

Request for Quotations for Goods

Additional Microsoft Business Standard Licenses

Procurement Reference No: G/RFQ/RFA – 27/2022

**Road Fund Administration
Head Office
Feld Street 21
Private Bag 13372
Windhoek, Namibia
Tel: +264 61 4333000
procurement@rfanam.com.na**

INFORMAL QUOTATION (GOODS)

Procurement Ref. No. G/RFQ/RFA – 27/2022

Dear Potential Bidder

The **Road Fund Administration** hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, should be deposited in sealed in an envelope and **must only be deposited in the Quotation/Bid Box** located at **Road Fund Administration, 21 Feld Street**, not later than **Thursday, 20th October 2022 at 11:00**.

No other mode of delivery will be accepted. No delivery to office, no delivery to email, and no delivery via fax. Couriered delivery must also be dropped into the Bid/Quotation Box.

Full Name of Head of Procurement Management Unit: Scheifert Shigwedha

Date: 12th October 2022

Signature:



Item No	Description	Quantity*	Unit of Measure	Rate N\$	Amount without VAT - NAD	VAT NAD	Make & Model	Country of Origin
1	Microsoft 365 Business Standard Licenses – 12 month subscription	5 Licenses						

Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order.

- The **Road Fund Administration** requests delivery within **5- days** as from the date of placement of order.
- Delivery Date: within (**Bidders must insert their proposed delivery period if not complying with delivery time requested by the RFA**) ____ days from date of placement of order.
- The following tests and inspections will be carried conducted on the goods at delivery:
[public entity to list detailed test and inspection procedure]
- Validity of offer: **30** days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal
(Please see overleaf)

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

Date:

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To: Road Fund Administration, 21 Feld Street

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.]

NO SUBSTITUTE FOR THIS PAGE IS ALLOWED



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.: G/RFQ/RFA – 27/2022

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.*

General Terms and Conditions Applicable

[The Public Entity may amend or supplement the General Terms and Conditions mentioned hereunder to suit better its procurement requirements]

1. **Purchaser**

The Public Entity inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

2. **Supplier**

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. **Rights of the Public Entity**

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

A Purchaser shall not be bound to accept the lowest or any quotation.

4. **Eligibility Criteria**

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

- a) A certified copy of proof of business (form/type) registration (depending on the type of business entity, proof can be either BIPA documents or a partnership agreement).
- b) An original (or certified copy) of a Valid Certificate of Good Standing for Tax from the Ministry of Finance: Inland Revenue (the validity period of the tax certificates is stated in the document).
- c) An original (or certified copy) of a Valid Good Standing Certificate: Social Security Commission (SSC certificates are valid only for 1-month from date of issue unless stated otherwise).
- d) An original (or certified copy) of a Valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption in terms of Section 42 of the Affirmative Action Act, 1998
- e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- f) [public entity to select appropriate] Submit bid valid security/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.

5. **Bid Securing Declaration**

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

6. **Prices**

Prices shall be quoted in Namibia Dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. **The Contract**

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

8. **Purchase order**

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) may not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the goods on or before the date set in the purchase order for delivery of the goods.
- (c) the purchase order shall be valid for **30** days only and will be cancelled thereafter.

9. **General Conditions of Contract**

The general terms and conditions shall be as per the **General Conditions of Contract (Goods)** posted on the website of the Policy Unit and on the **ROAD FUND ADMINISTRATION** website, www.rfanam.com.na

10. **Warranty**

- (a) The Supplier warrants that the goods shall conform to the standards, specifications, and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

11. **Payment**

The Purchaser undertakes to effect payment within **30** days after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

12. **Project Manager**

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administrating the contract.

13. **Advanced payment:** Advance payments are not applicable.

14. **Insurance Covers:** As per DDP Incoterms - Under the Delivered Duty Paid (DDP) Incoterm rules, **the seller assumes all responsibilities and costs for delivering the goods to the named place of destination.** The seller must pay both export and import formalities, fees, duties, and taxes.

15. **Performance Security:** No performance security is required.

16. **Liquidated damages:** Refer to General Conditions of Contract, clause 27.1.