



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

**Request for Sealed Quotations
For
(Goods)**

SUPPLY AND DELIVERY OF STATIONARIES

Procurement Reference No: G/RFQ/16-06/2024

Name of Bidder: _____

Bidder Contact No: _____

Bid Amount: _____

Directorate: Central Administration

Ministry of Justice, Private Bag 13302, Windhoek, Tel: 061-2805271/5340 **E-mail:**
info.procurement@moj.gov.na

NB!! This document should be fully completed and all pages to be initialed by bidders.

Closing date: 12 June 2024



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

PROCUREMENT MANAGEMENT UNIT

Letter of Invitation

To: All Bidders

G/RFQ/16-06/2024

23 May 2024

Dear Sir/Madam,

Supply and delivery of Stationeries.

The Ministry of Justice invite you to submit your quotation for the listed works described in detail hereunder. Your offer should be indicated on this form with any annexure which you may wish to enclose in a sealed envelope and should be addressed to Procurement Management Unit (PMU), **Ministry of Justice, in the bid box located at the entrance foyer, Justitia Building, Independence Avenue. Your Offer/ Quotation should state the bid description and Reference No: G/RFQ/16-06/2024.** Your quotation should reach the Ministry of Justice on or before **12 June 2024 by 12:30.**

Bidders are urged to initial each page and ensure that all space provided in this document are completed. Furthermore, biddings must indicate no quote for services that they cannot render. Failure to adhere to instructions, your bid may be disqualified.

Queries, if any, should be addressed to **Head of PMU Mr. Paul Daniels 061 2805271/5308.**

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Head of Procurement Management Unit: Mr. Paul Daniels

Yours faithfully,


Mr. Paul Daniels
Head of Procurement Management Unit



Date: 23 May 2024

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Ministry of Justice** reserves the right:

- a) To split the contract as per the lowest evaluated cost item where applicable
- b) To accept or reject any quotation.
- c) To cancel the quotation process and reject all quotations at any time prior to contract award.
- d) Reduce or increase the quantity of items where applicable.
- e) Cancel bid not finalised with **(2024/2025)** financial year.

2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III by completing, signing, and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable.
- (b) the Priced Activity Schedule in Section IV.
- (c) the Specifications and Performance Standards Compliance Sheet in Section V; and.
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for 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 **60 working days** from the date of bid submission deadline.

Bid validity period is 60 working days.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- have a valid certified copy of company Registration Certificate, **(nature of business should align with the bid).**
- have a valid certified copy of good Standing Tax Certificate issued by NAMRA **(should be valid upon the bid closing date).**
- have a valid certified copy of good Standing Social Security Certificate **(should be valid upon the bid closing date).**
- 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. **(should be valid upon the bid closing date)**
- Signed a written undertaking as contemplated in **section 138(2) of the Labour Act 2007,**
- Signed a Bid-Securing Declaration.
- The bid is reserved for companies that are specialised in the supply and delivery of office equipment or materials.

5. Bid Securing Declaration

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

6. Delivery Period

The delivery period for goods shall be **20 working days** after issue and acceptance of Purchase Order or award letter. **Deviation in completion period shall be considered if such deviation is reasonable.**

7. Sealing and Marking of Quotations

Quotations should be **sealed** in a single envelope, clearly marked with the Procurement Reference Number **G/RFQ/16-06/2024**, addressed to the Ministry of Justice with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Tender Box located at the entrance foyer, Ministry of Justice, Justitia Building, Independence Avenue, Windhoek **not later than 12 June 2024 at 12:30**. Quotations by post or hand delivered should reach the Ministry 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 Ministry of Justice after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of the Ministry of Justice and available to any bidder **on request** within five working days of the Opening.

10. Evaluation of Quotations

The Ministry of Justice shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on evaluated cost to determine the lowest evaluated quotation.

11. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted.

12. Award of Contract

The Bidder having submitted the lowest evaluated **responsive** quotation and qualified to perform the 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 and General Conditions of Contract

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 Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

Quotation Addressed to: [Name of Public Entity]:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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 I: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 services will commence within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

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	

[This form is to be deleted if Bid Securing Deceleration is not applicable.] **Appendix to Quotation Letter**

**BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))**

Date:[Day | month | year]

Procurement Ref No.: G/RFQ/16-06/2024

To:insert complete name of Public Entity and address

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.]



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: SCOPE OF SERVICES

- Supply and delivery of Stationeries.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: G/RFQ/16-06/2024.

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation: _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Sticky notes 75 mm	300	EA		
2.	Sticky notes 38 mm	300			
3.	Sticky notes 19mm	200			
4.	Indian lace file 63mm	100			
5.	Pilots pen red	100			
6.	stapler's standard	200			
7.	Punch standard	100			
8.	Pilots pen black	200			
9.	File divider A-Z	150			
10.	Paper clips giant	100			
11.	File divider tab	50			
12.	Envelopes A4	100			
13.	Calculators 12 digits	100			
14.	Shorthand book hard cover A5	200			
15.	Shorthand book pads A5	200			
16.	Stickers confidential	100			
17.	Glue liquids 100 ml	50			
18.	Paper tray 3 Tiers	100			

19.	Filling pockets A4	20 packs			
20.	Assorted colour paper pastel code 511021	10 Rims			
21.	Large storage boxes	1000			
22.	Standard storage boxes	1000			
23.	Ring binder files different colours	3000			
24.	Quotation folder A4	200			
25.	Carry folder A4	200			
26.	Indian lace file 76mm	200			
27.	Highlighters	200			
28.	Self- adhesive book covering wrap	50			
29.	Accessible file pastel with spring clip	100			
30.	Permanent markers black only	100			
31.	Flipchart paper big 50 sheets 840*590mm	10			
32.	White board paper butterfly 100 sheets	50 packs			
33.	Fingerites all sizes (small, medium and large)	100			
34.	File dividers paper coloured (pastel board) TAB	200			
35.	Rulers 30 cm	400			
36.	Carbon paper	50			
37.	Pritt glue stick 36g	100			

Enter 0% VAT rate if VAT exempt.

Other additional costs		
Subtotal		
VAT @	%	
Total		

Priced Activity Schedule Authorised By: [insert company seal]

Name of signatory:		Signature:	
Position:		Date:	
Company Name:			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/16-06/2024.**

[Bidders should complete columns C and D with the specifications of the services 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.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	Sticky notes 75 mm		
	Sticky notes 38 mm		
	Sticky notes 19mm		
	Indian lace file 63mm		
	Pilots pen red		
	stapler's standard		
	Punch standard		
	Pilots pen black		
	File divider A-Z		
	Paper clips giant		
	File divider tab		
	Envelopes A4		
	Calculators 12 digits		
	Shorthand book hard cover A5		
	Shorthand book pads A5		
	Stickers confidential		
	Glue liquids 100ml		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	Paper tray 3 Tiers		
	Filling pockets A4		
	Assorted colour paper pastel code 511021		
	Large storage boxes		
	Standard storage boxes		
	Ring binder files different colours		
	Quotation folder A4		
	Carry folder A4		
	Indian lace file 76mm		
	Highlighters		
	Self- adhesive book covering wrap		
	Accessible file pastel with spring clip		
	Permanent markers black only		
	Flipchart paper big 50 sheets 840*590mm		
	White board paper butterfly 100 sheets		
	Fingerites all sizes (small, medium and large)		
	File dividers paper coloured (pastel board) TAB		
	Rulers 30cm		
	Carbon paper		
	Pritt glue stick 36g		

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except were modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/16-06/2024.

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC.

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(l)	The Purchaser is: Ministry of Justice
Definitions GCC 1.1(o)	The Service Provider is defined upon the award of contract.
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the Ministry of Justice, the address and the contact's name shall be: Mr. Paul Daniels For the [Service Provider], the address and contact name shall be [to be inserted at contract signing] : _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Ministry of Justice: Mrs. Gladice Pickering for the Service Provider [to be inserted at contract signing] : _____

Performance Security GCC 3.11	(ii) No Performance Security is required.
Terms and Condition of Payment GCC 6.4	Payments to be made after Goods have been delivered.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice, original purchase order and the relevant documents to be required.
Price Adjustment GCC 6.6.1	Price adjustment not applicable.

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/16-06/2024.

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Obligatory documents	

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.