinizburg Heights,            c/o Heinizburg &amp; Dr. Theo Ben-Gurirab Streets, Klein Windhoek,            P O Box 28157,            Auas Valley,            Windhoek,</b> For the Supplier, the address and contact name shall be: <i>(Insert Address)</i> ..... .....
<b>Delivery and Documents</b> <b>GCC 13.1</b>	The Goods are to be delivered within 14 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) Supplier Invoice and; (c) The Original Purchase Order
<b>Price Adjustment</b> <b>GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
<b>Terms of Payment</b> <b>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</b> <b>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</b> <b>GCC 16.4 (a)</b>	The price shall be adjustable to the fluctuation in the rate of exchange.

Subject and GCC clause reference	Special Conditions
<b>Payment Period</b> 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><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.</p>
<b>Packing</b> GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be: <b>Supply and Delivery of Office Stationeries G/RFQ/EIF-09/2023</b></p>
<b>Insurance</b> GCC 24.1	<p>..... [where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</p>
<b>Transportation</b> GCC 25	<p>The Goods shall be delivered on time at <b>Physical Address: 8933 Heinizburg Heights, c/o Heinizburg &amp; Dr. Theo Ben-Gurirab Streets, Klein Windhoek, P O Box 28157, Windhoek,</b></p>
<b>Location of Inspection and Tests</b> GCC 26.2	<p><b>Physical Address: 8933 Heinizburg Heights, c/o Heinizburg &amp; Dr. Theo Ben-Gurirab Streets, Klein Windhoek, P O Box 28157, Windhoek,</b></p>
<b>Liquidated Damages</b> GCC 27.1	<p>Liquidated damages for the whole contract are 5% per day. The maximum amount of liquidated damages for the whole contract is 5% of the final contract price.</p>
<b>Warranty</b> GCC 28.3	<p>The period of validity of the warranty shall be: 90 days</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <b>EIF HEAD OFFICE</b></p>

*COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT*

<b>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</b>		
	N\$	N\$
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)		
<b>Labour Cost</b>		
• Direct Labour	.....	.
• Clerical Wages	.....	.
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

**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 3****QUOTATION CHECKLIST SCHEDULE**

*[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.: G/RFQ/EIF-09/2023**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
A certified copy of the Company registration, with Business Intellectual Property Authority (BIPA)		
A valid original or certified copy of the company's Good Standing Certificate (Social Security Commissioner)		
A valid original or certified copy of the company's Good Standing Certificate (Ministry of Finance and Revenue)		
A valid original or certified copy of Affirmation 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.		
A certificate indicating SME Status (for Bids reserved for SMEs);		

**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.*

