

Request for Quotations for Goods

Procurement upholstering of office furniture for Western Regional offices

Procurement Reference No: G/RFQ/NAMRA/01-35/2023

Cost: Free

BIDDER NAME: _____

TOTAL BID AMOUNT – VAT INCLUSIVE: _____

Procurement Management Unit (PMU)
P O Box 569
Windhoek
procurementclarification@namra.org.na

NamRA Building 5th Floor
Molke Street
Windhoek
Tel no: 061-2092518

Letter of Invitation

TO: Prospective Bidders

26 September 2023

REFERENCE NUMBER: **G/RFQ/NAMRA/01-35/2023**

Procurement of upholstering of office furniture for Western Regional offices

Dear Sir/Madam

NamRA invites you to submit your best quote for the (goods) described in detail hereunder, page 10 and including the attached terms of reference.

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

Queries, if any, should be addressed to PMU at: procurementclarification@namra.org.na
contact office telephone number: 061-209 2518/ 0811460638.

DEADLINE FOR BID SUBMISSION: TUESDAY, 03 OCTOBER 2023 AT 11:00

Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully



Ms. Petra Lisho-Mayumbelo
MANAGER: PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of NamRA

NamRA reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, and or split the contract to different bidders per region and or per lot.
- (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 goods 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. **Additionally, you may attach your quotation on your company letter head, indicating your quotation reference number.**
- b) the Priced Activity Schedule in Section IV.
- c) the Specifications and 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.

3. Validity of Quotations

The quotation validity period shall be _____ from the date of bid submission deadline.

4. Eligibility Criteria [Mandatory documents for submission]

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

- (a) have a valid or certified copy of company Registration Certificate.
- (b) have a valid or certified copy of original valid good Standing Tax Certificate.
- (c) have a valid or certified copy of good Standing Social Security Certificate.
- (d) have an affirmative action compliant certificate from the Employment Equity Commission
- (e) have a one reference letter of previous similar work done.
- (f) have a valid fitness certificate from the local authority

Bidders who do not submit "ALL" above-mentioned mandatory documents will be disqualified irrespective of submitting the lowest quotation/s.

5. Bid Securing Declaration

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

6. Delivery Period

The delivery period for goods shall be..... Deviation in completion period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

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

Preference will be given to companies from Western region.

8. Submission of Quotations

Quotations should be delivered in the Quotation/Bid Box located in Molkte Street, NamRA Building, 5th Floor, not later than **Monday, 02 October 2023 at 11:00** (Namibian time). Quotations by post or hand delivered should reach, Molkte Street, Namibia Revenue Agency Building 5th Floor by the same date and time at latest. **Late quotations will be rejected.**

9. Opening of Quotations

Quotations will be opened internally by NamRA PMU staff immediately after the closing time referred to in Clause 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, and including all other mandatory documents referred to in Clause 4 [under Eligibility Criteria] above will be kept by NamRA.

10. Evaluation of Quotations

NamRA shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on conforming with ALL required mandatory documents as per Clause 4 instruction, evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

The Specifications and Compliance Sheet refer to the minimum specifications [subject matter of the project in this instance] of the (goods) to be carried out. The specifications must be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices for the goods to be procured shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits, transport, and all associated costs for the supply, delivery, and installation of the goods, and shall include all duties. The whole cost of delivering the goods shall be included in the items stated, and the cost of any incidental works and / or goods shall be deemed to be included in the prices quoted.

13. Margin of Preference
[Not Applicable]

14. Award of Contract

The Bidder having submitted ALL the mandatory documents, meeting technical specifications and / or the lowest evaluated responsive quotation 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 Agreement and General Conditions of Contract.

15. Performance Security

[Not applicable]

16. Notification of Award and Debriefing

NamRA shall after award of contract inform all unsuccessful bidders by posting on NamRA website in writing of the name and address of the successful bidder and the contract amount within a reasonable period.

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 the RFQ prevail over any attachments. If your quotation is not authorised, it will be rejected.]

Quotation addressed to:	NamRA
Procurement Reference Number:	G/RFQ/NAMRA/01-35/2023
Subject matter of Procurement:	Procurement of upholstering of office furniture for Western Regional offices

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

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 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.

Works will commence within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[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./E-mail	

BID SECURING DECLARATION
In line with NamRA Procurement Policy

Date:.....

Procurement Ref No.:

To:
[insert complete name of NamRA and address]

I/We* understand that NamRA must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that, 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 _____ 20_____
[insert date of signing]

Bidder's Company Stamp

[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 IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFQ/NAMRA/01-35/2023**

You may complete / write the total bid amount in the block below. *Bidders must attach their detailed prices for each item as per the specifications provided on the Bill of quantity. Quotations are to be on the bidder's company letter head addressed to **NamRA Procurement Management Unit, Molkte Street, NamRA Building, 5th Floor. P. O. Box 569, Windhoek.** Quotations not addressed to NamRA will not be accepted.*

Procurement of upholstering of office furniture for Western Regional offices

Item No	Brief Description of Goods: Procurement of upholstering of office furniture for Western Regional offices	Quantity	Unit Price (N\$)	Total Price (N\$)
1	Visitors chair (Black Leather)	15		
2	Office chairs (Black Leather)	80		
3	Boardroom chairs (Black Leather)	12		
NB: BIDDERS ARE ENCOURAGED TO PROVIDE A REASONABLE SIZED SAMPLE FOR A FABRIC INTENDED TO BE USED FOR UPHOLSTERY.				
			VAT @ 15%	
			Total Bid amount	

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NAMRA/01-35/2023**

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also, state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications 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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	Procurement of upholstering of office furniture for Western Regional offices		
1	Visitors chair		
2	Office chairs		
3	Boardroom chairs		

* Columns A and B to be completed by (NAMRA).

BIDDERS ARE ENCOURAGED TO PROVIDE A REASONABLE SIZED SAMPLE FOR A FABRIC INTENDED TO BE USED FOR UPHOLSTERY.

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND 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 (Ref. **G/RFQ-GCC**) available on the website of Procurement Policy Unit (<http://www.mof.gov.na/procurement-policy-unit>) except where modified by the Special Conditions below.

SECTION VII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NAMRA/01-35/2023**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Reference	Clause	Special Conditions
Employer GCC 1.1(r)		NamRA
Intended Completion Date GCC		The intended completion date from the date of Purchase Order / Letter of award and Acceptance thereof:.....
Project Manager GCC 1.1(y)		The Project Manager is: Anyone Appointed by NamRA
Site GCC 1.1(aa)		The Site/final destination is: NamRA office Walvis bay International Airport, Swakopmund Customs and Excise office, Scanner operations, /JPCU Office, and Namport Main and container gates
Start Date GCC 1.1(dd)		The Start Date shall be: after issue of Purchase Order / Letter of award and Acceptance thereof.
The Works GCC 1.1(hh)		The goods consist of: Procurement of upholstering of office furniture for Western Regional offices
Interpretation GCC 2.2		The project will be completed in the following sections: as per the scope of works. _____
Interpretation GCC2.3		The following additional documents shall form part of the contract: _____
Language and Law GCC 3.1		The language of the contract is English. The law that applies to the Contract is the law of Namibia.

GCC Reference	Clause	Special Conditions
Project Manager's Decisions 4.1		The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1		The Project Manager <i>may</i> delegate his/her duties.
Notices GCC 6		<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be:</p> <p>Ms. Petra Lisho-Mayumbelo NamRA Head Office, 5th Floor. Molke Street Windhoek Namibia</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact's name shall be _____</p>
Insurance GCC 13.1		Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: Not Applicable
Site Data GCC 14.1		The site Data shall be: Available to successful bidder.
Possession of the Site GCC 20.1		The Site Possession Date shall be: Not Applicable
Procedure for Disputes GCC 24		No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1		The Contractor shall submit for approval a Program for the Works within 2 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement / Letter of Award.
GCC 25.3		Program updates <i>shall</i> be required.
Defects Liability Period GCC 33.1		The Defects Liability Period is: _____

GCC Clause Reference	Special Conditions
Payment Certificates GCC 39.7	A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor.
Payments GCC 40	The amount certified by the Project Manager (Manager Assets and Facilities) shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the letter of award; and (b) a completion certificate
Adverse weather Conditions GCC 41.1 (I)	<i>[Not Applicable]</i>
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	(i)no proportion of any payments shall be retained.
Liquidated Damages GCC 46.1	Not Applicable
Bonus GCC 47.1	The rate for the Bonus per calendar day is: Not Applicable
Advance Payment GCC 48.1	No advance payment shall be made.
Performance Security GCC 49.1	No Performance Security is required.
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>are</i> required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: <i>[Not Applicable]</i>

SCHEDULE 1

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NAMRA/01-35/2023

Description	Attached	Not Attached
Attached Identity Document		
Have a valid company Registration Certificate;		
Have an original valid good Standing Tax Certificate;		
Have an original valid good Standing Social Security Certificate;		
Have an affirmative action compliant certificate from the Employment Equity Commission		
Have a one reference letter of previous similar work done		
Have a valid fitness certificate from the local authority		
Submit signed Bid-securing Declaration.		
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
BIDDERS ARE ENCOURAGED TO PROVIDE A REASONABLE SIZED SAMPLE FOR A FABRIC INTENDED TO BE USED FOR UPHOLSTERY		

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.