



ONIIPA TOWN COUNCIL

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PO Box 25179
Onandjokwe, Namibia

Onandjokwe Road
Oniipa, Namibia

PROCUREMENT MANAGEMENT UNIT

REQUEST FOR SEALED QUOTATIONS FOR GOODS

PROCUREMENT FOR SUPPLY, EMBROIDERY AND DELIVERY OF PROTECTIVE CLOTHING TO ONIIPA TOWN COUNCIL

Procurement Reference No: G/RFQ/ONPTC-01/2024-25

Bid Submission:

1. This is a hard copy request and responses must be submitted in the Bid Box located at Oniipa Town Council Main Road 121 Oniipa
2. Quotation Submission must be submitted before the closing date and time:
Closing Date and Time of Bids: 20th September 2024 @ 12h00
3. Bidders must register their bids in the bid submission register at PMU Office before submitting their bids in the bid box.

PROCUREMENT MANAGEMENT UNIT
ONIIPA TOWN COUNCIL
Main Road 121 Oniipa
P. O. Box 25179
Onandjokwe, Oniipa
Namibia
Email: procurement@oniipatc.org.na

Tel: +264 65 245700/10
Fax: +264 65 245711

Oniipa Town Council (ONP-TC) gives notice of the following Request for Sealed Quotations – Goods

RFQ Reference Number	G/RFQ/ONPTC-01/2024/2025
Description of Goods	Procurement for, Supply embroidery and Delivery of Protective Clothing to Oniipa Town Council
Closing Date & Time	20th September 2024 @ 12h00
Quotation Submission Address	Bid Box located at Oniipa Town Council Main Road 121 Oniipa
Validity Period of Quote	90 Days (from closing date)
Lead Time	30 days

- a) This is a hard quotation request and responses must be submitted to the address stated in the Quotation Submission Address before the closing date and time.
- b) Under no circumstance should the response be submitted, copied, or forwarded to any email address of any Oniipa Town Council employee prior to the deadline for submission of responses. This may result in disqualification of your quotation.
- c) This Request for Quotation (RFQ) is accompanied by and comprises the following documents: **N/A**
- d) The above documents comprise the RFQ Documents and are provided as a basis for the preparation of your Submission Response. They are confidential and are provided to you on the terms and conditions set out in this Quotation Invitation Document
- e) If any clarification is required, kindly contact the Procurement officers below in writing.
- f) The Public Entity reserves the right to amend the whole or any part of the RFQ at any time prior to the deadline for submission.
- g) Please note that this is a Request for Quotation-only. All responses to this document will be treated as strictly confidential and will be used for the evaluation of this RFQ only. Oniipa Town Council may at its sole discretion, accept or reject any quotation. Therefore, there is no obligation on Oniipa Town Council to accept the lowest or any bid. Oniipa Town Council may accept or reject any part of a quotation without being obliged to accept such quotation in its entirety.

Contact Person for Enquiries and Clarifications:

Name	Erastus Sheya
Designation	Head of Procurement
Telephone	Tel: +264 65 245700/10
Email	procurement@oniipatc.org.na or esheya@oniipatc.org.na

29th August 2024

LETTER OF INVITATION

Company Name: _____
Postal Address: _____
Contact No: _____
Contact Person: _____

Dear Sirs/Madam

REQUEST FOR QUOTATION (RFQ): SUPPLY, EMBROIDERY AND DELIVERY OF PROTECTIVE CLOTHING TO ONIIPA TOWN COUNCIL

1. Bidders are invited to submit their quotation for the **Supply, embroidery, and Delivery of Protective Clothing to Oniipa Town Council** required by Oniipa Town Council. This RFQ constitutes a solicitation and contract agreement.
2. Bidders are requested to submit one quotation for **Supply, embroidery, and Delivery of Protective Clothing to Oniipa Town Council**, as per the specifications in this RFQ. Following an evaluation of the received quotations, Oniipa Town Council may select one or more of the bidders per Lot for the **Supply, embroidery, and Delivery of Protective Clothing to Oniipa Town Council**. Only quotations for the entire nomenclature as described in the Quotation Submission Form will be accepted.
3. Any resulting contract shall be subject to the terms and conditions referred to in the document.
4. Queries or clarification, if any, should be addressed to the Procurement Officials on the front page.
5. Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.
6. Oniipa Town Council would like to thank you for considering this invitation for Request for Quotation.

Yours faithfully,

Erastus T. Sheya
Head of Procurement

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Oniipa Town 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. Form of bid

This is a hard copy bid submission and responses must be submitted to the delivery address stated on the cover page. Bidders are required to complete the envelop cover page and paste it on top of their bid envelop.

3. Preparation of Quotations

Bidders 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.

Bidders 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.

4. Validity of Quotations

The Quotation validity period shall be **90** days from the date of submission deadline.

5. Eligibility Criteria (Mandatory Legal Document)

To be eligible to participate in this Quotation exercise, bidder the bidder shall submit with this bid document:

- a) A certified copy of a valid company Registration Certificate.
- b) An original or certified copy of a valid good Standing Tax Certificate; **(Valid at the deadline of submission of bid)**
- c) An original or certified copy of a valid good Standing Social Security Certificate; **(Valid at the deadline of submission of bid)**
- d) A certified copy of a valid 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; **(Valid at the deadline of submission of bid)**
- e) Certified copy of a valid Fitness Certificate from a Local Authority Health Department (or Ministry of Health & Social Services, if the business is located outside townlands). **(Valid at the deadline of submission of bid)**
- f) Bidder submitted Written statement by a power of attorney (or notary statement, etc.) proving that the person, who signed the bid on behalf of the company, is duly authorized to do so.
- g) Bidder must submit Catalogues and any other literature to substantiate compliance with the required specifications.
- h) Requested certified copies of documents shall only be considered if **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)**
- i) All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified

6. Mandatory Administrative Documents

- a) Bid Securing Declaration
- b) Bid Submission Form
- c) A written 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 as written 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 as contemplated in section 138(2) of the Labour Act, 2007

7. Validity of Document

Any bid document, as a condition for its validity:

- a) Must comprise the original bid document supplied by the Procurement Management Unit and shall be duly filled in, duly signed, and date at each place (so indicated). Any annexures that a bidder submits, inclusive of all coloured brochures, shall all signed or initiated
- b) Must be filled in and signed using indelible ink (no correction fluid or pencil may be used); if this condition is not applied such bid will be viewed as incomplete/invalid and will not be considered.
- c) All corrections made shall be crossed out and initialed next to the correction

8. Capability of Bidders

The Bidder warrants that it has/will have the capacity to undertake the project, as well as to provide the related support services in Namibia, where applicable.

The Bidder shall furnish, as part of the response, documents establishing the bidder's eligibility to propose and to deliver the goods as required. The documentary evidence shall establish to Oniipa Town Council's satisfaction that:

- a) In the case of a bidder offering to supply goods under the eventual Contract or PO, which the bidder did not manufacture or otherwise produce or where the bidder obtained the goods from another source, the bidder has been duly authorized by the manufacturer or producer of the goods to supply the goods in the Republic of Namibia.
- b) The Bidder has the financial and technical capacity necessary to fulfil its obligations under the eventual Contract or PO.
- c) The bidder has established the necessary infrastructure and has adequate equipment, resources, and such other facilities as required to fulfil its obligations under the eventual Contract or PO.
- d) Bidders must, upon request, furnish such additional information that Oniipa Town Council may reasonably **require as to their ability to provide the goods.**

9. Enquiries

- a) All enquiries in connection with this bid document shall be directed in writing (email is acceptable) to the person(s) as listed in the invitation Letter with a cut -off date of three calendars before the bid submission deadline.
- b) Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialed and submitted by bidders as part of the bid document.
- c) Any verbal information given or perceived to have been given shall not be binding to the Oniipa Town Council.

10. Sample View

The successful bidder will be required to provide samples of all items quoted to the public entity before executing order on.

11. Extensions of Time

Oniipa Town Council may in its absolute discretion by written notice to all Bidders extend the submission closing time. If any bidder applies for and is granted an extension of time to lodge its submission, the extension so granted shall apply to all bidders who will be advised of the extended closing date for receipt of quotations whether their submissions have or have not been lodged. If a bidder has already lodged a submission, it may revise that submission and resubmit it no later than the extended submission closing time.

12. Addenda

Oniipa Town Council may, from time to time, clarify any aspects of the RFQ documentation, which require clarification and will issue addenda to all bidders detailing such clarifications.

13. Bid Security/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 this document.

14. Delivery

Delivery is within 5 working days after acceptance/issue of Purchase Order. Deviation in delivery if such deviation is reasonable.

15. Tests and Inspections

- a) Verification for quantity provided.
- b) Visual Inspection to confirm compliance with technical requirements
- c) Verification of goods as per price activity schedule •
- d) Visual inspection of item to confirm correct item supplied.

c) Submission of Quotation

Quotations should be submitted to Procurement Management Unit, Oniipa Town Council, Bid Box located at Oniipa Town Council Main Road 121 Oniipa , Oniipa, Namibia. not later than **20th September 2024 @ 12h00**

- a) Quotations by e-mail would not be considered
- b) Late quotations will be rejected

d) Opening of Quotations

Quotations will be opened internally by the Oniipa Town Council. A record of the Quotation Opening Report stating the name of the bidders and the amount quoted will be available to any bidder on request within three working days of the Opening.

e) Evaluation of Quotations

The Oniipa Town Council shall have the right to request for clarifications in writing 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 quotation.

f) Technical Compliance

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

The Specifications, 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.

Additional Criteria
a) Two (2) reference letters in Supply, embroidery and Delivery of Protective Clothing b) If previous good supplied based on Purchase Order kindly attach two purchase order. c) Bidder Selected for award to submit samples of each item before supplying all items.

g) Prices and Currency of Payment

To ensure comparative and competitive pricing, the bidders must provide a fixed price quotation for each of the items specified in the Scope of Work of this request for quotation document. All prices shall be in Namibian dollars.

The bidders must provide a price exclusive of any General Sales Tax or Value Added Tax for each item and all delivery points detailed in the Quotation Response Document.

h) Margin of Preference

A margin of preference will not apply for this procurement opportunity.

Exclusive preference will be allowed for the following categories:

#	Category of Local Supplier	Margin of Preference
1	Manufacturer	2%
2	Micro, Small & Medium Enterprise (SME)	1%
3	Women Owned Enterprise	1%
4	Youth Owned Enterprise	2%
5	Previously Disadvantaged Person Owned Enterprise	2%
6	Suppliers providing environmental protection	1%
7	Suppliers providing employment to Namibian citizens	1%
Total	10%	

- A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications.
- Share Certificates
- Proof of Qualification for categories (i.e ID of youth and woman, SME Certificate, employee list and nationality)

The following documentary evidence in support of the grounds for qualification must be submitted

#	Category of Local Supplier	Documentary Evidence
1	Manufacturer	<ul style="list-style-type: none"> • Certificate of registration from a registering authority • Declaration that the manufactured goods meet the local content as determined and certified by an accountant
2	Micro, Small & Medium Enterprise (SME)	<ul style="list-style-type: none"> • SME registration certificate • Declaration indicating the percentage of

Namibian MSME ownership		
3	Women Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian female ownership

4	Youth Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian youth ownership
5	Previously Disadvantaged Person (PDP) Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian PDP ownership
6	Suppliers providing environmental protection	<ul style="list-style-type: none"> • Declaration and proof that the bidder meets the requirements set out in the bidding document
7	Suppliers providing employment to Namibian	<ul style="list-style-type: none"> • Declaration that the bidder employs 50% or more Namibian citizens

i) Language

Bidder responses shall be submitted in the English language.

j) Award of Contract

- The Bidder having submitted the lowest evaluated responsive quotation 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 Agreement and General Conditions of Contract
- The Oniipa Town Council would reserve the right to terminate the contract if the samples submitted by the bidder does not conform to the basic requirements and specifications.

k) Performance Security

No performance security is required.

l) Notification of Award and Debriefing

Oniipa Town Council 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 within seven (7) days for all bids after request from the bidder. Furthermore, Oniipa Town Council shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

m) Costs

Any costs incurred by a Bidder, in the preparation and submission of its response must be borne by the Bidder.

n) Final Check

Please check that you have attached all documents, details or additional information that are related or requested in this document before submitting your responses.

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 Price list and documents requested above. A signature and authorization on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorized, it will be rejected.**]

Quotation addressed to:	Oniipa Town Council
Procurement Reference Number:	G/RFQ/ONPTC-01/2024-25
Subject matter of Procurement:	Procurement for Supply, embroidery, and Delivery of Protective Clothing to Oniipa Town Council

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 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 1: Instruction to Bidders.

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

The validity period of the Quotation is **90 days** from the date of the bid submission deadline.

We confirm that the prices quoted 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 quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorizing the Quotation:		Position:	Signature:
Date		Phone No./Fax	

Appendix to Quotation Letter

**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:

Capacity of.....

Name :

(Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder])

Dated on _____ day of _____, _____

Corporate Seal

[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 of.....

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/license/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: EVALUATION

MANDATORY CHECKLIST FORM (To be completed and submitted with the bid)	
DESCRIPTION (Bidder to complete this section)	CONFIRMATION WITH A YES/ NO
Confirm that the Bidder has read all bid documentation, including all addenda and clarifications and that the bid has been adjusted accordingly as per the issued addenda or clarification (if any)	
Confirm that the bidder has read all documentations and that all forms have been signed and all bid pages, including attachments have been initialized or signed	
Confirm that the bid price is firm in Namibian Dollars.	
Confirm that the quantities have been verified and updated accordingly (if there has been updates or clarifications issued on the quantities)	
Checked By:	
Signature:	

MANDATORY DOCUMENTS (please note that non- submission of the documents in section A and B will lead to direct disqualification)			
SectionA	Company Documentations		
	Quotation Letter submitted, clearly indicating the bid validity period of 90 days		
	Certified copy of company Registration Certificate (certified by i.e. police, commissioner of oaths, notary..etc);		
	Certified copies of the shareholder's/ members identification documents.		
	Original or certified copy of a valid good Standing Tax Certificate or the equivalent in the bidders area of jurisdiction (certified by i.e. police, commissioner of oaths, notary..etc); (Valid at the deadline of submission of bid);		
	Original or certified copy of a valid good Standing Social Security Certificate (applicable to Namibian registered companies only) (certified by i.e. police, commissioner of oaths, notary..etc); (Valid at the deadline of submission of bid);		
	A certified copy of a valid 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; (Valid at the deadline of submission of bid);		
	A certified copy of a valid "Fitness Certificate" from a Local Authority Health Department or Ministry of Health & Social Services (in cases where the business is located outside townlands). (Valid at the deadline of submission of bid)		
SectionB	Bid Forms		
	Bid Securing Declaration Form signed by an Authorized person and no alterations or amendments has been made to the Bid Securing Declaration Form		
	Completed and signed Bidder Information Form		
	Completed and signed Bid Submission Form		
	Completed Labour Act Form (applicable to Namibian registered companies or companies that would make use of Namibian employees)		


Technical Evaluation (100)					
Section C	PROOF THAT THE BIDDER HAS SUPPLIED SIMILAR SUPPLY AND EMBROIDERY OF PROTECTIVE CLOTHING IN THE PAST 5 YEARS. (KINDLY ATTACH PURCHASE ORDERS THAT WERE ISSUED TO YOUR COMPANY AS PROOF.)	5 POs +	35		
		4 POs	25		
		2-3 POs	15		
		1 PO	5		
	ACTIVE EMBROIDERY OFFICE IN THE NORTH PROOF OF OPERATION- VALID FITNESS CERTIFICATE FROM THE MUNICIPALITY/TOWN COUNCIL (KINDLY ATTACH).	Yes	15		
		No	0		
BIDDERS TO INDICATE (SUPPORTED BY LETTERHEAD) HOW IT PLANS TO MITIGATE THE TURNAROUND TIME FOR HANDLING AND RESOLUTION OF RETURNED GOODS DUE TO: <ul style="list-style-type: none"> • Incorrect sizes supplied. • Not complying to technical specifications / damaged • Goods delivered not according to the specified colour specifications. • Risk of defaulting on delivery turnaround time as per specification 	Risk and Mitigation Plan provided, and it meets all requirements	10			
	No submission of risk and mitigation plan	0			
Total Technical Score			60		
<i>The minimum technical (St)score required to pass is 75/100 Points</i>					
Section D	THE FORMULA FOR DETERMINING THE FINANCIAL SCORES IS THE FOLLOWING:				
	Sf = 100 x Fm / F, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.				
TOTAL FINANCIAL SCORE			100		
THE WEIGHTS GIVEN TO THE TECHNICAL SCORE		T= 60			
THE WEIGHTS GIVEN TO THE FINANCIAL SCOR		F= 40			
The bidder (s) with the lowest substantially responsive bid, having scored 70% or above will be recommended for this bid.					
Checked By:					
Signature:					


SECTION IV: LIST OF GOODS AND PRICE SCHEDULE

Supply, embroidery, and Delivery of Protective Clothing to Oniipa Town Council Procurement Reference No: G/RFQ/ONPTC-01/2024-25


INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit. G=Total price for one item (C x F) 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	
.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Lead Time	Country of Origin
1	Ladies Coat - Oxley green (Code#71A1840) with reflectors on arms, shoulders. Embroidered Council logo on the coat's left side, above the upper pocket.	3	Each						
2	Overall 2pcs, High Visibility - Oxley green (Code#71A1840) with reflectors on arms, shoulders and legs. Embroidered Council logo on the jacket's left side, above the upper pocket.	32	Each						
	Sun Hat Unisex - Oxley green (Code#71A1840) Soft cotton. Embroidered Council logo on front. Adjustable chin strap toggle.	22	Each						
3	Safety Boot- Full grain leather, Black. High water and oil resistant. Shank reinforcement for arch support. Steel toe cap.	13	Each						
4	Ladies Safety Boots- Full grain leather, Black. High water and oil resistant. Shank reinforcement for arch support. Steel toe cap.	3	Each						
						TOTAL VAT Excluded			
						15% VAT			
						TOTAL VAT Included			
NAME:		POSITION	SIGNATURE			DATE			
		:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
2. 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


Item No	Technical Specification Required																			
<p>1.</p>	<p>Ladies Coat Oxley green (Code#71A1840) with reflectors on arms, shoulders.</p> <p>Embroidered Council logo on the coat's left side, above the upper pocket.</p> <p>Material should be 80% Polyester & 20% Cotton or 70% Polyester & 30% Cotton.</p>		<table border="1"> <thead> <tr> <th data-bbox="1256 352 1592 488">Staff member</th> <th data-bbox="1592 352 1762 488">Quantity</th> <th data-bbox="1762 352 1928 488">Size</th> </tr> </thead> <tbody> <tr> <td data-bbox="1256 488 1592 555">N/A</td> <td data-bbox="1592 488 1762 555">1</td> <td data-bbox="1762 488 1928 555">42 or XL</td> </tr> <tr> <td data-bbox="1256 555 1592 622">N/A</td> <td data-bbox="1592 555 1762 622">1</td> <td data-bbox="1762 555 1928 622">36 or L</td> </tr> <tr> <td data-bbox="1256 622 1592 689">N/A</td> <td data-bbox="1592 622 1762 689">1</td> <td data-bbox="1762 622 1928 689">38 or L</td> </tr> <tr> <td data-bbox="1256 689 1592 756">TOTAL</td> <td data-bbox="1592 689 1762 756">3</td> <td data-bbox="1762 689 1928 756"></td> </tr> </tbody> </table>			Staff member	Quantity	Size	N/A	1	42 or XL	N/A	1	36 or L	N/A	1	38 or L	TOTAL	3	
Staff member	Quantity	Size																		
N/A	1	42 or XL																		
N/A	1	36 or L																		
N/A	1	38 or L																		
TOTAL	3																			

<p>2.</p>	<p>Overall 2pcs, High Visibility Oxley green (Code#71A1840) with reflectors on arms, shoulders and legs. Embroidered Council logo on the jacket's left side, above the upper pocket.</p>		<table border="1"> <thead> <tr> <th data-bbox="1256 220 1592 355">Staff member</th> <th data-bbox="1592 220 1760 355">Quantity</th> <th data-bbox="1760 220 1933 355">Size</th> <th data-bbox="1933 220 2101 355"></th> </tr> </thead> <tbody> <tr> <td data-bbox="1256 355 1592 424">ETS</td> <td data-bbox="1592 355 1760 424">1</td> <td data-bbox="1760 355 1933 424">46/42 OR XXL</td> <td data-bbox="1933 355 2101 424"></td> </tr> <tr> <td data-bbox="1256 424 1592 493">AP</td> <td data-bbox="1592 424 1760 493">2</td> <td data-bbox="1760 424 1933 493">38/38 OR L</td> <td data-bbox="1933 424 2101 493"></td> </tr> <tr> <td data-bbox="1256 493 1592 561">ME</td> <td data-bbox="1592 493 1760 561">1</td> <td data-bbox="1760 493 1933 561">42/2 OR XL</td> <td data-bbox="1933 493 2101 561"></td> </tr> <tr> <td data-bbox="1256 561 1592 630">AN</td> <td data-bbox="1592 561 1760 630">2</td> <td data-bbox="1760 561 1933 630">38/38 L</td> <td data-bbox="1933 561 2101 630"></td> </tr> <tr> <td data-bbox="1256 630 1592 699">VS</td> <td data-bbox="1592 630 1760 699">2</td> <td data-bbox="1760 630 1933 699">34/34 OR M</td> <td data-bbox="1933 630 2101 699"></td> </tr> <tr> <td data-bbox="1256 699 1592 767">MC</td> <td data-bbox="1592 699 1760 767">1</td> <td data-bbox="1760 699 1933 767">36/36 OR L</td> <td data-bbox="1933 699 2101 767"></td> </tr> <tr> <td data-bbox="1256 767 1592 836">FK</td> <td data-bbox="1592 767 1760 836">2</td> <td data-bbox="1760 767 1933 836">34/34 OR M</td> <td data-bbox="1933 767 2101 836"></td> </tr> <tr> <td data-bbox="1256 836 1592 904">AN</td> <td data-bbox="1592 836 1760 904">2</td> <td data-bbox="1760 836 1933 904">34/34 OR M</td> <td data-bbox="1933 836 2101 904"></td> </tr> <tr> <td data-bbox="1256 904 1592 973">AA</td> <td data-bbox="1592 904 1760 973">2</td> <td data-bbox="1760 904 1933 973">42/42 OR XL</td> <td data-bbox="1933 904 2101 973"></td> </tr> <tr> <td data-bbox="1256 973 1592 1042">GK</td> <td data-bbox="1592 973 1760 1042">2</td> <td data-bbox="1760 973 1933 1042">42/42 OR XL</td> <td data-bbox="1933 973 2101 1042"></td> </tr> <tr> <td data-bbox="1256 1042 1592 1110">GN</td> <td data-bbox="1592 1042 1760 1110">2</td> <td data-bbox="1760 1042 1933 1110">34/34 OR M</td> <td data-bbox="1933 1042 2101 1110"></td> </tr> <tr> <td data-bbox="1256 1110 1592 1179">LU</td> <td data-bbox="1592 1110 1760 1179">2</td> <td data-bbox="1760 1110 1933 1179">42/42 OR XL</td> <td data-bbox="1933 1110 2101 1179"></td> </tr> <tr> <td data-bbox="1256 1179 1592 1248">TECH</td> <td data-bbox="1592 1179 1760 1248">1</td> <td data-bbox="1760 1179 1933 1248">34/34 OR M</td> <td data-bbox="1933 1179 2101 1248"></td> </tr> <tr> <td data-bbox="1256 1248 1592 1316">VM</td> <td data-bbox="1592 1248 1760 1316">1</td> <td data-bbox="1760 1248 1933 1316">38/38 OR L</td> <td data-bbox="1933 1248 2101 1316"></td> </tr> <tr> <td data-bbox="1256 1316 1592 1361">TEMP 1 - SND</td> <td data-bbox="1592 1316 1760 1361">1</td> <td data-bbox="1760 1316 1933 1361">34/34 OR M</td> <td data-bbox="1933 1316 2101 1361"></td> </tr> </tbody> </table>	Staff member	Quantity	Size		ETS	1	46/42 OR XXL		AP	2	38/38 OR L		ME	1	42/2 OR XL		AN	2	38/38 L		VS	2	34/34 OR M		MC	1	36/36 OR L		FK	2	34/34 OR M		AN	2	34/34 OR M		AA	2	42/42 OR XL		GK	2	42/42 OR XL		GN	2	34/34 OR M		LU	2	42/42 OR XL		TECH	1	34/34 OR M		VM	1	38/38 OR L		TEMP 1 - SND	1	34/34 OR M	
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			MS	1	34/34 OR M
			RN	1	34/34 OR M
			HA	1	38/38 OR L
			ENS	1	34/38 OR L
			TOTAL	31	

<p>3.</p>	<p>Sun Hat Unisex Oxley green (Code#71A1840Soft cotton. Embroidered Council logo on front. Adjustable chin strap toggle.</p>		<table border="1"> <thead> <tr> <th data-bbox="1256 193 1592 328">Staff member</th> <th data-bbox="1592 193 1760 328">Quantity</th> <th data-bbox="1760 193 1928 328">Size</th> <th data-bbox="1928 193 2101 328"></th> </tr> </thead> <tbody> <tr> <td data-bbox="1256 328 1592 392">ETS</td> <td data-bbox="1592 328 1760 392">1</td> <td data-bbox="1760 328 1928 392">L</td> <td data-bbox="1928 328 2101 392"></td> </tr> <tr> <td data-bbox="1256 392 1592 456">AP</td> <td data-bbox="1592 392 1760 456">1</td> <td data-bbox="1760 392 1928 456">M</td> <td data-bbox="1928 392 2101 456"></td> </tr> <tr> <td data-bbox="1256 456 1592 520">ME</td> <td data-bbox="1592 456 1760 520">1</td> <td data-bbox="1760 456 1928 520">L</td> <td data-bbox="1928 456 2101 520"></td> </tr> <tr> <td data-bbox="1256 520 1592 584">AN</td> <td data-bbox="1592 520 1760 584">1</td> <td data-bbox="1760 520 1928 584">L</td> <td data-bbox="1928 520 2101 584"></td> </tr> <tr> <td data-bbox="1256 584 1592 647">VS</td> <td data-bbox="1592 584 1760 647">1</td> <td data-bbox="1760 584 1928 647">M</td> <td data-bbox="1928 584 2101 647"></td> </tr> <tr> <td data-bbox="1256 647 1592 711">MC</td> <td data-bbox="1592 647 1760 711">1</td> <td data-bbox="1760 647 1928 711">L</td> <td data-bbox="1928 647 2101 711"></td> </tr> <tr> <td data-bbox="1256 711 1592 775">FK</td> <td data-bbox="1592 711 1760 775">1</td> <td data-bbox="1760 711 1928 775">M</td> <td data-bbox="1928 711 2101 775"></td> </tr> <tr> <td data-bbox="1256 775 1592 839">AN</td> <td data-bbox="1592 775 1760 839">1</td> <td data-bbox="1760 775 1928 839">M</td> <td data-bbox="1928 775 2101 839"></td> </tr> <tr> <td data-bbox="1256 839 1592 903">AA</td> <td data-bbox="1592 839 1760 903">1</td> <td data-bbox="1760 839 1928 903">M</td> <td data-bbox="1928 839 2101 903"></td> </tr> <tr> <td data-bbox="1256 903 1592 967">GK</td> <td data-bbox="1592 903 1760 967">1</td> <td data-bbox="1760 903 1928 967">M</td> <td data-bbox="1928 903 2101 967"></td> </tr> <tr> <td data-bbox="1256 967 1592 1031">GN</td> <td data-bbox="1592 967 1760 1031">1</td> <td data-bbox="1760 967 1928 1031">M</td> <td data-bbox="1928 967 2101 1031"></td> </tr> <tr> <td data-bbox="1256 1031 1592 1094">LU</td> <td data-bbox="1592 1031 1760 1094">1</td> <td data-bbox="1760 1031 1928 1094">M</td> <td data-bbox="1928 1031 2101 1094"></td> </tr> <tr> <td data-bbox="1256 1094 1592 1158">TECH</td> <td data-bbox="1592 1094 1760 1158">1</td> <td data-bbox="1760 1094 1928 1158">M</td> <td data-bbox="1928 1094 2101 1158"></td> </tr> <tr> <td data-bbox="1256 1158 1592 1222">VM</td> <td data-bbox="1592 1158 1760 1222">1</td> <td data-bbox="1760 1158 1928 1222">L</td> <td data-bbox="1928 1158 2101 1222"></td> </tr> <tr> <td data-bbox="1256 1222 1592 1337">TEMP 1 - SND</td> <td data-bbox="1592 1222 1760 1337">1</td> <td data-bbox="1760 1222 1928 1337">M</td> <td data-bbox="1928 1222 2101 1337"></td> </tr> </tbody> </table>	Staff member	Quantity	Size		ETS	1	L		AP	1	M		ME	1	L		AN	1	L		VS	1	M		MC	1	L		FK	1	M		AN	1	M		AA	1	M		GK	1	M		GN	1	M		LU	1	M		TECH	1	M		VM	1	L		TEMP 1 - SND	1	M	
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			TEMP 2 -	1	M
			SN	1	L
			NN	1	M
			MS	1	M
			RN	1	M
			HA	1	M
			ENS	1	M
			TOTAL	22	

5.	<p>Safety Boot Full grain leather, Black.</p> <p>High water and oil resistant.</p> <p>Shank reinforcement for arch support.</p> <p>Steel toe cap.</p>		<table border="1"> <thead> <tr> <th data-bbox="1256 252 1592 384">Staff member</th> <th data-bbox="1592 252 1762 384">Quantity</th> <th data-bbox="1762 252 1933 384">Size</th> <th data-bbox="1933 252 2101 384"></th> </tr> </thead> <tbody> <tr> <td data-bbox="1256 384 1592 453">AP</td> <td data-bbox="1592 384 1762 453">1</td> <td data-bbox="1762 384 1933 453">10</td> <td data-bbox="1933 384 2101 453"></td> </tr> <tr> <td data-bbox="1256 453 1592 521">AN</td> <td data-bbox="1592 453 1762 521">1</td> <td data-bbox="1762 453 1933 521">8</td> <td data-bbox="1933 453 2101 521"></td> </tr> <tr> <td data-bbox="1256 521 1592 590">VS</td> <td data-bbox="1592 521 1762 590">1</td> <td data-bbox="1762 521 1933 590">5</td> <td data-bbox="1933 521 2101 590"></td> </tr> <tr> <td data-bbox="1256 590 1592 659">FK</td> <td data-bbox="1592 590 1762 659">1</td> <td data-bbox="1762 590 1933 659">7</td> <td data-bbox="1933 590 2101 659"></td> </tr> <tr> <td data-bbox="1256 659 1592 727">AN</td> <td data-bbox="1592 659 1762 727">1</td> <td data-bbox="1762 659 1933 727">8</td> <td data-bbox="1933 659 2101 727"></td> </tr> <tr> <td data-bbox="1256 727 1592 796">AA</td> <td data-bbox="1592 727 1762 796">1</td> <td data-bbox="1762 727 1933 796">10</td> <td data-bbox="1933 727 2101 796"></td> </tr> <tr> <td data-bbox="1256 796 1592 865">GK</td> <td data-bbox="1592 796 1762 865">1</td> <td data-bbox="1762 796 1933 865">8</td> <td data-bbox="1933 796 2101 865"></td> </tr> <tr> <td data-bbox="1256 865 1592 933">GN</td> <td data-bbox="1592 865 1762 933">1</td> <td data-bbox="1762 865 1933 933">9</td> <td data-bbox="1933 865 2101 933"></td> </tr> <tr> <td data-bbox="1256 933 1592 1002">LU</td> <td data-bbox="1592 933 1762 1002">1</td> <td data-bbox="1762 933 1933 1002">10</td> <td data-bbox="1933 933 2101 1002"></td> </tr> <tr> <td data-bbox="1256 1002 1592 1070">TECH</td> <td data-bbox="1592 1002 1762 1070">1</td> <td data-bbox="1762 1002 1933 1070">9</td> <td data-bbox="1933 1002 2101 1070"></td> </tr> <tr> <td data-bbox="1256 1070 1592 1139">TEMP 1 - SND</td> <td data-bbox="1592 1070 1762 1139">1</td> <td data-bbox="1762 1070 1933 1139">7</td> <td data-bbox="1933 1070 2101 1139"></td> </tr> <tr> <td data-bbox="1256 1139 1592 1208">TEMP 2 -</td> <td data-bbox="1592 1139 1762 1208">1</td> <td data-bbox="1762 1139 1933 1208">7</td> <td data-bbox="1933 1139 2101 1208"></td> </tr> <tr> <td data-bbox="1256 1208 1592 1276">MS</td> <td data-bbox="1592 1208 1762 1276">1</td> <td data-bbox="1762 1208 1933 1276">7+</td> <td data-bbox="1933 1208 2101 1276"></td> </tr> <tr> <td data-bbox="1256 1276 1592 1345">RN</td> <td data-bbox="1592 1276 1762 1345">1</td> <td data-bbox="1762 1276 1933 1345">4</td> <td data-bbox="1933 1276 2101 1345"></td> </tr> <tr> <td data-bbox="1256 1345 1592 1394">TOTAL</td> <td data-bbox="1592 1345 1762 1394">14</td> <td data-bbox="1762 1345 1933 1394"></td> <td data-bbox="1933 1345 2101 1394"></td> </tr> </tbody> </table>	Staff member	Quantity	Size		AP	1	10		AN	1	8		VS	1	5		FK	1	7		AN	1	8		AA	1	10		GK	1	8		GN	1	9		LU	1	10		TECH	1	9		TEMP 1 - SND	1	7		TEMP 2 -	1	7		MS	1	7+		RN	1	4		TOTAL	14		
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Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Oniipa Town Council
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Oniipa Town Council
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses:</p> <p>PROCUREMENT MANAGEMENT UNIT ONIIPA TOWN COUNCIL Main Road 121 Oniipa Tel: +264 65 245700/10 P. O. Box 25179 Onandjokwe, Oniipa Namibia Email: procurement@oniipatc.org.na</p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p>
Disputes GCC 10.2	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 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.
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered within 30 days after award.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed delivery note.</p> <p>(b) Tax invoice showing the goods' description, quantity, unit price, and total amount.</p> <p>(c) inspection report (where applicable)</p>

Price Adjustment GCC 15.1	Not Applicable.
Terms of Payment GCC 16.1	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 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: <ul style="list-style-type: none"> 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. ii) The payment-delay period after which the Purchaser shall pay interest to the Supplier shall be 60 days. iii) The interest rate to be applied in the case of late payments is the Prime Rate of Commercial banks in Namibia as stated on the website of the Bank of Namibia
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than following completion date. N/A
Packing GCC 23.2	All packages, cases, crates, etc. are to be marked with Supplier's name and the applicable contract/agreement/PO number. Labelling of the packing cases must be in the English language for easy identification of the Goods. The Supplier shall package and deliver the Goods in packing cases for safe transportation, delivery, loading, offloading, and storage in accordance with internationally accepted standards such as those of IATA (International Air Transport Association)
Insurance GCC 24.1	The insurance coverage shall be as specified in the Incoterms. The Goods shall be delivered:

Transportation GCC 25	The goods must be delivered to Oniipa Town Council Responsibility for transportation of the Goods shall be borne by supplier
Inspection and Test GCC 26.1	The inspection and tests shall be conducted by Store Control Officer, visual inspection to ensure compliance specification and size.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Oniipa Town Council Technical Department Store Section
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 0.5% of the contract value per day, not exceeding N\$ 200 per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
Warranty GCC 28.3	The period of warranty shall be as per manufacturer's standard warranty; For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Oniipa Town Council.
Repair and Replacement GCC 28.5	The supplier shall repair/ replace the defective good or parts therefore within three (7) days.



Contract Agreement

THIS AGREEMENT made on the _____ day of between _____ (hereinafter "**the Employer**"), of the one part, and _____ hereinafter "**the Contractor**"), of the other part:

WHEREAS the Employer desires that the Works known as _____

_____ should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
 - (a) the Notification of award
 - (b) the Bid
 - (c) the Addenda Nos _____
 - (d) the Appendix to the General Conditions of Contract
 - (e) the General Conditions of Contract;
 - (f) the Specification
 - (g) the Drawings; and
 - (h) the completed Schedules,
3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

Signed by: _____

For and on behalf of the Employer

In the presence of _____

Witness Name, Signature, Address, Date

Signed by: _____

For and on behalf of the Contractor

In the presence of: _____

Witness Name, Signature, Address, Date



ONIIPA TOWN COUNCIL

ENVELOP COVER

**PROCUREMENT FOR SUPPLY, EMBROIDERY AND DELIVERY OF
PROTECTIVE CLOTHING TO ONIIPA TOWN COUNCIL**

BID REF.NO. G/RFQ/ONPTC-1/2023/2024

DELIVERY ADDRESS FOR:

ONIIPA TOWN COUNCIL

Main Road 121 Oniipa

P. O. Box 25179

Onandjokwe, Oniipa

Namibia

Tel: +264 65 245700/10

Fax: +264 65 245711

CLOSING TIME AND DATE: Tuesday, 20th September 2024 at 12h00

FROM:

COMPANYNAME: _____

CONTACT NUMBER _____

P. O. BOX: _____

CONTACT PERSON: _____

EMAIL: _____