

KHOMAS REGIONAL COUNCIL DIRECTORATE OF EDUCATION

Request for Sealed Quotations

[Issued in terms of section 7(1)(1) of the Public Procurement Act, 2015]

(Goods)

SUPPLY AND DELIVERY OF VARIOUS CARTRIDGES FOR THE DIRECTORATE OF EDUCATION, ARTS AND CULTURE.

COMPANY NAME: _____

P.O.BOX: _____

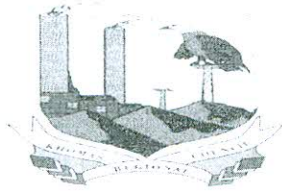
TEL: _____ FAX: _____ EMAIL: _____

TOTAL BID AMOUNT: _____

Procurement Reference No: G/RFQ/KRC/DoEAC-16/2021/22

OPEN DATE: 26 JANUARY 2022

CLOSING DATE: 04 FEBRUARY 2022 (12H00)



KHOMAS REGIONAL COUNCIL

Tel no (061) 2924300
Fax no (061) 220317

PO Box 3379
Windhoek

15 OCTOBER 2021

LETTER OF INVITATION

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G/RFQ/KRC/DoEAC-16/2021/22

Dear Sir/Madam,

SUPPLY AND DELIVERY OF VARIOUS CARTRIDGES FOR THE DIRECTORATE OF EDUCATION, ARTS AND CULTURE.

The *Khomas Regional Council* invites you to submit your best quote for the services 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 *Ms. Merlin Mercia Katjiru, 061-2924444*.

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,

Ms. H. Katjivena

HEAD: PROCUREMENT MANAGEMENT UNIT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Khomas Regional Council** 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 Quotation validity period shall be **30** 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 **or** a valid certified copy of an original document, as certified by a Commissioner of Oath appointed in terms of the justice of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963) as amended.
- (c) have an original valid good Standing Social Security Certificate **or** a valid certified copy of an original document
- (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) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

