



**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**Office of the Bursar**

13 Jackson Kaujeua Street  
Private Bag 13388  
Windhoek  
NAMIBIA

T: +264 61 207 2066  
F: +264 61 207 9066  
E: [bursar@nust.na](mailto:bursar@nust.na)  
W: [www.nust.na](http://www.nust.na)

## **REQUEST FOR SEALED QUOTATIONS**

**FOR**

**THE APPOINTMENT OF A PANEL OF SUPPLIERS FOR THE SUPPLY AND DELIVERY OF VARIOUS  
OFFICE STATIONERY AND TONERS TO THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY  
(NUST) FOR THREE (3) YEARS ON A NEED-BASIS AGREEMENT**

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**Procurement Reference No: G/RFQ/NUST-005/2023**

**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](mailto:bidbox@nust.na)**



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## **REQUEST FOR QUOTATION**

### **Letter of Invitation**

Dear Prospective Supplier

**Subject: Request for sealed quotations for the appointment of a panel of suppliers for the supply and delivery of various office stationery and toners to the Namibia University of Science and Technology (NUST) for three (3) years on a need-basis agreement.**

The Namibia University of Science and Technology (NUST) invites you to submit your best quote for the items described 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-Kakuuai; Tel: +264 61 207 2020, Fax: +264 207 2966, email address: [bidbox@nust.na](mailto: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-Kakuuai

*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 before contract award.

### 2. Preparation of Quotations

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

- (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.

Before preparing your quotation, you are advised to carefully read the Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII. 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 (BIPA), clearly indicating shareholders' and principals' contact details (***Attach certified copies of the Identification Document of all shareholders***);
- b) A valid original or certified copy of good standing Tax Certificate (NAMRA);
- c) A valid original or certified copy of the Good Standing Social Security Certificate;
- d) A valid original or certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- e) Submit signed Bid-securing Declaration.

- f) A written undertaking, as contemplated in Section 138(2) of the Labour Act, 2007.

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

#### **5. Bid Securing Declaration**

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

#### **6. Delivery**

Delivery shall commence **7-14 days** after acceptance/issue of the Purchase Order and signing of the contract by both parties. Deviation in 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, 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:

Namibia University of Science and Technology

13 Jackson Kaujeua Street

**Bid Box**

**Administration Building, First Floor Finance (Foyer)**

**Windhoek**

**30 March 2023 (Thursday)**

**12h00 (local time)**

Quotations by post or hand delivered should reach Namibia University of Science and Technology by the same date and time at the 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, and the presence or absence of a Bid Securing Declaration. The final bid report summary shall be posted on the NUST website, [www.nust.na](http://www.nust.na) and available to any bidder on request within 14 working days of the Opening.

## 10. Evaluation of Quotations

**NUST** shall have the right to request 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.

The evaluation criteria as set out hereunder will assist **NUST** to ensure conformity to all bid requirements. **NUST** shall use the evaluation criteria, weights, applicable values and / or minimum qualifying score for functionality as indicated in the bid document. The evaluation criteria is comprised of the mandatory documents as well as the functionality criteria aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract for the period of three (3) years.

## 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 Specifications, Performance Requirements, and Compliance Sheet and evaluation criteria 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.

The bidder must submit the following, together with the mandatory documents stipulated in point **4** above:

- a) Provide three (3) letters of references on their company letterhead of contracts of similar size for the past three (3) years. The references should be contactable;
- a) Provide a company profile demonstrating the number of years in the industry and the successful supply and delivery of office stationery and consumables;
- b) Proof of infrastructure essential (e.g. Utility Bill or Lease Agreement) not older than six (6) months.
- c) Please indicate the Estimated Time of Arrival (ETA) on the quotation for all the items quoted.

## 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 the award of the contract. Award of contract shall be by issuing a Purchase Order/Letter of Acceptance in accordance with the terms and conditions of Section VI: Contract Agreement and General Conditions of Contract.

**15. Notification of Award and Debriefing**

**NUST** shall, after the award of the 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 14 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.**]*

<b>Quotation addressed to:</b>	NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek West
<b>Procurement Reference Number:</b>	G/RFQ/NUST - 005/2023
<b>Subject matter of Procurement:</b>	Request for sealed quotations for <b>the appointment of a panel of suppliers for the supply and delivery of various office stationery and toners to the Namibia University of Science and Technology (NUST) for a period of three (3) years on a need-basis agreement</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.

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 the 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 – 005/2023

**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)





If no base exchange rate is given, the price shall be treated as firm in Namibian Dollars for all intent and purposes.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

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SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SUPPLY OF OFFICE STATIONERY FOR THE PERIOD 2023-2025 (PART A)

LINE ITEMS	ITEM DESCRIPTION	UNIT OF MEASURE	SPECIFICATION	QTY	QUOTED PRICE (PER UNIT N\$)	TOTAL AMOUNT (N\$)
1	FINGER CONES	PCK OF 10	ANY BRAND	1		
2	FILE FASTENER TWIN CLIP	BOX OF 50	ANY BRAND	1		
3	FILE LACES 127MM	BOX OF 100	ANY BRAND	1		
4	FILE FOLDER MANILLA YELLOW	PCK OF 100	ANY BRAND	1		
5	FILE FOLDER MANILLA PINK	PCK OF 100	ANY BRAND	1		
6	FILE FOLDER MANILLA ORANGE	PCK OF 100	ANY BRAND	1		
7	FILE FOLDER MANILLA GREEN	PCK OF 100	ANY BRAND	1		
8	FILE FOLDER MANILLA BLUE	PCK OF 100	ANY BRAND	1		
9	FILE FOLDER MANILLA BEIGE	PCK OF 100	ANY BRAND	1		
10	FILE LEVER ARCH PVC COVER 7CM BANTEX	BOX OF 15	ANY BRAND	1		
11	FILES LEVER ARCH PVC COVER 4CM BANTEX	BOX OF 25	ANY BRAND	1		
12	FILE POCKETS PVC	PCK OF 100	ANY BRAND	1		
13	FILE SUSPENSION	BOX OF 25	BANTEX	1		
14	INDEX A4 A-Z MEETINGS	PCK	ANY BRAND	1		
15	FLIPCHART PADS 860 X 610MM	PAD	ANY BRAND	1		
16	SORTERS; COMBINED [A-Z, JAN-DEC, MON-SAT]	EA	ANY BRAND	1		
17	PUNCH TWO-HOLE LIGHT DUTY	EA	ANY BRAND	1		
18	PUNCH TWO-HOLE HEAVY DUTY	EA	ANY BRAND	1		
19	PUNCH FOUR-HOLE HEAVY DUTY	EA	ANY BRAND	1		
20	CATALOGUE HOLDER	BOX OF 6	ANY BRAND	1		
21	ARCHIVER BOX P50	EA	ANY BRAND	1		
22	LEVER ARCH FILES - A4 7MM	BOX OF 35	BANTEX	1		

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23	FLIP FILES 50 PAGES	EA	ANY BRAND	1	
24	FLIP FILES 30 PAGES	EA	ANY BRAND	1	
25	FILE BANTEX CREATE A COVER OF 40MM	EA	BANTEX	1	
26	FILE BANTEX A4 BLACK 2D	EA	ANY BRAND	1	
27	PAINT BRUSH NO. 10 ROUND L/HANDLE	EA	ANY BRAND	1	
28	ADHESIVE PRESTIK	BOX OF 24	ANY BRAND	1	
29	ADHESIVE GLUE STIC PRITT/UHU	BOX OF 12	ANY BRAND	1	
30	ADHESIVE BUFF TAPE 48MM	BOX OF 36	ANY BRAND	1	
31	ADHESIVE MASKING TAPE 12MM	ROLL	ANY BRAND	1	
32	ADHESIVE SELLOTAPE 12MM	ROLL	ANY BRAND	1	
33	ADHESIVE SELLOTAPE 18MM	ROLL	ANY BRAND	1	
34	ADHESIVE SELLOTAPE 24MM	ROLL	ANY BRAND	1	
35	ADHESIVE SELLOTAPE 48MM	BOX OF 36	ANY BRAND	1	
36	SELLOTAPE DISPENSER	EA	ANY BRAND	1	
37	PAPER CLIPS SMALL 30MM	BOX OF 10	ANY BRAND	1	
38	PAPER CLIPS LARGE 77MM	BOX OF 10	ANY BRAND	1	
39	PAPER CLIPS OF ASSORTED COLOURS 30MM	BOX OF 10	ANY BRAND	1	
40	PINS DRAWING SMALL	EA	ANY BRAND	1	
41	PINS DRAWING LARGE	EA	ANY BRAND	1	
42	PINS DRAWING COLOURED HEADS	EA	ANY BRAND	1	
43	PINS MAP ASSORTED COLOURS	EA	ANY BRAND	1	
44	RUBBER BANDS NO.32	PCK	ANY BRAND	1	
45	RUBBER BANDS NO.63	PCK	ANY BRAND	1	
46	BULLDOG CLIPS 75MM	EA	ANY BRAND	1	
47	CLIPS BULLDOG SMALL	EA	ANY BRAND	1	
48	CLIPS BULLDOG LARGE	EA	ANY BRAND	1	
49	PAPER CLIPS ASSORTED 50MM-MEDIUM	BOX OF 10	ANY BRAND	1	
50	PONAL WOOD GLUE	EA	ANY BRAND	1	
51	PAPER CLIPS ASSORTED 78MM-LARGE	PCK	ANY BRAND	1	
52	BLACKBOARD CHALK WHITE 100/PK	BOX	ANY BRAND	1	

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53	BLACKBOARD CHALK ASS.COLOURS 100/PKT	BOX	ANY BRAND	1	
54	BOOKS;COUNTER WITHOUT INDEX 192P A4	BOOK	ANY BRAND	1	
55	BOOKS;COUNTER WITHOUT INDEX 192P A5	BOOK	ANY BRAND	1	
56	BOOKS; GRAPH RULED 50 SHEETS	BOOK	ANY BRAND	1	
57	BOOKS; GRAPH 50 SHEETS	BOOK	ANY BRAND	1	
58	BOOKS; GRAPH RULED 80 SHEETS A4	BOOK	ANY BRAND	1	
59	BOOKS; SHORTHAND NOTE	BOOK	ANY BRAND	1	
60	BOOKS; GRAPH 36 PAGE	BOOK	ANY BRAND	1	
61	WRITING PAD EXECUTIVE	PAD	ANY BRAND	1	
62	PAPER SINGLE FOLIO A4 REAM	REAM	ANY BRAND	1	
63	PAPER DOUBLE FEINT RULED A4 MARGIN REAM	REAM	ANY BRAND	1	
64	POST-IT-PADS NO.653 SMALL	EA	ANY BRAND	1	
65	POST-IT-PADS 654 MEDIUM	EA	ANY BRAND	1	
66	POST-IT-PADS 655 LARGE	EA	ANY BRAND	1	
67	SCISSORS STAINLESS STEEL	EA	ANY BRAND	1	
68	STAPLE REMOVER	EA	ANY BRAND	1	
69	STAPLES 6MM	EA	ANY BRAND	1	
70	STAPLES 8MM	EA	ANY BRAND	1	
71	STAPLES 11MM	EA	ANY BRAND	1	
72	STAPLES 12.8MMX9MM	EA	ANY BRAND	1	
73	STAPLER LIGHT DUTY	EA	FULL STRIP	1	
74	STAPLER HEAVY DUTY	EA	ANY BRAND	1	
75	PENTEL CORRECTION INK	EA	ANY BRAND	1	
76	RULER PLASTIC 300MM	EA	ANY BRAND	1	
77	PENCIL SHARPENER DESK TYPE	EA	ANY BRAND	1	
78	PENCIL SHARPNER HAND-TYPE	EA	ANY BRAND	1	
79	LETTER TRAYS STACKABLE	EA	BANTEX	1	
80	STENCIL PLASTIC A-Z 0-9 LARGE	EA	ANY BRAND	1	
81	STENCIL PLASTIC 10MM SMALL	EA	ANY BRAND	1	
82	BINS WASTE PAPER PLASTIC	EA	ANY BRAND	1	

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83	DESK TIDIES ROUND	EA	ANY BRAND	1	
84	DESK TIDIES TUBULAR	EA	ANY BRAND	1	
85	KEY HOLDERS OF ASSORTED COLOURS	BOX OF 300	CROXLEY	1	
86	CLIPBOARD A4	EA	ANY BRAND	1	
87	DESK STAND [WITH PEN] SOLO	EA	BIC ONLY	1	
88	ENDORISING INK BLACK	EA	ANY BRAND	1	
89	ENDORISING INK BLUE	EA	ANY BRAND	1	
90	ENDORISING INK RED	EA	ANY BRAND	1	
91	ERASERS RUBBER LARGE	EA	ANY BRAND	1	
92	ERASERS WHITEBOARD	BOX OF 10	PARROT	1	
93	TRAY RISERS	EA	ANY BRAND	1	
94	STAPLES 23-24MM	EA	ANY BRAND	1	
95	PENCIL 2H	PCK OF 12	ANY BRAND	1	
96	PENCIL HB	PCK OF 12	ANY BRAND	1	
97	PEN BALLPOINT BLUE	BOX OF 60	BIC ONLY	1	
98	PEN BALLPOINT BLACK	BOX OF 60	BIC ONLY	1	
99	PEN BALLPOINT RED	BOX OF 60	BIC ONLY	1	
100	PEN ARTLINE 70 BLACK	BOX OF 12	ARTLINE	1	
101	PEN ARTLINE 70 GREEN	BOX OF 12	ARTLINE	1	
102	PEN ARTLINE 70 BLUE	BOX OF 12	ARTLINE	1	
103	DVD REWRITEABLE	BOX OF 10	ANY BRAND	1	
104	PEN ARTLINE 90 BLACK	BOX OF 12	ARTLINE	1	
105	PEN ARTLINE 90 BLUE	BOX OF 12	ARTLINE	1	
106	PEN ARTLINE 90 RED	BOX OF 12	ARTLINE	1	
107	PEN ARTLINE 90 GREEN	BOX OF 12	ARTLINE	1	
108	PEN WHITEBOARD MARKER BLACK	BOX OF 10	PENFLEX / COLLOSSO	1	
109	PEN WHITEBOARD MARKER BLUE	BOX OF 10	PENFLEX / COLLOSSO	1	
110	PEN WHITEBOARD MARKER GREEN	BOX OF 10	PENFLEX / COLLOSSO	1	

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<b>111</b>	PEN WHITEBOARD MARKER ORANGE	BOX OF 10	PENFLEX / COLLOSSO	1		
<b>112</b>	PEN WHITEBOARD MARKER PURPLE	BOX OF 10	PENFLEX / COLLOSSO	1		
<b>113</b>	PEN WHITEBOARD MARKER YELLOW	BOX OF 10	PENFLEX / COLLOSSO	1		
<b>114</b>	PEN WHITEBOARD MARKER RED	BOX OF 10	PENFLEX / COLLOSSO	1		
<b>115</b>	PEN FINELINER BLACK	BOX OF 12	PILOT	1		
<b>116</b>	PEN FINELINER BLUE	BOX OF 12	PILOT	1		
<b>117</b>	PEN FINE LINER YELLOW	BOX OF 12	PILOT	1		
<b>118</b>	PEN FINE LINER RED	BOX OF 12	PILOT	1		
<b>119</b>	PEN FINE LINER GREEN	BOX OF 12	PILOT	1		
<b>120</b>	PEN HIGHLIGHTER BLUE	BOX OF 10	PENFLEX	1		
<b>121</b>	PEN HIGHLIGHTER GREEN	BOX OF 10	PENFLEX	1		
<b>122</b>	PEN HIGHLIGHTER ORANGE	BOX OF 10	PENFLEX	1		
<b>123</b>	PEN HIGHLIGHTER PINK	BOX OF 10	PENFLEX	1		
<b>124</b>	PEN HIGHLIGHTER RED	BOX OF 10	PENFLEX	1		
<b>125</b>	PEN HIGHLIGHTER YELLOW	BOX OF 10	PENFLEX	1		
<b>126</b>	PEN BALLPOINT GREEN	BOX OF 12	PENTEL	1		
<b>127</b>	PEN BALLPOINT PURPLE	BOX OF 12	PENTEL	1		
<b>128</b>	PENS BALLPOINT PINK	BOX OF 12	PENTEL	1		
<b>129</b>	ENVELOPES WHITE C6 WINDOW (500/BOX)	BOX OF 500	ANY BRAND	1		
<b>130</b>	ENVELOPE WHITE C6 BANKER WALLET 114X162	BOX OF 500	ANY BRAND	1		
<b>131</b>	ENVELOPE WHITE DL BANKER 110X220	BOX OF 500	ANY BRAND	1		
<b>132</b>	ENVELOPE WHITE DL BANKER WINDOW 110X220	BOX OF 500	ANY BRAND	1		
<b>133</b>	ENVEOLPE BROWN B4(250/BOX)	BOX OF 250	ANY BRAND	1		
<b>134</b>	ENVELOPE WHITE C4 229X324 (250/BOX)	BOX OF 250	ANY BRAND	1		
<b>135</b>	ENVELOPE WHITE C5 162X229(500/BOX)	BOX OF 500	ANY BRAND	1		
<b>136</b>	ENVELOPE BROWN A3(250/BOX)	BOX OF 250	ANY BRAND	1		

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<b>137</b>	BATTERIES AA.15V	PCK OF 4	VARTA / ELLIES/ EVEREADY	1		
<b>138</b>	RAY AAA BATHERIES	PCK OF 4	VARTA / ELLIES/ EVEREADY	1		
<b>139</b>	BATTERY 9V	EA	VARTA / ELLIES/ EVEREADY	1		
<b>140</b>	COMPT PAPER 280X370 1-PART BLANK	BOX	ANY BRAND	1		
<b>141</b>	COMPT PAPER 241X280 2-PART BLANK NCR	BOX	ANY BRAND	1		
<b>142</b>	EPSON LQ590 RIBBON	EA	EPSON	1		
<b>143</b>	DVD RE-WRITTEABLE	BOX OF 10	ANY BRAND	1		
<b>144</b>	RE-WRITTEABLE CD	BOX OF 10	ANY BRAND	1		
<b>145</b>	DVD RECORDABLE	BOX OF 10	ANY BRAND	1		
<b>TOTAL STATIONERY BASKET</b>						

**SUPPLY OF OFFICE TONERS FOR THE PERIOD 2023-2025 (PART B)**

<b>LINE ITEMS</b>	<b>ITEM DESCRIPTION</b>	<b>UNIT OF MEASURE</b>	<b>SPECIFICATION</b>	<b>QTY</b>	<b>QUOTED PRICE (PER UNIT N\$)</b>	<b>TOTAL AMOUNT (N\$)</b>
<b>1</b>	HP Cart. CF210A- Black	EA	Genuine HP only	1		
<b>2</b>	HP Cart. CF 211A- Cyan	EA	Genuine HP only	1		
<b>3</b>	HP Cart. CF212A- Yellow	EA	Genuine HP only	1		
<b>4</b>	HP Cart. CF213A- Magenta	EA	Genuine HP only	1		
<b>5</b>	HP Cart. CE410A- Black	EA	Genuine HP only	1		
<b>6</b>	HP Cart. CE411A- Cyan	EA	Genuine HP only	1		
<b>7</b>	HP Cart CE412A- Yellow	EA	Genuine HP only	1		
<b>8</b>	HP. Cart CE4123A- Magenta	EA	Genuine HP only	1		
<b>9</b>	HP Cart CE270A- Black	EA	Genuine HP only	1		
<b>10</b>	HP Cart. CE271A Cyan	EA	Genuine HP only	1		
<b>11</b>	HP CE272A Yellow	EA	Genuine HP only	1		
<b>12</b>	HP Cart.CE273A Magenta	EA	Genuine HP only	1		



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13	HP CF226A BLACK	EA	Genuine HP only	1		
14	HP 7115 A	EA	Genuine HP only	1		
15	CARTRIDGE HP Q7553	EA	Genuine HP only	1		
16	HP BLACK-51645A	EA	Genuine HP only	1		
17	CB540A	EA	Genuine HP only	1		
18	HP C 6578D	EA	Genuine HP only	1		
19	HP Q2613A	EA	Genuine HP only	1		
20	CARTRIDGE HP Q5949A	EA	Genuine HP only	1		
21	CARTRIDGE CB541A	EA	Genuine HP only	1		
22	CARTRIDGE CB542A	EA	Genuine HP only	1		
23	CARTRIDGE CB543A	EA	Genuine HP only	1		
24	CARTRIDGE CE505A	EA	Genuine HP only	1		
25	HP CC364A	EA	Genuine HP only	1		
26	HP LaserJet CC530A	EA	Genuine HP only	1		
27	HP LaserJet CC531A	EA	Genuine HP only	1		
28	HP LaserJet CC532A	EA	Genuine HP only	1		
29	HP LaserJet CC533A	EA	Genuine HP only	1		
30	LaserJet Pro CM1415 CE320 Black	EA	Genuine HP only	1		
31	LaserJet Pro CM1415 CE321A Cyan	EA	Genuine HP only	1		
32	LaserJet Pro CM1415 CE322A Yellow	EA	Genuine HP only	1		
33	LaserJet Pro CM1415 CE323A Magenta	EA	Genuine HP only	1		
34	Tally 6600 STD Life Ribbon	EA	Genuine HP only	1		
35	HP #80 Black Laserjet Toner Cart. CF280A	EA	Genuine HP only	1		
36	CE390A HP LASERJET BLACK MFP	EA	Genuine HP only	1		
37	HP CE400A BLACK	EA	Genuine HP only	1		
38	HP CE401A CYAN	EA	Genuine HP only	1		
39	HP CE402A YELLOW	EA	Genuine HP only	1		
40	HP CE403A MAGENTA	EA	Genuine HP only	1		
41	HP CART. CF400A BLACK	EA	Genuine HP only	1		

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<b>42</b>	HP. CART CF401A CYAN	EA	Genuine HP only	1		
<b>43</b>	HP. CART CF402A YELLOW	EA	Genuine HP only	1		
<b>44</b>	HP. CART CF403A MAGENTA	EA	Genuine HP only	1		
<b>TOTAL TONER BASKET</b>						

**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**

**NB: Complete based on specification indicated below in Section IV**

<b>Item No.</b>	<b>Technical Specification Required</b>	<b>Compliance of Specification Offered</b>	<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
<b>REFER TO SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS</b>	<b>REFER TO SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS</b>		

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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/Contract and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods **Ref. G/RFQ/NUST – 005/2023** on the website of the Public Entity [www.nust.na](http://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/contract 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 – 005/2023**

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

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Subject and GCC clause reference	Special Conditions
<p><b>Notices</b> <b>GCC 8.1</b></p>	<p>Any notice shall be sent to the following addresses:</p> <p><b>Manager Procurement</b> <b>Namibia University of Science and Technology</b> <b>Private Bag 13388</b> <b>Windhoek</b> <b>bidbox@nust.na</b></p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>Disputes</b> <b>GCC 10.2</b></p>	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:</p> <p>_____</p>
<p><b>Delivery and Documents</b> <b>GCC 13.1</b></p>	<p>The Goods are to be delivered within <b>30 days</b> from the date of Purchase Order /Letter of Acceptance/contract.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed delivery note;</p>
<p><b>Price Adjustment</b> <b>GCC 15.1</b></p>	<p>The price charge for the Goods supplied and the related Services performed shall not be adjustable.</p>
<p><b>Terms of Payment</b> <b>GCC 16.1</b></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>

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Subject and GCC clause reference	Special Conditions
<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.
<b>Terms of Payment</b> GCC 16.4 (a)	The price shall not be 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>
<b>Performance Security</b> GCC 18.1	(i) No performance security is required
<b>Discharge of Performance Security</b> GCC 18.4	No performance security is required
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
<b>Insurance</b> GCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i>
<b>Transportation</b> GCC 25	The Goods shall be delivered: DDP

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Subject and GCC clause reference	Special Conditions
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be: upon delivery of goods by suppliers prior to signing delivery note.
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: <b>Namibia University of Science and Technology 13 Storch Street Windhoek West</b>
<b>Liquidated Damages GCC 27.1</b>	Liquidated damages for the whole contract are 4% contract price per day. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage 4% of the final contract price.</i>
<b>Warranty GCC 28.3</b>	The period of validity of the warranty shall be: <b>365 day(s)</b>
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: <b>365 day(s)</b>

**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:

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:

$$P_1 = P_0 [a + b \frac{L_1}{L_0} + c \frac{M_1}{M_0}] - P_0$$

## Section VII Special Conditions of Contract 23

$$a+b+c = 1$$

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 the 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.



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- (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.
- (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

<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**

## EVALUATION CRITERIA

The quotations will be examined to determine compliance with the RFQ requirements and conditions (completion and attachment of compulsory documents).

Responsive bids will therefore be evaluated using the 80/20 preference point system in terms of which points are awarded to bidders based on the following:

- Functionality (maximum 70 points)
- The bid price (maximum 30 points)

### STAGE 1: ADMINISTRATIVE COMPLIANCE

The following evaluation criteria shall be applied, notwithstanding any other requirement in the bidding documents.

### MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

The bidder must meet the following mandatory requirements:

Mandatory Documents Requirements	
Mandatory Requirements	Responsive or Not Responsive
A certified copy of the Company registration clearly indicating shareholders' and principals' contact details as registered with the Business Intellectual Property Authority (BIPA) - <b>Attached certified copies of all shareholders Identification documents.</b>	
A valid original or certified copy of the company's good standing Tax Certificate ( <b>NAMRA</b> ).	
A valid original or certified copy of the company's good standing Social Security Certificate ( <b>Social Security Commissioner</b> ).	
A valid original or certified copy of the Affirmative Action Compliance Certificate, or proof from the Employment Equity Commissioner that the bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.	
A Written undertaking in compliance with Section 138 (2) of the Labour Act, 2007	
An 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, where applicable and that it will abide to sub-clause 6.8 of the General conditions of Contract if it is awarded the contract or part thereof; and;	
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.**

**At this stage, the bidder's submission will either be responsive or none responsive. None responsive submissions will be eliminated from the entire evaluation process and will not be considered further.**

## **STAGE 2: EVALUATION OF FUNCTIONALITY**

The evaluation criteria for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Bidders need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

<b>FUNCTIONALITY CRITERIA</b>	<b>POINTS ALLOCATED</b>
<b>Provide three (3) letters of reference on their company letterhead of contracts of similar size for the past three (3) years. The references should be contactable.</b>	<b>Maximum 30 points</b>
3 Reference letters provided	30
2 References letters provided	20
1 Reference letter provided	10
0 References provided	0
<b>Company Industry Experience Provide a company profile demonstrating the number of years in the industry and the successful supply and delivery of office stationery and consumables</b>	<b>Maximum 25 points</b>
More than 5 years of experience	25
Experience between 4 and 5 years	20
Experience between 2 and 3 years	15
Less than 2 years	5
No information provided	0
<b>Response Time after Order Placement (Clearly stipulate on the quotation the Estimated Time of Arrival (ETA) of each item.</b>	<b>Maximum 20 points</b>
Same day delivery	20
Next business day delivery	15
Between 2 and 7 business days	5
Between 7 and 14 business days	3
More than 14 days business days/ No Information provided	0

<p><b>List of items quoted meeting specifications as per SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS ON PAGES 9-17</b></p> <p>The bidder must indicate ability to deliver the items as per specification sheet. The bidder should ensure that any replacement items match the function and quality of the original, specified item. <i>(All the toners listed should be genuine and not replacement items).</i></p>	<p><b>Maximum 20 points</b></p>
<p>Supplier has bid on all the items on the list. Goods supplied meet the specifications. Quoted quantities are in line with required quantities.</p>	<p>20</p>
<p>Supplier has bid on 90% or more of the items. Goods supplied meet the specifications and in-line with the required quantities.</p>	<p>10</p>
<p>Supplier has bid on less than 90% of the list. Goods supplied do not meet the specifications.</p>	<p>0</p>
<p><b>Proof of Infrastructure</b></p>	<p><b>5</b></p>
<p>Proof of infrastructure essential (e.g. Utility Bill or Lease Agreement) not older than six (6) months.</p>	<p>5</p>
<p><b>Total Points</b></p>	<p><b>100</b></p>

## QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NUST – 005/2023

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidence for conformity of Goods		
A valid certified copy of the Company registration certificate (BIPA), clearly indicating shareholders' and principals' contact details ( <b>Attach certified copies of the Identification Document of all shareholders</b> )		
A valid original or certified copy of good standing Tax Certificate (NAMRA)		
A valid original or certified copy of the Good Standing Social Security Certificate.		
A valid original or certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the 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(2) 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.