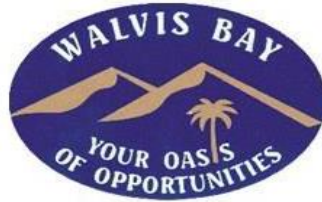




MUNICIPALITY OF WALVIS BAY
SUPPLY AND DELIVERY OF A4 AND A3 WHITE COPY
PAPERS (24 MONTHS CONTRACT)

Bid No: G/RFQ/MWB-23/2025
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Date: OCTOBER 2024



MUNICIPALITY OF WALVIS BAY

BIDDING DOCUMENT

REQUEST FOR QUOTATIONS (GOODS)

G/RFQ/MWB-23/2025

SUPPLY AND DELIVERY OF A4 AND A3 WHITE COPY PAPERS

CLOSING DATE: FRIDAY 15 NOVEMBER 2024 @11 AM

Procurement Enquiries

Mr. Otto Haraseb

Telephone: +264 64 201 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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Mandatory Documents - Original/certified copy of an original valid NamRA Tax Good Standing Certificate - Original/certified copy of an original valid Social Security Good Standing Certificate - 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 - Authentic brochure with details of goods - Warranty	15



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LETTER OF INVITATION

To: Invited bidders

G/RFQ/MWB-23/2025 – SUPPLY AND DELIVERY OF A4 AND A3 WHITE COPY PAPERS

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 Procurement Management Unit via email: 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 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 goods mentioned in Section III by completing, signing and returning this bidding document. You are advised to carefully read the complete Request for Sealed Quotations document, before preparing your quotation. The standard forms in this document may NOT be retyped or substituted.

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 must include the following mandatory documents in the bidding document:

- 4.1 a valid company Registration Certificate with the Ministry of Industrialisation, Trade and SME Development.
- 4.2 an original or a certified copy of a valid NamRA good standing Tax Certificate.
- 4.3 an original or a certified copy of a valid good Standing Social Security Certificate.
- 4.4 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.
- 4.5 a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (only use the pages provided in this document, no substitution will be accepted).
- 4.6 Authentic brochure with details of goods; and
- 4.7 Warranty valid for a minimum of 12 months.

5. Goods Delivery Period

The goods must be delivered within **(24) months** agreed upon from issue of Purchase Order/Letter of Acceptance. Deviation in completion period shall not be accepted unless such deviation is reasonable and pre-approved by the Procurement Unit of the Municipality of Walvis Bay.

6. Sealing and Marking of Quotations

Quotations must be sealed in a single envelope, clearly marked with the Quotation Number, addressed to the Municipality of Walvis Bay with the Bidder's name and contact information at the front of the envelope.

7. Submission of Quotations

7.1 Sealed Quotations must be deposited in the Quotation Box located in the foyer of the Civic Centre, Nangolo Mbumba Drive, Walvis Bay, not later than **11:00 on Friday 15 November 2024**.



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- 7.2 Quotations by post, courier service or hand delivered must reach the Procurement Management Unit, Room 124B, Civic Centre, Nangolo Mbumba Drive, Walvis Bay, not later than 11:00 by the date in 7.1 above.
- 7.3 Late quotations will be rejected.
- 7.4 Quotations received by e-mail will not be considered.
- 7.5 Quotations without all the mandatory documents under 4 above will not be considered.

8. Opening of Quotations

- 8.1 The Municipality of Walvis Bay will open Quotations immediately after the closing time referred to in instruction 7 above.
- 8.2 A record of the Quotation Opening stating the name of the bidders, the amounts quoted, the presence or absence of the documents referred to in 4 above, would be available to any bidder on request within five working days from the Opening.

9. Evaluation of Quotations

The Municipality of Walvis Bay has the right to request for clarifications in writing during evaluation. Offers that are responsive must be compared based on evaluated cost, subject to Margin of Preference where applicable, to determine the lowest responsive evaluated quotation.

10. Technical Compliance

The Specifications and Compliance Sheet details the specifications of the goods and work to be provided. The specifications must be met but no credit will be given for exceeding the specifications.

11. Prices and Currency of Payment

- 11.1 Prices quoted shall be fixed in Namibian Dollars.
- 11.2 Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the goods, and must include all duties.
- 11.3 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.

12. Award of Contract

- 12.1 The Bidder having submitted the lowest evaluated responsive quotation and in compliance with the technical specifications, and qualified to deliver the goods, must be selected for award of contract.
- 12.2 Award of contract is by issue of a Purchase Order or Letter of Acceptance.

13. Notification of Award and Debriefing

- 13.1 The Procurement Unit of the Municipality of Walvis Bay will attempt to, within three working days after award of the contract, 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.
- 13.2 The Procurement Unit of the Municipality of Walvis Bay must attend to all requests for debriefing made in writing within 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-23/2025
Subject matter of Procurement:	SUPPLY AND DELIVERY OF A4 AND A3 WHITE COPY PAPERS

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 120 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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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-23/2025

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

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



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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-23/2025

Procurement Description: Supply and delivery of A4 and A3 white copy papers

Anticipated Contract Duration: 24 Months

Location Where the Delivery Will Be Done: Municipal Stores, Walvis Bay



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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 COMPELETED AND SIGNED.
THE SUBSTITUTION OF THIS WRITTEN UNDERTAKING WILL NOT BE
ACCEPTED***



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SECTION III: PRICE SCHEDULE

PROCUREMENT REF NO: G/FRQ/MWB-23/2024

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 D and E.</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 Ream Excl. Vat N\$	Total Amount Excl. Vat N\$
A*	B*	C*	D*	E
1.	A4 White Copy Paper	10 000 reams		
2.	A3 White Copy Paper	500 reams		
			Sub Total	
			15% Vat	
			Total	

Estimated time of delivery: 4 weeks

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

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

BIDS WILL BE CONSIDERED NON-RESPONSIVE if THIS PRICE SCHEDULE IS NOT COMPLETED AND SIGNED. THE SUBSTITUTION OF THIS PRICE SCHEDULE WILL NOT BE ACCEPTED.



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SECTION IV: EVALUATION CRITERIA

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

1. Price
2. Quality



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SECTION V: Specifications Compliance Sheet

Bidders must complete the compliance or non-compliance column with the specification of the goods offered, as specified in the Priced Activity Schedule. Tick “comply” or “not comply” and give details of any non-compliance/deviation to the specification required.

Item No	Technical Specification Required	Compliance of Specification Offered Yes/No
A*	B*	C
1	A4 Copy Paper	
	GSM 80	
	Sheet per ream 500	
	Product weight 5g	
	Product dimensions 297 x 210mm, 8.27 x 11.69 inches	
2	A3 Copy Paper	
	GSM 80	
	Sheet per ream 500	
	Product weight 10 g	
	Product dimensions 297 x 420mm, 11.7 x 16.5 inches	
1 and 2	No jam in photocopier machine	
	Leave no dust on copier machine	
	Nice touch-smooth and bulky	
	No see through-print both side	
	Been developed for: Photocopier machines, laser printers and ink-jet printers	
	No double feed	
	Stay flat after copying	

Specifications and Compliance Sheet Authorised By:

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

Bid is invalid if this form is not fully completed and signed



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SECTION VI: GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **G/RB-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 – Municipal Stores Attention: Mr Otto Haraseb Contact number: 064-201 3281
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 Head of procurement Unit, Private Bag 5017, Walvis Bay. For the Supplier, the address and contact name shall be:
Delivery and Documents GCC 13.1	Goods are to be delivered within four weeks (4) 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 structure of payments shall be full payment following on completion of delivery and submission of a Tax invoice
Terms of Payment GCC 16.3	Payments shall be made not later than thirty (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 in Namibia Dollar.
Warranty GCC 28	N/A
Change Orders and Contract Amendments GCC 33	Council might negotiate a contract agreement whereby the successful supplier is to supply and deliver additional units of the quoted items.



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MANDATORY DOCUMENTS

Attach the following mandatory 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.

Company / Closed Corporation founding statement and certificate of incorporation (Ministry of Industrialization, Trade and SME Development)
Original or certified valid NamRA Good Standing 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) <i>(use and complete the document on page 9 and 10 of this bidding document pack only)</i>
Authentic brochure with details of goods
Warranty
Sample of copy paper 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-23/2025

SUPPLY AND DELIVERY OF A4 AND A3 COPY PAPERS

Sample of copy paper should be submitted with the bid document

DATE ISSUED: FRIDAY, 25 OCTOBER 2024
CLOSING DATE: FRIDAY, 15 NOVEMBER 2024

BIDDER: