



TSUMEB MUNICIPALITY

## Request for Sealed Quotations for Goods

Supply and Delivery of Office Stationeries and Cartridges to the Tsumeb  
Municipality for the period of 36 Months

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**Procurement Reference No: G/RFQ/TBM-04/2024**

<b>Name of Bidder</b>	:	_____
<b>Contact Person</b>	:	_____
<b>E-mail Address</b>	:	_____
<b>Postal Address</b>	:	_____
<b>Bid Amount (Excl. VAT)</b>	Lot 1:	_____
	Lot 2:	_____
<b>Contact Number</b>	:	_____

**Documents must be submitted in:**  
**The Quotation/Bid Box**  
 Att: Procurement Management Unit (PMU)  
 Tsumeb Municipality  
 Erf 264, Moses Garoeb Street  
 P/Bag 2012, Tsumeb

**Closing Date: Thursday, 30 November 2023 at 11h00**  
**LATE BIDS WILL NOT BE ACCEPTED!**




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**TSUMEB MUNICIPALITY**


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Tel: +264(0)67221056/7/8  
 Fax: +264(0)67221464/2210667

Private Bag 2012  
 Tsumeb  
 Namibia

**Letter of Invitation**

**Name and Address of Bidder:** \_\_\_\_\_  
 \_\_\_\_\_

**Procurement Reference Number: G/RFQ/TBM-04/2024**

**08 November 2023**

Dear Bidder,

**Request for Quotations for Supply and Delivery of Office Stationeries and Cartridges to the Tsumeb Municipality for the period of 36 Months**

The Tsumeb Municipality invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to *Mr. Toivo Shipanga* (Tel: +264(0)67221056/7/8, E-mail: [tshipanga@tsumebmun.org.na](mailto:tshipanga@tsumebmun.org.na)).

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

**Mr. Toivo Shipanga**  
**Head: Procurement Management Unit**



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The *Tsumeb Municipality* reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

### 2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for *Bid Securing Declaration*
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### 3. Validity of Quotations

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

### 4. Eligibility Criteria

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

- (a) a valid certificate of good standing with the Receiver of Revenue;
- (b) a valid certificate of good standing with the Social Security Commission or, in the case where
- (c) a company has no employees, a confirmation letter from the Social Security Commission;
- (d) as required by the Affirmative Action (Employment) Act 1998 (Act no. 29 of 1998) –
  - (i) a valid affirmative action compliance certificate issued under section 41 of that Act;
  - (ii) an exemption issued under section 42 of that Act; or
  - (iii) a proof from the Employment Equity Commission that the bidder or the supplier is not a relevant employer as defined in that Act
- (e) a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No. 11 of 2007); and
- (f) a valid –
  - (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
  - (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia

- (iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under laws regulating trusts in Namibia; or
- (iv) partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar agreements, but a bidder or supplier who is a sole proprietor only needs to comply with the provisions of (a) to (d)
- (g) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (h) Submit signed Bid-securing Declaration.

**Documents are accepted as follows:**

- (a) A valid original document;
- (b) A valid certified copy of an original document, as 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) as amended; or
- (c) A printout of a valid electronic or online document issued in terms of the Electronic Transaction Act, 2019 (Act No. 4 of 2019), subject to the authentication or validation of such printout by a public entity during the bid evaluation process, in accordance with the authentication or validation guidelines of the issuing authority.

**5. Bid Security/Bid Securing Declaration**

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

**6. Delivery**

Delivery shall be *2 weeks* after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted*.

6.1. The following tests and inspections will be conducted on the goods at delivery:

- *A General tests and inspections will be conducted on the goods at delivery*

**7. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

**8. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at *Municipal Head Offices, Erf 264, Moses Garoeb Street, Tsumeb*, not later than *Thursday, 30 November 2023 at 11h00*. Quotations by post or hand delivered should reach *the same address* by the same date and time at latest. **Late quotations will be rejected.**

**Quotations received by e-mail will not be considered.**

**9. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

The Public Entity 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.

## 11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity'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.

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

## 13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

- *Code of good practice on preferences referred to in Section 71 and 72 of Public Procurement Act, 2015*

13.2. Bidders applying for the Margin of Preference shall submit document evidence as depicted in the table below:

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED
<b>Manufacturer</b>	2%	<ul style="list-style-type: none"> <li>✓ Certificate of registration from a registering authority.</li> <li>✓ Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Valued Added Calculation in Schedule 2, and as certified by an Accountant.</li> </ul>
<b>Micro, Small and Medium Enterprise</b>	1%	<ul style="list-style-type: none"> <li>✓ SME registration certificate</li> <li>✓ Declaration indicating the percentage of Namibian MSME ownership</li> </ul>
<b>Women owned enterprise</b>	1%	<ul style="list-style-type: none"> <li>✓ IDs of all shareholders</li> <li>✓ Founding statement/company registration indicating ownership structure/shareholder certificate</li> <li>✓ declaration indicating the percentage of Namibian female ownership</li> </ul>
<b>Youth Owned enterprise</b>	2%	<ul style="list-style-type: none"> <li>✓ IDs of all shareholders</li> <li>✓ Founding statement/company registration indicating ownership structure/shareholder certificate</li> <li>✓ declaration indicating the percentage of Namibian youth ownership.</li> </ul>
<b>Previously Disadvantaged person owned enterprise</b>	2%	<ul style="list-style-type: none"> <li>✓ IDs of all shareholders</li> <li>✓ Founding statement/company registration indicating ownership structure/shareholder certificates</li> <li>✓ declaration indicating the percentage of Namibian PDPs ownership.</li> </ul>

<b>Suppliers providing environmental protection</b>	1%	✓ Declaration and proof that the bidder meets the requirements set out in the bidding document.
<b>Suppliers providing employment to Namibian</b>	1%	✓ declaration that the bidder employs 50% or more Namibian citizens.
<b>TOTAL</b>	<b>10%</b>	

#### 14. 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.

#### 15. Notification of Award and Debriefing

The Public Entity 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 and post a notice of award on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

## 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 authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorised, it will be rejected.]*

Quotation addressed to:	<b>Tsumeb Municipality</b>
Procurement Reference Number:	<b>G/RFQ/TBM-04/2024</b>
Subject matter of Procurement:	<b>Supply and Delivery of Office Stationeries and Cartridges to the Tsumeb Municipality for the period of 36 Months</b>

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

The validity period of the Quotation is \_\_\_\_\_ days *[insert number of 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: [Day|month|year].....

Procurement Ref No.: .....

To: Tsumeb Municipality, Erf 264, Moses Garoeb Street, Tsumeb

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.]

*\*delete if not applicable / appropriate*



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Witten 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.:.....

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.*

## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Ref No. ....

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
				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	
Item no.	Description of Goods	Quantity required	Unit of measures	* Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery (weeks) (days/month)	Country of Origin	
<b>LOT 1: Office Stationeries</b>									
1.	Black BIC ballpoint pens (60 in a box)	1	Box						
2.	Blue BIC ballpoint pens (60 in a box)	1	Box						
3.	Red BIC ballpoint pens (60 in a box)	1	Box						
4.	HB Traditional Pencil (12 in a box)	1	Box						
5.	Mechanical Pencil 0.7mm	1	Each						
6.	Rubber finger medium size	1	Each						
7.	Pencil leads 0.5mm	1	Each						
8.	Black Permanent Marker (10 in a box)	1	Box						
9.	Blue Permanent Marker (10 in a box)	1	Box						
10.	Green Permanent Marker (10 in a box)	1	Box						
11.	Red Permanent Marker (10 in a box)	1	Box						
12.	White Board Markers (Black) (10 in a box)	1	Box						
13.	White Board Markers (Blue) (10 in a box)	1	Box						
14.	White Board Markers (Green) (10 in a box)	1	Box						
15.	White Board Markers (Red) (10 in a box)	1	Box						
16.	Highlighters (Blue) (4 in a pack)	1	Pack						

17.	Highlighters (Green) (4 in a pack)	1	Pack						
18.	Highlighters (Yellow) (4 in a pack)	1	Pack						
19.	Highlighters (Orange) (4 in a pack)	1	Pack						
20.	Highlighters (Pink) (4 in a pack)	1	Pack						
21.	Highlighters (Purple) (4 in a pack)	1	Pack						
22.	Batteries (AAA 1.5V) (4 in a pack)	1	Pack						
23.	Batteries AA (4 in a pack)	1	Pack						
24.	Batteries AAA (4 in a pack)	1	Pack						
25.	Business card holder desk small card size clear	1	Each						
26.	Casio Compact Desktop Calculator	1	Each						
27.	Casio scientific calculator (FX-991ESPLUS)	1	Each						
28.	Sellotape 19mmx3m clear	1	Each						
29.	Sellotape 48mmx100m clear	1	Each						
30.	Masking TAPE 60D Deg 48X40	1	Each						
31.	Correctional Pen 7ml	1	Each						
32.	Desk memo cube full set 100mmx100mm (Assorted colours)	1	Each						
33.	Memo Cube refill 1000 sheets Assorted colors	1	Each						
34.	Memo cube refill 1000 sheets of white	1	Each						
35.	Self-adhesive notes 75mmx75mm 400 sheets	1	Each						
36.	Sign here self-adhesive flags 100 sheets	1	Each						
37.	Urgent Stickers	1	Roll						
38.	Confidential Stickers	1	Roll						
39.	Desk sharpener with desk clamp	1	Each						
40.	Dividers – Polypropylene A4 Blank 10 division	1	Pack						
41.	File dividers Alphabetical (A-Z)	1	Pack						
42.	File dividers monthly (Jan – Dec)	1	Pack						
43.	Envelop B4 White	1	Each						
44.	Envelop B4 Brown	1	Each						
45.	Envelop C4 White	1	Each						
46.	Envelop C4 Brown	1	Each						
47.	Envelop C5 White	1	Each						

48.	Envelop C5 Brown	1	Each					
49.	Envelop DL-B White	1	Each					
50.	Envelop DL-B Brown	1	Each					
51.	Envelop C7 White	1	Each					
52.	Envelop C7 Brown	1	Each					
53.	Croxley GLUE Stick	1	Each					
54.	Bostik 100g	1	Each					
55.	File Fastener (metal) (50 in a pack)	1	Pack					
56.	File fastener (plastic) (50 in a pack)	1	Pack					
57.	Heavy duty punch – 150 sheets (2 holes)	1	Each					
58.	Standard punch – 20 sheets (2 holes)	1	Each					
59.	30cm Primeline plastic ruler	1	Each					
60.	Standard Scissors 19cm	1	Each					
61.	Heavy Duty stapler 200 sheet	1	Each					
62.	Standard Stapler – Kangaroo or equivalent	1	Each					
63.	Staple Remover	1	Each					
64.	Heavy duty 23/23 staples (1000 staples)	1	Box					
65.	Heavy duty 23/13 staples (1000 staples)	1	Box					
66.	Standard 26/6 staples (5000 staples)	1	Box					
67.	Plastic letter tray 3 tier	1	Each					
68.	Black mesh metal letter tray 3 tier	1	Each					
69.	Action Case File A4	1	Each					
70.	PVC Lever arch files 70mm (Black)	1	Each					
71.	PVC Lever arch files 70mm (Blue)	1	Each					
72.	PVC Lever arch files 70mm (Green)	1	Each					
73.	PVC Lever arch files 70mm (Red)	1	Each					
74.	PVC Lever arch files 70mm (Yellow)	1	Each					
75.	Manila File Folder A4	1	Each					
76.	Suspension files pack of 25	1	Pack					
77.	Eraser (standard)	1	Each					
78.	Office Dustbin black 20L	1	Each					
79.	Paper Clip Dispenser (green)	1	Each					

80.	Paper Clips 30mm (100 in a pack)	1	Pack						
81.	Paper Clips 50mm (100 in a pack)	1	Pack						
82.	Paper Clips 72mm (100 in a pack)	1	Pack						
83.	Binder Clips 19mm (12 in a box)	1	Box						
84.	Binder clips 32mm (12 in a box)	1	Box						
85.	A4 72-page exercise book	1	Each						
86.	A4 Counter book 192 pages	1	Each						
87.	A5 Counter book 192 pages	1	Each						
88.	A5 Short hand notebook 50 pages	1	Each						
89.	A4 Exam pad 100 Pages	1	Each						
90.	Drawing Pins (100 in a pack)	1	Pack						
91.	Notice Board Pins (100 in a pack)	1	Pack						
92.	Rubber Bands No. 19 100g	1	Pack						
93.	Rubber Bands No. 38 100g	1	Pack						
94.	Rubber Bands No. 64 100g	1	Pack						
95.	32 GB USB Flash Drive	1	Each						
96.	Till Roll Thermal 57x40 55gsm	1	Each						
97.	Till Roll Thermal 80x80 55gsm	1	Each						
98.	Rotatim Copy Paper A4 80gsm	1	Ream						
99.	Butterfly A4 Pastel Spectra 80gsm Asst	1	Ream						
100.	Butterfly A4 Pastel Spectra 80gsm Pink	1	Ream						
101.	Butterfly A4 Pastel Spectra 80gsm Buff	1	Ream						
102.	Butterfly A4 Pastel Spectra 80gsm Yellow	1	Ream						
103.	Butterfly A4 Pastel Spectra 80gsm Green	1	Ream						
104.	Butterfly A4 Pastel Spectra 80gsm Blue	1	Ream						
105.	Butterfly A4 Bright Pastel Spectra 80gsm Orange	1	Ream						
106.	Butterfly A4 Bright Pastel Spectra 80gsm Blue	1	Ream						
107.	Butterfly A4 Bright Pastel Spectra 80gsm Green	1	Ream						
108.	Butterfly A4 Bright Pastel Spectra 80gsm Yellow	1	Ream						
109.	Butterfly A4 Bright Pastel Spectra 80gsm Red	1	Ream						

**TOTAL LOT 1**



32.	HP LaserJet Pro 8715 – 953 Magenta	1	Each					
33.	HP LaserJet Pro 8715 – 953 Cyan	1	Each					
34.	HP LaserJet Pro 8715 – 953 Black	1	Each					
35.	HP Desk Jet 3835 – 652	1	Each					
36.	Samsung m4580 – 303E	1	Each					
<b>TOTAL LOT 2</b>								
				<b>Grand Total Excl. VAT</b>				
				<b>15% VAT</b>				
				<b>Grand Total Incl. VAT</b>				
<b>NAME:</b>		<b>POSITION:</b>		<b>SIGNATURE</b>		<b>DATE</b>		
<b>NAME OF BIDDER:</b>		<b>ADDRESS:</b>						

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

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**

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

*The goods required are technically specified in Section V. Inspections and examinations will be done upon delivery to ascertain if specifications, sizes, and quantities meet the requirements.*

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: \_\_\_\_\_

*[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.]*

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
<b>LOT 1: Office Stationeries</b>			
1.	Black BIC ballpoint pens (60 in a box)		
2.	Blue BIC ballpoint pens (60 in a box)		
3.	Red BIC ballpoint pens (60 in a box)		
4.	HB Traditional Pencil (12 in a box)		
5.	Mechanical Pencil 0.7mm		
6.	Rubber finger medium size		
7.	Pencil leads 0.5mm		
8.	Black Permanent Marker (10 in a box)		
9.	Blue Permanent Marker (10 in box)		
10.	Green Permanent Marker (10 in a box)		
11.	Red Permanent Marker (10 in a box)		
12.	White Board Markers (Black) (10 in a box)		
13.	White Board Markers (Blue) (10 in a box)		
14.	White Board Markers (Green) (10 in a box)		
15.	White Board Markers (Red) (10 in a box)		
16.	Highlighters (Blue) (4 in a pack)		
17.	Highlighters (Green) (4 in a pack)		
18.	Highlighters (Yellow) (4 in a pack)		
19.	Highlighters (Orange) (4 in a pack)		
20.	Highlighters (Pink) (4 in a pack)		
21.	Highlighters (Purple) (4 in a pack)		
22.	Batteries (AAA 1.5V) (4 in a pack)		
23.	Batteries AA (4 in a pack)		
24.	Batteries AAA (4 in a pack)		
25.	Business card holder desk small card size clear		
26.	Casio Compact Desktop Calculator		
27.	Casio scientific calculator (FX-991ESPLUS)		
28.	Sellotape 19mmx33m clear		

29.	Sellotape 48mmx100m clear		
30.	Masking TAPE 60Deg 48X40		
31.	Correctional Pen 7ml		
32.	Desk memo cube full set 100mmx100mm (Assorted colours)		
33.	Memo Cube refill 1000 sheets Assorted colors		
34.	Memo cube refill 1000 sheets of white		
35.	Self-adhesive notes 75mmx75mm 400 sheets		
36.	Sign here self-adhesive flags 100 sheets		
37.	Urgent Stickers		
38.	Confidential Stickers		
39.	Desk sharpener with desk clamp		
40.	Dividers – Polypropylene A4 Blank 10 division		
41.	File dividers Alphabetical (A-Z)		
42.	File dividers monthly (Jan – Dec)		
43.	Envelop B4 White		
44.	Envelop B4 Brown		
45.	Envelop C4 White		
46.	Envelop C4 Brown		
47.	Envelop C5 White		
48.	Envelop C5 Brown		
49.	Envelop DL-B White		
50.	Envelop DL-B Brown		
51.	Envelop C7 White		
52.	Envelop C7 Brown		
53.	Croxley GLUE Stick		
54.	Bostik 100g		
55.	File Fastener (metal) (50 in a pack)		
56.	File fastener (plastic) (50 in a pack)		
57.	Heavy duty punch – 150 sheets (2 holes)		
58.	Standard punch – 20 sheets (2 holes)		
59.	30cm Primeline plastic ruler		
60.	Standard Scissors 19cm		
61.	Heavy Duty stapler 200 sheet		
62.	Standard Stapler – Kangaro or equivalent		
63.	Staple Remover		
64.	Heavy duty 23/23 staples (1000 staples)		
65.	Heavy duty 23/13 staples (1000 staples)		
66.	Standard 26/6 staples (5000 staples)		
67.	Plastic letter tray 3 tier		
68.	Black mesh metal letter tray 3 tier		
69.	Action Case File A4		
70.	PVC Lever arch files 70mm (Black)		
71.	PVC Lever arch files 70mm (Blue)		
72.	PVC Lever arch files 70mm (Green)		
73.	PVC Lever arch files 70mm (Red)		
74.	PVC Lever arch files 70mm (Yellow)		
75.	Manila File Folder A4		

76.	Suspension files pack of 25		
77.	Eraser (standard)		
78.	Office Dustbin black 20L		
79.	Paper Clip Dispenser (green)		
80.	Paper Clips 30mm (100 in a pack)		
81.	Paper Clips 50mm (100 in a pack)		
82.	Paper Clips 72mm (100 in a pack)		
83.	Binder Clips 19mm (12 in a box)		
84.	Binder clips 32mm (12 in a box)		
85.	A4 72-page exercise book		
86.	A4 Counter book 192 pages		
87.	A5 Counter book 192 pages		
88.	A5 Short hand notebook 50 pages		
89.	A4 Exam pad 100 Pages		
90.	Drawing Pins (100 in a pack)		
91.	Notice Board Pins (100 in a pack)		
92.	Rubber Bands No. 19 100g		
93.	Rubber Bands No. 38 100g		
94.	Rubber Bands No. 64 100g		
95.	32 GB USB Flash Drive		
96.	Till Roll Thermal 57x40 55gsm		
97.	Till Roll Thermal 80x80 55gsm		
98.	Rotatrim Copy Paper A4 80gsm		
99.	Butterfly A4 Pastel Spectra 80gsm Asst		
100.	Butterfly A4 Pastel Spectra 80gsm Pink		
101.	Butterfly A4 Pastel Spectra 80gsm Buff		
102.	Butterfly A4 Pastel Spectra 80gsm Yellow		
103.	Butterfly A4 Pastel Spectra 80gsm Green		
104.	Butterfly A4 Pastel Spectra 80gsm Blue		
105.	Butterfly A4 Bright Pastel Spectra 80gsm Orange		
106.	Butterfly A4 Bright Pastel Spectra 80gsm Blue		
107.	Butterfly A4 Bright Pastel Spectra 80gsm Green		
108.	Butterfly A4 Bright Pastel Spectra 80gsm Yellow		
109.	Butterfly A4 Bright Pastel Spectra 80gsm Red		
<b>LOT 2: Cartridges</b>			
1.	Canon Cartridge 737		
2.	Canon Cartridge 728		
3.	Canon Cartridge 054 Yellow		
4.	Canon Cartridge 054 Magenta		
5.	Canon Cartridge 054 Cyan		
6.	Canon Cartridge 054 Black		
7.	Canon Cartridge 045 Yellow		
8.	Canon Cartridge 045 Magenta		
9.	Canon Cartridge 045 Cyan		
10.	Canon Cartridge 045 Black		
11.	Canon Cartridge 731 Yellow		
12.	Canon Cartridge 731 Magenta		

13.	Canon Cartridge 731 Cyan		
14.	Canon Cartridge 731 Black		
15.	Canon Cartridge 513 Yellow		
16.	Canon Cartridge 513 Magenta		
17.	Canon Cartridge 513 Cyan		
18.	Canon Cartridge 513 Black		
19.	Canon Cartridge 440 Yellow		
20.	Canon Cartridge 440 Magenta		
21.	Canon Cartridge 440 Cyan		
22.	Canon Cartridge 440 Black		
23.	Canon Cartridge 425 Yellow		
24.	Canon Cartridge 425 Magenta		
25.	Canon Cartridge 425 Cyan		
26.	Canon Cartridge 425 Black		
27.	Canon Cartridge FX10		
28.	Canon Cartridge 451		
29.	Canon Cartridge 445		
30.	HP LaserJet – 36A		
31.	HP LaserJet Pro 8715 – 953 Yellow		
32.	HP LaserJet Pro 8715 – 953 Magenta		
33.	HP LaserJet Pro 8715 – 953 Cyan		
34.	HP LaserJet Pro 8715 – 953 Black		
35.	HP Desk Jet 3835 – 652		
36.	Samsung m4580 – 303E		

**Specifications and Compliance Sheet Authorised by:**

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

## SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: \_\_\_\_\_

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
<b>Purchaser</b> GCC 1.1(h)	The purchaser is: Tsumeb Municipality
<b>Site</b> GCC 1.1(m)	The Site/final destination for delivery of the Goods is: Stores, Tsumeb Municipality
<b>Incoterms Edition</b> GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> GCC 8.1	Any notice shall be sent to the following addresses: For the <i>Tsumeb Municipality</i> , the address and the contact name shall be: <b>Mr. Toivo Shipanga</b> e-mail: <a href="mailto:tshipanga@tsumebmun.org.na">tshipanga@tsumebmun.org.na</a> For the Supplier, the address and contact name shall be: _____
<b>Disputes</b> GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
<b>Delivery and Documents</b> GCC 13.1	The Goods are to be delivered within <i>2 weeks</i> from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
<b>Price Adjustment</b> GCC 15.1	The price charge for the Goods supplied and the related Services performed <i>shall not</i> be adjustable.
<b>Terms of Payment</b> GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.

Subject and GCC clause reference	Special Conditions
<b>Terms of Payment</b> GCC 16.4 (a)	The price <i>shall not be</i> adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> 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.</p> <p>ii) An interest rate of ... ..% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
<b>Performance Security</b> GCC 18.1	(i) No performance security is required.
<b>Discharge of Performance Security</b> GCC 18.4	The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date. <b><i>Not Applicable</i></b>
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
<b>Insurance</b> GCC 24.1	<b><i>Not Applicable</i></b>
<b>Transportation</b> GCC 25	The Goods shall be delivered: <b><i>DAP (Delivered at Place): Stores, Tsumeb Municipality</i></b>
<b>Inspection and Test</b> GCC 26.1	The inspection and tests shall be: <b><i>General Inspection</i></b>
<b>Location of Inspection and Tests</b> GCC 26.2	The inspections and tests shall be conducted at: <b><i>the Stores, Tsumeb Municipality</i></b>
<b>Liquidated Damages</b> GCC 27.1	Liquidated damages for the whole contract are <i>0.05%</i> per day. The maximum amount of liquidated damages for the whole contract is <i>4%</i> of the final contract price.
<b>Repair and Replacement</b> GCC 28.5	The period for repair or replacement shall be: <b>7 day(s)</b>

## SCHEDULE 1

## EVALUATION CRITERIA

<b>Evaluation Criteria</b>	<b>Max Points</b>	<b>Further Details</b>	<b>Points</b>
Experience in the Supply and Delivery of stationeries to Public Entities  Minimum Three reference letters from <b>Public Entities</b> provided with contactable references <b>NB – Each letter will count 10 points</b>	30	Bidder provided three letters of reference	30
		Bidder provided two letters of reference	20
		Bidder provided one letter of reference	10
		Bidder did not provide any letter of reference	0
Delivery Methodology	20	Clear and defined delivery methods /plan attached indicating how the ordering process will be conducted	20
		No clear delivery plan nor did the bidder indicate how the delivery will be conducted	0
Supplier arrangement letter confirming Service Level Agreement (SLA)/ contractual relationships arrangements. In house capabilities- Warehouse, Asset list, Vehicle list, and Equipment	20	Bidder provided evidence of SLA or contract arrangement as well as items such as vehicle or warehouse	20
		The bidder did not furnish any evidence of SLA items either as vehicles or such as warehouses.	0
Provide Fitness Certificate conforming to business requirements (type of business)	20	Bidder provided Fitness Certificate conforming to business requirements	20
		Bidder did not provide a Fitness Certificate conforming to business requirements	0
Product Catalogue	10	The bidder provided the latest product catalogue	10
		The bidder did not provide the latest product catalogue	0
<b>Total</b>	<b>100</b>		

For the bidder's financial proposal to be evaluated, a minimum 60% score should be attained in the technical evaluation.

**The bidder (s) with the lowest substantially responsive bid, having scored 60% or above will be recommended for this bid.**

## SCHEDULE 2

## COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

<b>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</b>		
	<b>N\$</b>	<b>N\$</b>
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	
• Clerical Wages	.....	
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

**NB! The cost structure should be certified by a Certified Accountant**

**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.:** \_\_\_\_\_

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
All eligibility requirements as stipulated in the bidding document		

**Disclaimer:** *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*