

~ SECRETARIAT ~

REQUEST FOR QUOTATIONS FOR

**SUPPLY AND DELIVERY OF TONERS/ CARTRIDGES FOR NCHE
SECRETARIAT PRINTERS & ONE (1) HP LASER JET PRO MFP
M277N- PRINTER**

Procurement Reference No: G/RFQ/NCHE-02/2020-21

Closing: Friday, 14 August 2020 at 10H00

P O Box 90890 Klein Windhoek, Tel: 061 307 012; Fax 061 307 016; 6 August 2020.

~ **SECRETARIAT** ~

Letter of Invitation

6 August 2020

Dear Bidder

**INVITATION FOR BIDS FOR THE SUPPLY AND DELIVERY OF TONERS/
CARTRIDGES FOR NCHE SECRETARIAT PRINTERS**

The National Council for Higher Education Secretariat invites you to submit your best bid for the item 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 **Rosina Herman, Tel: 061 307 012, email:**
rhorman@nche.org.na

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

Yours faithfully,

E. K. Makari
PROCUREMENT MANAGEMENT UNIT

SECTION I: INVITATION FOR BIDS

1. Rights of Public Entity

The National Council for Higher Education reserves the right:

- (a) To accept or reject any bid; and
- (b) To cancel the bidding process and reject all bids at any time prior to contract award.

2. Preparation of Bids

You are requested to quote for the item(s) mentioned in Section III by completing, signing and returning:

- (a) the Bid Letter in Section II with its annex for Bid Securing Declaration, and
- (b) The List of Goods and Price Schedule in 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 Invitation for Bids document, including the Special Conditions of Contract in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Bids

The Bid 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 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) Submit bid Submit signed Bid-securing Declaration.
- (f) Submit bid Submit signed Bid-securing Declaration.
- (g) Bidder must indicate whether they are the manufacturer or accredited representative in the Republic of Namibia for a manufacturer, or the direct importer (i.e. importing directly from the manufacturer) of the items tendered for. Bidders who are not manufacturers or accredited representative of the manufacturers or direct importers should submit with proof from their suppliers that they are the authorised distributors for the particular items. Failure to comply will invalidate the bid.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be two (2) weeks after acceptance of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

8. Submission of Bids

Bids should be deposited in the Tender Box located at the NHCE Office at ground floor, not later than **Friday, 14 August 2020 at 10H00**. Bids by post or hand delivered should reach The NCHE Offices at Erf 6445 C/O of Haddy and Hoogenhout Street by the same date and time at latest. Late bids will be rejected.

9. Opening of Bids

Bids will be opened by the Procurement Management Unit at the NCHE Secretariat offices on **Friday, 14 August 2020 at 10H00**. Bidders or their representatives may attend the Bid Opening if they choose to do so.

10. Evaluation of Bids

The NCHE shall have the right to request for clarifications 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 bid.

11. Technical Compliance

Bidders shall submit along with their bids documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to NCHE's requirements.

The Specifications and 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.

12. Prices and Currency of Bids

Bids shall be fixed in Namibian Dollars.

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid 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 and General Conditions of Contract.

14. Notification of Award and Debriefing

The NCHE 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 NCHE 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: BID LETTER

Complete this form with all the requested details and submit it as the first page of your bid with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RB prevail over any attachments. **If your bid is not authorised, it will be rejected**

Bid addressed to:	
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 Invitation for Bids referenced above.

We confirm that we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the BD.

The validity period of our bid is _____ days from the date of the bid submission deadline.

We confirm that our quoted prices 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 bid validity.

The delivery period offered, from the date of issue of Purchase Order is as shown in the List of Goods items and Price Schedule.

Bid Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date		Phone No./E-mail	

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

Date:

Procurement Ref No.:

To:

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.]

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: *Supply and delivery of Toners/ Cartridges for NCHE Secretariat Printers and One (1) Hp Laser Jet Pro MFP rM277n Printer*

Procurement Ref No. *G/RFQ/NCHE-02/2020-21*

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS					
				<p style="text-align: center;"><u>Bidders shall fill-in columns E – I and fill the total</u></p> <p>E = mark with a *if an equivalent is quoted F = Rate per unit G =Total price for one item (C x F)</p> <ul style="list-style-type: none"> • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page 					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ₁	Total price without VAT NAD	Total price Incl VAT	Delivery weeks) (days/	Country of Origin
1.	Canon i-Sensys MF635CX printer's Toner (Each set consists four colours: Black, Yellow, Magenta, Cyan)	16	Set						
2.	Hp Laser Jet Pro MFP M277n (Each set consists four colours: Black, Yellow, Magenta, Cyan)	10	Set						
3.	HP office Jet Pro 8600- Model CM749A	2	Set						

	(Each set consists four colours: Black, Yellow, Magenta, Cyan)								
4.	LaserJet Pro 200 Color MFP M726n Toner (Each set consists four colours: Black, Yellow, Magenta, Cyan)	2	Set						
5.	Hp Laser Jet Pro MFP M277n – Printer	1	Each						
			TOTAL						
NAME:		POSITION:		SIGNATURE				DATE	
NAME OF COMPANY:		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 REQUIREMENT

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NCHE-02/2020-21**

Item No	Technical Specification Required	Compliance Specification Offered	of	Details of Compliance/ Deviation (if applicable)	Non-
<i>A*</i>	<i>B*</i>	<i>C</i>		<i>D</i>	
1.	Canon i-Sensys MF635CX printer's Toner (Black, Yellow, Magenta, Cyan)				
2.	Hp Laser Jet Pro MFP M277n (Black, Yellow, Magenta, Cyan)				
3.	HP office Jet Pro 8600- Model CM749A (Black, Yellow, Magenta, Cyan)				
4.	LaserJet Pro 200 Color MFP M726n (Black, Yellow, Magenta, Cyan)				
5.	Hp Laser Jet Pro MFP M277n – Printer				

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.

Specifications and Compliance Sheet Authorised By:

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

Section VII. Special Conditions of Contract11

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) for the Procurement of Goods - Ref. **G/RFQ-GCC** attached, except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NCHE-02/2020-21**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1 (h)	The purchaser is: National Council for Higher Education Secretariat
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is NCHE Secretariat Office at Erf 6445 C/O of Haddy and Hoogenhout Street
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: NCHE Secretariat Office at Erf 6445 C/O of Haddy and Hoogenhout Street and the contact name shall be: Eben-Eser Makari. For the Supplier, the address and contact name shall be _____
Settlement of Dispute GCC 10.2	Arbitration proceedings shall be conducted in accordance to the following rules:_____

Delivery and Documents GCC 13.1	The Goods are to be delivered within 14 days from the date of Purchase Order or Letter of Acceptance. The shipping and other documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC15.1	The Price shall not be adjustable

Section VII Special Conditions of Contract 12

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.1	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
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.
Payment Method GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: 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.
Performance Security GCC 18.1	(i) No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The Goods shall be delivered: In terms of INCOTREMS 2010 DAP

Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 2% of the final contract price per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
Warranty GCC 28.3	For item 1, the minimum period of warranty/shelf life shall be 3 years
Repair and replacement GCC 28.5	The period for repair and replacement of defects shall be: 3 weeks

BID CHECKLIST SCHEDULE**Procurement Reference No.:**

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Security (if applicable)	
Evidences for conformity of Goods	
Bidder must indicate whether they are the manufacturer or accredited representative in the Republic of Namibia for a manufacturer, or the direct importer (i.e. importing directly from the manufacturer) of the items tendered for. Bidders who are not manufacturers or accredited representative of the manufacturers or direct importers should submit with proof from their suppliers that they are the authorised distributors for the particular items. Failure to comply will invalidate the bid.	

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 bid 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.