



MUNICIPALITY OF WALVIS BAY
SUPPLY AND DELIVERY OF TOILET PAPER
(24 MONTHS CONTRACT)

Bid No: G/RFQ/MWB-22/2025
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MUNICIPALITY OF WALVIS BAY

BIDDING DOCUMENT

REQUEST FOR QUOTATIONS (GOODS)

G/RFQ/MWB-22/2025

SUPPLY AND DELIVERY OF TOILET PAPER
(24 MONTHS CONTRACT)

CLOSING DATE: FRIDAY, 15 NOVEMBER 2024 @11 AM

Enquiries:
Mr. Otto Haraseb
Telephone: +264 201 3281
E-mail: pmunit@walvisbaycc.org.na

Bidder's information

NAME OF BIDDER	
POSTAL ADDRESS	
TELEPHONE	
E-MAIL	
BID PRICE EXCL. 15%VAT N\$	

Complete and attach a copy of this page to the front of your bidding envelope for ease of identification at the opening of the bid.



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PREAMBLE

It is important that bidders understand the requirements for the provision of certain documentation with this bid, as well as the completion and the signing and initialling of the relevant schedules where indicated.

Any bids found to be incomplete and where any of the mandatory documents are not included, are altered, or substituted, shall be regarded as non-responsive and may result in such bid not being evaluated.



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LETTER OF INVITATION

To:

G/RFQ/MWB-22/2025 – SUPPLY AND DELIVERY OF TOILET PAPER
(24 MONTHS CONTRACT)

The Municipality of Walvis Bay invites you to submit your best quotation for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Technical queries, if any, should be addressed to Mr Otto Haraseb: Controller: Procurement and Creditors, Tel +264 64 201 - 3281 or pmunit@walvisbaycc.org.na .

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

Signed

Elsa Kaanjosa
Interim Head: PMU



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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Municipality of Walvis Bay 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 with its annex for Bid Securing Declaration
- (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 Bid validity period shall be 120 days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you must include in the bidding document:

- 4.1 an original valid good standing Tax Certificate; or A valid certified copy of an original document, as certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act. No. 16 of 1963) as amended.
- 4.2 an original valid good Standing Social Security Certificate; or A valid certified copy of an original document, as certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act. No. 16 of 1963) as amended.
- 4.3 a certified copy of a valid Affirmative Action Compliance Certificate, or 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;
- 4.4 a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- 4.5 a valid company Registration Certificate with the Ministry of Industrialisation, Trade and SME Development.



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5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process,

6. Delivery

Delivery shall be 30 days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

7. 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.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at the Civic Centre, Nangolo Mbumba Drive not later than **Friday 15 November 2024 at 11:00**. Quotations by post or hand delivered should reach The Municipality of Walvis Bay, Procurement Management Unit, by the same date and time at latest. Late quotations will be rejected. **Quotations received by e-mail will not be considered.**

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. 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 based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance (What should Bidders comply to)

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications must be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

12.1 Prices quoted shall be fixed in Namibian Dollars.

12.2 Quotations shall cover all costs of labour, materials, equipment, overheads, profits, and all associated costs for performing the goods and must include all duties.



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12.3 The whole cost of performing the goods must be included in the items stated, and the cost of any incidental work complimentary to the goods, are deemed to be included in the prices quoted.

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall 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.

14. Performance Security

Not applicable

15. 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 (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.



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SECTION II: QUOTATION LETTER

(To be completed by Bidders)

Quotation addressed to:	Procurement Management Unit, Municipality of Walvis Bay
Procurement Reference Number:	G/RFQ/MWB-22/2025
Subject matter of Procurement:	SUPPLY AND DELIVERY OF TOILET PAPER (24 MONTHS CONTRACT)

We offer to supply the goods listed in the attached Price Schedule as per the defined specifications, 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 by ethical conduct during the procurement process and the execution of any resulting contract.

The validity period of the Quotation is 60 days from the date of the bid submission deadline.

We confirm that the amounts quoted in the 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.

We acknowledge that we accept the bid evaluation criteria as Least Cost Selection with compliance to technical specifications.

Name of Bidder (Company name):

Contact Person:

Company's Address:

Company's telephone: _____

Company's email:

Name and Position of Person Authorising the Quotation: _____

SIGNATURE OF AUTHORISED PERSON

_____/_____/2024
DATE

Bid is invalid if this page is not completed and signed.
No substitution for this page will be accepted.



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SECTION III: PRICED ACTIVITY SCHEDULE

PROCUREMENT REF NO: G/RB/MWB-40/2024

INSTRUCTIONS TO THE PUBLIC ENTITY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to B shall be filled in by The Municipality of Walvis Bay	<p><u>Bidders must complete Columns C.</u></p> <ul style="list-style-type: none">Bidders shall fill in and sign the bottom section of this page

Item No	Brief Description of Services Type Of Machine	Quantity needed	Cost per pack Excl.VAT N\$	Total Amount Excl. VAT N\$
A*	B*	C*	D*	E
1.	Toilet Paper (pack of 48)	1 600 packs		
Sub Total				
15% VAT				
Total				

Estimated time of delivery: 4 weeks

Name:		Position:	
Signature:		Date:	
Authorised for and on behalf of Company:			

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SECTION IV: EVALUATION CRITERIA

The following criteria will be used in the evaluation of the bids:

1. Price
2. Quality – testing of samples



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SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
1.	<u>Toilet Paper</u>		
	Capacity: 500 sheets		
	Material: 1ply unbleached Tissue		
	Dimensions: 40mm diameter		
	Core: 110X100mm in size		
	Packaging: 1 x Pack Containing 48 Rolls (Labelled)		
	Colour: White		

[Bidders must 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.]

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of Company:			

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Bid Securing Declaration
Section 45 of and Regulations 37(1)(b) and 37(5) of the Public Procurement Act,
2015

Quotation No.: G/RFQ/MWB-22/2025

TO: THE ACCOUNTING OFFICER, MUNICIPALITY OF WALVIS BAY
PRIVATE BAG 5017, WALVIS BAY

I/We* understand that in terms of Section 45 of the Public Procurement 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 Public Procurement Act, I/we* may be suspended or disqualified in the event of:

- a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity.
- refusal by a bidder to accept a correction of an error appearing on the face of a bid.
- 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
- 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

Name: _____

[insert complete name of authorised signatory]

In the capacity of: _____

[indicate legal capacity of person authorised to sign the Bid Securing Declaration]

Signed: _____

[insert signature of person whose name and capacity are shown] insert complete name of Bidder]

Duly authorised to sign the Bid for and on behalf of: _____

[insert complete name of Bidder]

Dated on this _____ day of _____ 2024

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Written Undertaking
Section 138 of the Labour Act, 2007 and Section 50(2)(d) of the Public
Procurement Act, 2015



Republic of Namibia
Ministry of Labour, Industrial Relations and Employment Creation

1. EMPLOYERS DETAILS

Company Trade Name:	
Registration Number:	
VAT (ITAS) Number:	
Industry/Sector:	
Main place of Business:	
Physical Address:	
Telephone No.:	
Email Address:	
Postal Address:	
Full Name of Owner/ Accounting Officer:	

2. PROCUREMENT DETAILS

Procurement Reference No.: G/RFQ/MWB-22/2025

Procurement Description: Supply and delivery of toilet paper
(24 months contract)

Anticipated Contract Duration: Delivery and assembling within 24 months days
from date of award



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Location Where the Delivery Will Be Done: Civic Centre, Nangolo Mbumba Drive, PR Department, Walvis Bay

3. UNDERTAKING

I, _____,
[name of owner/representative]

of _____ [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 is not limited to, the cancellation of the contract/license/grant/permit or concession.

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 is not limited to, the cancellation of the contract/license/grant/permit or concession.

Signature: _____

Date: _____

Please take note:

- *A labour inspector may conduct unannounced inspections to assess the level of compliance.*
- *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employee's rendering service/s in relations to the goods and services being procured under this contract.*

BIDS WILL BE CONSIDERED NON-RESPONSIVE IF THIS WRITTEN UNDERTAKING IS NOT COMPLETED AND SIGNED.

THE SUBSTITUTION OF THIS WRITTEN UNDERTAKING WILL NOT BE ACCEPTED



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SECTION VI: GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **G/RFQ-GCC**) (available from the Municipality of Walvis Bay on request) except were modified by the Special Conditions below.

SECTION VII: 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 were modified by Special Conditions as set out below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The site for delivery of the Goods is: Municipality of Walvis Bay – Department of Finance: Main Stores Attention: Mr Otto Haraseb
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Municipality of Walvis Bay, the address and the contact's name shall be the: The Procurement Management Unit Private Bag 5017 Walvis Bay For the Supplier, the address and contact name shall be as given in the bid document
Delivery and Documents GCC 13.1	Goods are to be delivered within (4) weeks from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are signed delivery note.
Terms of Payment GCC 16.1	The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: On Acceptance: The Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of a tax 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.
Terms of Payment GCC 16.3	Payments shall be made not later than thirty 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



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OTHER COMPULSORY DOCUMENTS

Attach the following compulsory documents to this page.

Note: ALL the documents must be valid and must be attached, failing in which your bid will not be considered further.

Original or certified valid Good Standing NamRA Tax Certificate
Original or certified valid Social Security Good Standing Certificate
Affirmative Action Compliance Certificate or waiver (Office of the Employment Equity Commission)
Section 138(2) of the Labour Act undertaking (Ministry of Labour, Industrial Relations, and Employment Creation)
Bid Securing Declaration
Sample should be submitted with the bid document



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(Important: This sheet must be completed and be attached on the outside of the sealed envelope)

THE PROCUREMENT MANAGEMENT UNIT
MUNICIPALITY OF WALVIS BAY
PRIVATE BAG 5017
WALVIS BAY

BID NO: G/RFQ/MWB-22/2025

SUPPLY AND DELIVERY OF TOILET PAPER
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Sample should be submitted with the bid document

DATE ISSUED: WEDNESDAY, 23 OCTOBER 2024
CLOSING DATE: FRIDAY, 15 NOVEMBER 2024

BIDDER:



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