



NAMIBIA TRAINING AUTHORITY



Request for Sealed Quotations

SUPPLY AND DELIVERY OF TOOLS AND EQUIPMENT FOR OFFICE ADMINISTRATION AT OKAKARARA VOCATIONAL TRAINING CENTRE-2025

Reference: G/RFQ/OVTC- 09/2025

Name of Bidder: _____

Total Bid price _____

Closing date: 28 February 2025, 11:00

***NB! ONLY THE LOWEST BIDDER TO SPECIFICATIONS WILL BE
RECOMMENDED***

Initial _____



NAMIBIA TRAINING AUTHORITY



Letter of Invitation

Dear Potential Bidders

17 February 2025

Procurement Reference Number: G/RFQ/OVTC- 09/2025

Dear Sir/Madam

Request for Sealed Quotations for Supply and Delivery of the Office Administration Training Materials for Okakarara Vocational Training Centre

The Okakarara Vocational Training Centre 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. Enquiries: Ms. Paulina Mumbala Tel: 067-317 069, email: pmumbala@ovtc.edu.na

Please prepare and submit your quotation by **11h00, Friday, 28 February 2025**, in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,


Mr. Gilet Keri
Head of Finance and Administration
Okakarara Vocational Training Centre

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Okakarara VTC 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
- (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. All pages must be initialled and use of correction fluid is strictly prohibited.

3. Validity of Quotations

The Quotation validity period shall be 60 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 or Original of a valid Tax Certificate , issued by NAMRA.	
2.	Certified copy of a valid Affirmative Action Compliance Certificate , proof from the Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Act 29 of 1998, as amended)	
3.	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 relevant Company Registration Certificate . These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render.	
5	Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialisation and Trade (only applicable to bids reserved for MSMEs).	
6.	A written undertaking issued in terms of Section 138 of the Labour Act, 2007 (Act No. 11 of 2007), read in conjunction with Section 50 (2) (d) of the Public Procurement Act, 2015 (Act No. 15 of 2015).	
7	Each page should be fully completed, initialled and the principal business of the company should be in line with this bid (supply of textbooks).	

8	Provide proof of experience of supplying similar goods to reputable Entities (at least three with traceable references). OVTC reserves the right to contact issuers of reference letters to confirm work done, in accordance with Section 52 (1) of the Public Procurement Act, 2015.	
9	Bidder's declaration confirming that they have no outstanding and/or delayed supply of goods or services to OVTC.	
10	The lowest responsive bidders will be considered for award and quoted bid prices should be inclusive of all other related costs.	

5. Delivery

Delivery/services shall be **ONE (1) week**/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 Okakarara VTC, with the Bidder's name and contact information at the back of the envelope.

7. Submission of Quotations

Quotations should be emailed deposited in the Quotation/Bid Box located at Okakarara Vocational Training Centre – Finance and Administration building, John Tjituu Street, later than **Friday, 28 February 2025, Time: 11H00.**

8. Opening of Quotations

Quotations will be opened internally by the Centre 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.

In terms of Section 71.3 of the Public Procurement Act, Act 15 of 2015, Margin of Preference shall apply as follows:

“

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:	Emailed, Couriered or hand delivered to Finance and Administration building, OVTC
Subject matter of Procurement:	Request for Sealed Quotations for the Training Materials for OVTC

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 **90 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:
Date:	Signature:	Phone No./Fax:

BID SECURING DECLARATION

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

Date:

To: OKAKARARA VOCATIONAL TRAINING CENTRE

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

Written 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:

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.

SECTION III: LIST OF GOODS AND PRICE SCHEDULE QUOTATION FOR: Supply and Delivery of Office Administration Training Materials 2025

INSTRUCTIONS TO THE PUBLIC BODY		INSTRUCTIONS TO BIDDERS				
		Bidders shall fill-in columns E to F • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E		F
Item #	Description	Qty	UOM	Unit Price N\$ (Excl.VAT)	Total price N\$ (Excl.VAT)	Delivery Period
1	Hard drive	1	Each			
2	Letter opener	2	Each			
3	USB	20	Each			
4	Notice Board	2	Each			
5	Binding Machine	2	Each			
6	Shredder Machine	2	Each			
7	Lamination Machine	1	Each			
8	Collator and tagger	1	Each			
9	Guillotine	1	Each			
10	Guillotine	1	Each			
11	Franking Machines	1	Each			
12	Glare guard filter	1	Each			
13	Planning Control Board	1	Each			
14	Lamination Pouches	2000	Each			
15	Lamination Pouches	500	Each			
16	Mouse Pad	40	Each			
17	Binding comb- M (packs of 20)	10	Pack			
18	Binding comb -L Pcks of 20	10	Pack			
19	Binding comb – S Packs of 20	10	Pack			
				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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

LOT 1: ADMINISTRATION NEEDS

Item No	Description	Specifications	Comply YES/NO	DEVIATION (IF ANY)
1	Hard drive	External Hard drive Brand (Toshiba) Size: 1 TB		
2	Letter opener			
3	USB	Size: Transcend 128 GB		
4	Notice Board	Size: Ideal for pins and staple (900mm x 600mm)		
5	Binding Machine	Tianse Binding Machine Size: 21 holes, 450 sheets		
6	Shredder Machine	Size: Maximum 15 sheets Type: 15CD		
7	Lamination Machine	Size: 1,500 x 590 L Type: A3 -A4 size		
8	Collator and tagger			
9	Guillotine	Large		
10	Guillotine	Small		
11	Franking Machines	Type: Pro P1000 franking machine Specifications <ul style="list-style-type: none"> • Mail mark Ready for Maximum Postage Discounts • Up to 180 Letters per minute • Automatic Envelope Feeding • Royal Mail Vat Reporting 'Smart Meter' and 'Smart Blue' Printing • Modem or Online PC Re-crediting / Updates • Monitoring and reporting facilities Postage and meter reports • 10.2" Full Color Touch Screen display • 1200 dpi printing technology • Both Drop Stacker and Power Stacker stacking options available • Maximum envelope thickness 16mm • Capacity of integrated weight platform 5 kg 		
12	Glare guard filter	<ul style="list-style-type: none"> • Dell E1916H 19" WXGA: A 19-inch monitor with an anti-glare TN display blue light filter 		
13	Planning Control Board	Size: (120 x 240 Cm 1 printed whiteboard		
14	Lamination Pouches	Size A4 Specification 100 x 5 500 pouches		
15	Lamination Pouches	Size A3 Specification 100x 3 = 300 pouches		
16	Mouse Pad			
17	Binding comb	Medium		
18	Binding comb	Large		
19	Binding comb	Small		

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.

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: OKAKARARA VOCATIONAL TRAINING CENTRE, JOHN TJIKUA STREET
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's 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 Two(2) 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 (30) 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 number 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
A Signed and Completed 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.