



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

Office of the Bursar

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REQUEST FOR SEALED QUOTATIONS

FOR

**THE SUPPLY AND DELIVERY OF PRE-PRINTED STUDENT CARDS TO THE NAMIBIA UNIVERSITY OF
SCIENCE AND TECHNOLOGY FOR THREE (3) YEARS**

Procurement Reference No: G/RFQ/NUST - 005/2020

**Namibia University of Science and Technology
13 Jackson Kaujeua Street, Private Bag 13388, Windhoek, NAMIBIA
Telephone: +264 61 207 2020; Fax: +264 61 207 2966; Email address: bidbox@nust.na**



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REQUEST FOR QUOTATION

Letter of Invitation

Dear Prospective Supplier

Subject: REQUEST FOR SEALED QUOTATIONS FOR THE SUPPLY AND DELIVERY OF PRE-PRINTED STUDENT CARDS TO THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY FOR THREE (3) YEARS

The Namibia University of Science and Technology (NUST) 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.

Any request for clarification should be forwarded in writing to: Ms Rosemary Tjombonde; Tel: +264 61 207 2020 Fax: +264 207 2966, email address: bidbox@nust.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,

Rosemary Tjombonde

Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NUST 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 **180** days from the date of the submission deadline.

4. Eligibility Criteria

To be eligible to participate in this RFQ exercise, you should attach the following mandatory documents:

- a) A valid certified copy of the Company registration certificate, clearly indicating shareholders and principals' contact details. ***(Attach Identification Documents of all shareholders)***
- b) A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance.
- c) A valid original or certified copy of the company's good standing certificate from Social Security Commission.
- d) A valid original or certified copy of the Affirmative Action Compliance Certificate, or proof from the Employment equity Commissioner that a bidder is not a relevant employer or exemption issued in terms of section 42 of Affirmative Action Act, 1998.
- e) A written undertaking as contemplated in Section 138 of Labour Act, 2007.
- f) Submit signed Bid-securing Declaration.

NB: Only valid original or certified copy of an original document as certified by the Namibian Police will be accepted.

Failure to submit mandatory documents will lead to the Bidder being disqualified.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **30 days** after acceptance/issue of Purchase Order. Deviation in the delivery period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number** and the **Procurement title**, addressed to Namibia University of Science and Technology (NUST) 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:

Namibia University of Science and Technology

13 Jackson Kaujeua Street

Bid Box

Elizabeth Haus (Security Foyer)

Windhoek

28 August 2020

12h00 (local time)

Quotations by post or hand delivered should reach Namibia University of Science and Technology by the same date and time at latest.

Late quotations will be rejected.

9. Opening of Quotations

Quotations will be opened internally by the **NUST** 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 Securing Declaration, will be posted on NUST website www.nust.na and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

NUST 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 **NUST** requirements.

The provision of 1 (one) sample DEMO card submitted along with the proposal, should be complete as per sample picture in Annexure 1, meeting the required specifications, free of any cost to NUST.

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

None

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

NUST 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, **NUST** 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:	NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek West
Procurement Reference Number:	G/RFQ/NUST - 005/2020
Subject matter of Procurement:	REQUEST FOR SEALED QUOTATIONS FOR THE SUPPLY AND DELIVERY OF PRE-PRINTED STUDENT CARDS TO THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY FOR THREE (3) YEARS

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.

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: _____/_____/_____

Procurement Ref No.: G/RFQ/NUST – 005/2020

To:
Namibia University of Science and Technology
13 Jackson Kaujeua Street
Windhoek West

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***

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Namibia University of Science and Technology

Procurement Ref No. G/RFQ/NUST – 005/2020

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. [To be filled by the Public Entity]				<u>Bidders shall fill-in columns E - I and fill the total</u> 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 (Include shape, colour, material, dimensions etc.)	Quantity required	Unit of measures	*	Price per card NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month)	Country of Origin
1	<p>PVC Pre-printed student cards with Institutional logo as per the sample attached in this RFQ.</p> <p>The Service Provider has to supply ONE DEMO card, complete in all respect with excellent quality of card as well as excellent printing as per the sample provided. (Annexure 1 – Sample Student Card).</p> <p><i>Sample packages should be clearly labeled with the Service Provider's name and bid reference number. Please note that the cost of providing samples lies solely with the Service Provider, and NUST will not be responsible for any cost. Submissions without samples will be disqualified immediately.</i></p>	14 000	EA						

					TOTAL				
NAME:		POSITION:		SIGNATURE:			DATE:		
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in 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

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SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Description of Goods (Include shape, color, material, dimensions etc.)	Quantity required
PVC Pre-printed student cards with Institutional logo as per sample attached in this RFQ	14 000

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[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**

8	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	-14 000 PVC printed cards. -Blank white backside, Namibia University of Science and Technology printed on the front Student in the lower left hand corner. -Provide a free sample card as per specifications provided below: -NUST logo -Font: Ropa Soft -Font size: 14 -Card should be as per sample in front and white at the back. -Logos and wording should be in the NUST Colours as per sample drawing provided. -Colours should not fade		

NB! Cards prepared with error / mistakes will be replaced at no additional charge i.e. free of cost within 2 days of reporting when the successful bidder commences with the contract.

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Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods **Ref. G/RFQ/NUST – 005/2020** on the website of the Public Entity www.nust.na except where modified by the Special Conditions below.

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: **G/RFQ/NUST – 005/2020**

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Namibia University of Science and Technology 13 Jackson Kaujeua Street Windhoek West
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is: Namibia University of Science and Technology 13 Jackson Kaujeua Windhoek West
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010 .

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Subject and GCC clause reference	Special Conditions
<p>Notices GCC 8.1</p>	<p>Any notice shall be sent to the following addresses: Manager Procurement Namibia University of Science and Technology Private Bag 13388 Windhoek bidbox@nust.na</p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Disputes GCC 10.2</p>	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:</p> <p>_____</p>
<p>Delivery and Documents GCC 13.1</p>	<p>The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed delivery note;</p>
<p>Price Adjustment GCC 15.1</p>	<p>The price charge for the Goods supplied and the related Services performed shall not be adjustable.</p>
<p>Terms of Payment GCC 16.1</p>	<p>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</p>
<p>Terms of Payment GCC 16.3</p>	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
<p>Terms of Payment GCC 16.4 (a)</p>	<p>The price shall not be adjustable to the fluctuation in the rate of exchange.</p>
<p>Payment Period GCC 16.5</p>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>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.</p>

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Subject and GCC clause reference	Special Conditions
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	No performance security is required
Packing GCC 23.2	The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination.
Insurance GCC 24.1	The Goods supplied under the Contract shall be fully insured in freely convertible currency from an eligible country against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms such as CIF
Transportation GCC 25	The Goods shall be delivered: DDP
Inspection and Test GCC 26.1	The inspection and tests shall be: upon delivery of goods by suppliers prior to signing delivery note.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Namibia University of Science and Technology 13 Jackson Kaujeua Street Windhoek West
Liquidated Damages GCC 27.1	Liquidated damages for the whole Contract are 4% contract price per day. The maximum amount of liquidated damages for the whole Contract is 4% of the final contract price.
Warranty GCC 28.3	Not applicable
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: N/A

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

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- 15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

$$a+b+c = 1$$

in which:

- P_1 = adjustment amount payable to the Supplier.
 P_0 = Contract Price (base price).
 a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
 b = estimated percentage of labor component in the Contract Price.
 c = estimated percentage of material component in the Contract Price.
 L_0, L_1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
 M_0, M_1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a , b , and c as specified by the Purchaser are as follows:

$a =$ *[insert value of coefficient]*

$b =$ *[insert value of coefficient]*

$c =$ *[insert value of coefficient]*

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = *[insert number of weeks]* weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
- (b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.

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- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

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

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

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

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: G/RFQ/NUST – 005/2020

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
A valid certified copy of the Company registration certificate, clearly indicating shareholders and principals' contact details and their identification document. .		
A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance.		
A valid original or certified copy of the company's good standing certificate from Social Security Commission.		
A valid original or certified copy of 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		
A written undertaking as contemplated in Section 138 of Labour Act, 2007.		

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.