



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

SUPPLY AND DELIVERY OF CLEANING MATERIALS TO ONIIPA TOWN COUNCIL FOR THE PERIOD OF 24 MONTHS

Procurement Reference No: G/RFQ/ONPTC-06/2024-25

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: 11th October 2024 @ 12h00
3. Bidders must register their bids in the bid submission register at PMU Office before submitting their bids in the bid box.
- 4.

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

RFQ Reference Number	G/RFQ/ONPTC-06/2024-25
Description of Goods	SUPPLY AND DELIVERY OF CLEANING MATERIALS TO ONIIPA TOWN COUNCIL FOR THE PERIOD OF 24 MONTHS
Closing Date & Time	11th October 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
Incoterm	DDP

- 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 Company 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/Proposal 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



26 SEPTEMBER 2024

LETTER OF INVITATION

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

Dear Sirs/Madam

REQUEST FOR QUOTATIONS FOR SUPPLY AND DELIVERY OF CLEANING MATERIALS TO ONIIPA TOWN COUNCIL FOR THE PERIOD OF TWENTY-FOUR (24) MONTHS

1. Bidders are invited to submit their quotation for the **Procurement for Supply and Delivery of Cleaning Materials to Oniipa Town Council for the Period of Twenty-Four (24) Months**, required by Oniipa Town Council. This RFQ constitutes a solicitation and contract agreement.
2. Bidders are requested to submit one quotation for **Procurement for Supply and Delivery of Cleaning Materials to Oniipa Town Council for the Period of Twenty-Four (24) Months**, 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 **Procurement for Supply and Delivery of Cleaning Materials to Oniipa Town Council for the Period of Twenty-Four (24) Months**. 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 "Certificate" from a Local Authority Health Department or Ministry of Health & Social Services. **(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 deliver the Supply, 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 initialled 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. Site Visits

No site visit required.

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

The following tests and inspections will be conducted on the goods before and at delivery

- a) Verification for quantity provided.
- b) Visual Inspection to ensure compliance to technical requirements

16. 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

Closing date 11th October 2024 @ 12h00

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

17. 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.

18. 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.

19. 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) Three (3) reference letters contact details of similar service rendered b) Submission must include a comprehensive company profile, c) NB: Goods is to be delivered based on purchase order and No deposit is made

20. 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.

21. Margin of Preference

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

Excusive 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

22. Language

Bidder responses shall be submitted in the English language.

23. 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/Framework Agreement for a period of two (2) years.
- Oniipa Town Council reserves the right to enter into Framework Agreement with one or more than one supplier.
- 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. **Purchase Orders will be issued on an as- needed basis.**
- 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.

24. Performance Security

No performance security is required.

25. 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.

26. Costs

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

27. 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.

28. Contract Period for services

The contract shall be for a period of Twenty-Four (24) Months from date of award. The rate shall be fixed for the first 3 months of which escalation will be applied every 3 months not exceeding 2.5%.

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-06/2024-25
Subject matter of Procurement:	Procurement for Supply and Delivery of Cleaning Materials to Oniipa Town Council for the Period Twenty-Four (24) Months

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 Authorising 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 180 days		
	Certified copy of company Registration Certificate (certified by i.e. police, commissioner of oaths, notary..etc);		
	Certified copies of the shareholders/ 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);		
	e) 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. (Valid at the deadline of submission of bid)		
	(
SectionB	Bid Forms		
	Bid Securing Declaration Form signed by an Authorised 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)			
Section C	Technical Evaluation (100)			
	Experience in cleaning materials (Kindly provide reference letters as documentary evidence with contact details).	5 Years +	40	
		3-4 Years	30	
		2-3 Years	20	
		1-2 Years	10	
	Proof of operation- Valid Fitness Certificate from the Municipality/Town Council (Kindly attach).	Yes	10	
		No	0	
	Products catalogue of the company. (Kindly attach).	Yes	10	
		No	0	
	Proof that the bidder has supplied similar cleaning materials in the past years. (Kindly attach Purchase Orders that were issued to your company as proof.)	5 POs +	40	
4 POs		30		
2-3 POs		20		
1 PO		10		
Financial Evaluation				
Section D	For the bidder's financial proposal to be evaluated, a minimum 70% score should be attained in the technical evaluation. The bidder (s) with the lowest substantially responsive bid, having scored 70% or above will be recommended for this bid.			
	Checked By:			
	Signature:			

12.	Glove PVC Shoulder Length	1	Pair					5 days	Nam
13.	Gloves Latex Powder/Surgical 100psc	1	Pack					5 days	Nam
14.	Feather Dust 45cm	1	Each					5 days	Nam

15.	Feather Dust 180cm	1	Each					5 days	Nam
16.	Mutton Cloth 500g	1	Each					5 days	Nam
17.	Micro Fibre Cloth 40x40cm	1	Each					5 days	Nam
18.	Kitchen Drying Cloth 30x30cm	1	Each					5 days	Nam
19.	Pellets Urinal 5kg	1	Each					5 days	Nam
20.	P-mat Urinal Screen	1	Each					5 days	Nam
21.	Mop Fan Clip	1	Each					5 days	Nam
22.	Mop Fan Refill	1	Each					5 days	Nam
23.	Mop Household 400g	1	Each					5 days	Nam
24.	Mop Screw Holder	1	Each					5 days	Nam
25.	Mop Sweeper Frame	1	Each					5 days	Nam
26.	Mop Sweeper Refill	1	Each					5 days	Nam
27.	Handle Mop Coated Plastic	1	Each					5 days	Nam
28.	Window Squeegee	1	Each					5 days	Nam
29.	Toilet Paper 2ply 48pcs	1	Pack					5 days	Nam
30.	Towl Roll 1ply 205mm x 750m	1	Each					5 days	Nam
31.	Twin saver 2ply 330x330mm 1 000psc	1	Pack					5 days	Nam
32.	Dust Pan Set Long Handle	1	Each					5 days	Nam
33.	Dust Pan Set Standard	1	Each					5 days	Nam
34.	Wet Floor Sign	1	Each					5 days	Nam
35.	Rag Cloth Buddle 5kg	1	Each					5 days	Nam
36.	Rakes Leaf PVC	1	Each					5 days	Nam

37.	Furniture Polish 400ml (Wood, leather, plastic) 6pc	1	Pack					5 days	Nam
38.	Disinfectant & Cleaner 25L	1	Each					5 days	Nam
39.	Dish Wash Liquid Soap Green 25L	1	Each					5 days	Nam
40.	Hand Anti-microbial Soap 25L	1	Each					5 days	Nam
41.	Floor Fresh Lavender Soap 25L	1	Each					5 days	Nam
42.	Hand Sanitizer 25L	1	Each					5 days	Nam
43.	Jig Laundry Bleach 25L	1	Each					5 days	Nam
44.	Toilet & Urinal Care 25L	1	Each					5 days	Nam
45.	Pine Gel 20kg	1	Each					5 days	Nam
46.	Window Cleaner 5L	1	Each					5 days	Nam
		POSITION:		SIGNATURE				DATE	
NAME OF BIDDER:		ADDRESS:							

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non Compliance/ Deviation (if applicable)
A	B	C	D
1.	Air freshener 280ml 6pcs		
2.	Refuse Bag Black 50 microns. 100psc		
3.	Bottle Spray Trigger 750ml		
4.	Broom Household Soft GB6, 305cm width		
5.	Broom Hard 610cm width		
6.	Toilet Brush Set		
7.	Doom 300ml 6psc		
8.	Pedal Bin 12L		
9.	Flip Top Bin 12L		
10.	Extra Duty PVC Gloves		
11.	Rubber Glove Household		
12.	Glove PVC Shoulder Length		
13.	Gloves Latex Powder/Surgical 100psc		
14.	Feather Dust 45cm		
15.	Feather Dust 180cm		
16.	Mutton Cloth 500g		
17.	Micro Fibre Cloth 40x40cm		
18.	Kitchen Drying Cloth 30x30cm		
19.	Pellets Urinal 5kg		
20.	P-mat Urinal Screen		
21.	Mop Fan Clip		
22.	Mop Fan Refill		
23.	Mop Household 400g		
24.	Mop Screw Holder		
25.	Mop Sweeper Frame		
26.	Mop Sweeper Refill		
27.	Handle Mop Coated Plastic		
28.	Window Squeegee		
29.	Toilet Paper 2ply 48pcs		
30.	Towl Roll 1ply 205mm x 750m		
31.	Twin saver 2ply 330x330mm 1 000psc		
32.	Dust Pan Set Long Handle		
33.	Dust Pan Set Standard		
34.	Wet Floor Sign		
35.	Rag Cloth Buddle 5kg		
36.	Rakes Leaf PVC		
37.	Furniture Polish 400ml (Wood, leather, plastic) 6pc		
38.	Disinfectant & Cleaner 25L		
39.	Dish Wash Liquid Soap Green 25L		
40.	Hand Anti-microbial Soap 25L		
41.	Floor Fresh Lavender Soap 25L		
42.	Hand Sanitizer 25L		
43.	Jig Laundry Bleach 25L		

44.	Toilet & Urinal Care 25L		
45.	Pine Gel 20kg		
46.	Window Cleaner 5L		
47.	Face Mask Disposable 50psc		
48.	Dust Mask 2ply 20psc		
49.	Free flow Drain 1L		
50.	Drain Cleaner Granulated 20kg		
51.	Soil Soft 25L		
52.	Respiratory Dust Refill		
53.	Respiratory Cartridge Double		
54.	Nu Grid Abrasive Hand Cleaner 20kg		
55.	HTH Granular + Mineral soft 25KG		

[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.

- Columns A and B to be completed by Public Entity.
- Specifications and Compliance Sheet Authorized By:

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

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 3 days before the event date.</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	The rate shall be fixed for the first Three (3) months of which escalation will be applied every Three (3) months , anniversary of the contract and shall be based on the local consumer price index, but not exceeding 5% .

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: DDP to the Oniipa Town Council Civic Centre.
Transportation GCC 25	The goods must be delivered DDP Oniipa Town Council Responsibility for transportation of the Goods shall be as specified in the Incoterms.
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\$ 10 000.00 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 (3)days.

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:	

Section B	Bid Securing Declaration Form signed by an Authorised 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)				
Section C	Technical Evaluation (100)				
	Experience in cleaning materials (Kindly provide reference letters as documentary evidence with contact details).	5 Years +	40		
		3-4 Years	30		
		2-3 Years	20		
		1-2 Years	10		
	Proof of operation- Valid Fitness Certificate from the Municipality/Town Council (Kindly attach).	Yes	10		
		No	0		
	Products catalogue of the company. (Kindly attach).	Yes	10		
		No	0		
	Proof that the bidder has supplied similar cleaning materials in the past years. (Kindly attach Purchase Orders that were issued to your company as proof.)	5 POs +	40		
4 POs		30			
2-3 POs		20			
1 PO		10			
Financial Evaluation					
Section D	For the bidder's financial proposal to be evaluated, a minimum 70% score should be attained in the technical evaluation. The bidder (s) with the lowest substantially responsive bid, having scored 70% or above will be recommended for this bid.				
	Checked By:				
	Signature:				



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 AND DELIVERY OF CLEANING
MATERIALS TO ONIIPA TOWN COUNCIL FOR THE PERIOD OF 24
MONTHS**

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
Namibia

CLOSING TIME AND DATE: Friday, 11th October 2024 at 12h00

FROM:

COMPANYNAME: _____

CONTACT NUMBER _____

P. O. BOX: _____

CONTACT PERSON: _____

EMAIL: _____

