



REPUBLIC OF NAMIBIA

Omaheke Regional Council

Request for Sealed Quotations for Goods

Procurement of Assorted Office ICT items

Procurement Reference No: G/RFQ/OMA - 093/2022/2023

**Omaheke Regional Council
Government Office Park
Private Bag 2277
Gobabis**

|Tel: +264 62 566500

|Fax: +264 62-562432

|Website: www.omahekercc.gov.na

Letter of Invitation

[Name and Address of Bidder]

.....

.....

.....

Date:

G/RFQ/OMA - 093/2022/2023

Dear Sirs,

Request for Quotations for Supply of ASORTED ICT ITEMS

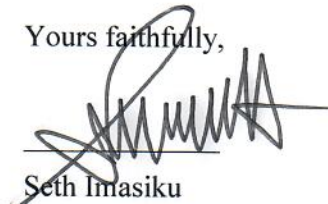
The **Omaheke Regional Council** invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to **Mr Bryne Mokgatle or Mr Seth Imasiku 062 566500**

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,

 16/02/2023

Seth Imasiku

Secretary to the Procurement Committee

[Signature and Name of Secretary to the Procurement Committee]

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Omaheke Regional Council reserves the right:

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

2. 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[insert number] days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original/certified valid good Standing Tax Certificate;
- (c) have an original/certified valid good Standing Social Security Certificate;
- (d) have a valid 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;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) An 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, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (h) Compliance sheet MUST be filled in Full because it will form part of the selection criteria.

5. Bid Securing Declaration

Bidders are required to *submit a Bid Securing Declaration* for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Security as per the format contained in Appendix to Quotation Letter of this document for *an amount of NAD.....[based on 0.05% - 2% of your budget estimate for the procurement]* **OR**% *[insert percentage within the following range: 0.05% - 2% of the quoted price]* valid up to *[validity period of bid security must be 30days beyond the quotation validity period]*

[Public Entity shall insert amount/percentage of bid security and validity period, if a Bid Security is applicable].

6. Delivery

Delivery shall be.....*[insert number of days/weeks/months]* 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:

The specification will be used inspect and test that all items are procured according to specifications

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 Omaheke Regional Council on **2nd March 2023 at 11:00**. Quotations by post or hand delivered should reach the Omaheke Region Office by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail or fax 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 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:

N/A

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

N/A

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. Performance Security

N/A

16. 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:	Omaheke Regional Council
Procurement Reference Number:	G/RFQ/OMA - 093/2022/2023
Subject matter of Procurement:	Procurement of Assorted Office ICT items

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the *Bid Securing Declaration* (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *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	

[This form is to be deleted if Bid Securing Declaration is not applicable.]

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.: G/RFQ/OMA - 093/2022/2023

To:[insert complete name of Public Entity and address]

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

QUOTATION FOR: **Procurement of Assorted Office ICT items**

Procurement Ref No. **G/RFQ/OMA - 093/2022/2023**

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. Omaheke Regional Council				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 ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks (days/month)	Country of Origin
1.	Standard Laptops - (Refer to specifications)	6							
2.	Standard PCs - (Refer to specifications)	6							
3.	Professional PCs - (Refer to specifications)	2							
4.	LaserJet Printers (Black and white)	4							
5.	Multifunction Color Printers	5							
6.	IT Toolkit	1							
7.	External Hard Drive 1TB	2							
8.	Online UPS for servers	1							
				TOTAL					
NAME:				SIGNATURE		DATE			
NAME OF BIDDER:				POSITION:					
				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**

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/OMA - 093/2022/2023

[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>
	See Specifications		

** Columns A and B to be completed by Public Entity.*

NB: The Compliance sheet **MUST** be filled in Full because it will form part of the selection criteria

Specifications and Compliance Sheet Authorised By:

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

Item # 1 - 6 x (Six) Standard Computers

Middle Level PCs	FOR OMAs TO COMPLETE		FOR TENDERER TO COMPLETE		
	Quantity	6			
Feature	Description		Yes	No	Deviation(if any)
Operating system	Microsoft Windows 10 Professional (64 bit) or latest version				
Processor	10th Generation Intel Core i7 OR				
	AMD Ryzen 7				
Memory	8 GB DDR4 SDRAM upgradeable to 32				
Hard drive	512 GB SSI)				
Optical Drives	Slim DVD+/-RW DVD Combo				
Audio	Integrated High Definition Audio				
I/O Ports	Front: 1 x headset connector; 2 x USB 3.0 Rear: 1 x audio-in; 1 x audio-out; 1 x serial; 1x RJ-45 ; 4 x USB 3.0 , 1 X VGA, 1x HDMI				
Display					
Graphics	Integrated Graphics				
Input devices	USB Optical Scroll Mouse & Keyboard				
Speakers	Build-in or External				
Network Interface	Gigabit Ethernet				
Wireless	Wireless 802.11 ac				
Accessories	All necessary cables and accessories should be included				
Warranty	Three (3) Years				

Item # 2 - 2 x (Two) Professional Computers

3.1.3 H² EndPCs

High End PCs	FOR OMAs TO COMPLETE		FOR TENDERER TO COMPLETE		
	Quantity	2			
Feature	Description		Yes	No	Deviation(if any)
Operating system	Microsoft Windows 10 Professional (64 bit) or latest version				



Processor	10th Generation Intel@ Core™ i9 OR			
	AMD Ryzen 9			
Memory	16 GB DDR4 SDRAM (2x8GB) RAM upgradeable to 32 GB			
Hard drive	512 GB SSD			
Optical Drives	Slim DVD+/-RW DVD Combo			
I/O Ports	Front: 1 x headset connector; 2 x USB 3.0 Rear: 1 x audio-in; 1 x audio-out; 1 x serial; 1x RJ-45 ; 4 x USB 3.0 , 1 X VGA, 1x HDMI			
Display	23"			
Graphics	NVIDIA@ Quadro@ P1 000 (4 GB GDDR5 dedicated) or Equivalent			
Input devices	USB Keyboard and Optical Mouse			
Speakers	Built-in or External			
Network interface	Gigabit Ethernet			
Wireless	Wireless 802.11 ac			
Accessories	All necessary cables and accessories should be included			
Warranty	Three (3) years			

Item # 3 - 6 x (Six) Standard Laptop

Middle Level Laptops	FOR OMAs TO COMPLETE		FOR TENDERER TO COMPLETE		
	Quantity	6	Yes	No	Deviation(if any)
Feature	Description				
Operating system	Microsoft Windows 10 Professional (64 bit) or latest version				
Processor	10th Generation Intel Core i7 OR				
	AMD Ryzen 7				
Memory	8 GB DDR4				
Hard drive	512 GB SSD				
I/O Ports	3 x USB 3.0				
	1 x HDMI				
	1 x combo stereo headphone/mic jack				
	1 x RJ-45				
Display	15.6"				
Speakers	Integrated standard speakers				
Camera	720p High Definition webcam				
Graphics	Integrated High Definition Graphics				
Input devices	Touchpad mouse and Keyboard with Numeric Keypad				
Network interface	Gigabit Network Connection (10/100/1000 NIC)				
Wireless	802.11a/b/g/n WiFi				
Warranty	Three (3) years				
Accessories	Protective Carry Bag and all necessary accessories should be included				
Mouse	Wireless mouse				

Item # 4: 4 x (Four) Mono LaserJet Printers (Black and white)

LaserJet Printers (Black & White)	FOR OMAs TO COMPLETE		FOR TENDERER TO COMPLETE		
	Quantity	4			
Feature	Description		Yes	No	Deviation(if any)
Print speed, black	25ppm				
Print resolution,	1200 x 1200 dpi				
Recommended print Volume	250-2500 Pages Per month				
Expected engine Life	250 000 Pages				
Memory, standard	128 MB				
Processor speed	600 MHz				
Print languages, standard	PCL 5c; PCL 6; postscript level 3 emulation with automatic language switching,				
Paper tray(s), standard	2				
Paper handling standard, input	50-sheet multipurpose tray, 250sheet input tray				
Paper handling standard, output	150-sheet output bin				
Duplex printing	Automatic				
Media sizes, standard	A4, Letter, legal, statement, executive, index cards, envelopes;				
Media Types	Paper(bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, transparencies, heavy media				
Connectivity	Hi-Speed USB - compatible with USB 3.0 specification, Ethernet Interface (1000 Base-T/ 100-Base TX/ 10-Base-T), Near Field Communication (NFC)				
Compatible operating system	Windows Server 2016/2012; Windows 10,8,7 Professional x64, Mac OS				
Accessories	USB Cable and all necessary accessories should be included				
Warranty	Three (3) years				
OPTIONAL FEATURES					
Media Sizes					

Item # 5 - 5 x (Five) Multifunction Colour Printer

Multifunction Color Printers	FOR OMAs TO COMPLETE		FOR TENDERER TO COMPLETE		
	Quantity				
Features	Description		Yes	No	Deviation(if any)
Three-in-one functions	Print, copy, scan				
Print speed black	24ppm				
Print speed color	24ppm				
Print resolution, color	1200 x 1200 dpi				
Recommended Print Volume	250-2500 Pages				
Paper handling input	250-sheet input tray				
Paper handling output	50-sheet output tray				
Duplex printing	Automatic				
Document finishing	Sheet feed				
Media sizes	A3, A4, Letter, legal, statement, executive, index cards, envelopes				
Media types	Paper, envelopes, labels, cardstock, transparencies, heavy media				
Memory	128 MB				
Print languages	PCL 6, PCL 5c, postscript level 3 emulation				
Scanner type	ADF; Flatbed				
Scan resolution, optical	2400 dpi				
Bit depth	48-bit				
Automatic paper sensor	Yes				
Copy speed, black	24 cpm				
Copy speed, color	24 cpm				
Copy resolution, black	1200 optimized dpi from 600 input dpi				
Copy resolution, color	4800 x 1200 optimized dpi from 1200 input dpi on photo paper				
OPTIONAL FEATURES					
Fax transmission speed	3 sec per page				
Fax memory	100 pages				
Fax resolution, black	300 x 300 dpi				
Auto redial	yes				
Fax delayed sending	yes				
Polling	yes				



Item # 6 - 5 x (Five) Multifunction Colour Printer

Multifunction Color Printers	FOR OMAs TO COMPLETE		FOR TENDERER TO COMPLETE		
	Quantity		Yes	No	Deviation(if any)
Features	Description				
Three-in-one functions	Print, copy, scan				
Print speed black	24ppm				
Print speed color	24ppm				
Print resolution, color	1200 x 1200 dpi				
Recommended Print Volume	250-2500 Pages				
Paper handling input	250-sheet input tray				
Paper handling output	50-sheet output tray				
Duplex printing	Automatic				
Document finishing	Sheet feed				
Media sizes	A3, A4, Letter, legal, statement, exccutive, index cards, envelopes				
Media types	Paper, envelopes, labels, cardstock, transparencies, heavy media				
Memory	128 MB				
Print languages	PCL 6, PCL 5c, postscript level 3 emulation				
Scanner type	ADF; Flatbed				
Scan resolution, optical	2400 dpi				
Bit depth	48-bit				
Automatic paper sensor	Yes				
Copy speed, black	24 cpm				
Copy speed, color	24 cpm				
Copy resolution, black	1200 optimized dpi from 600 input dpi				
Copy resolution, color	4800 x 1200 optimized dpi from 1200 input dpi on photo paper				
OPTIONAL FEATURES					
Fax transmission speed	3 sec per page				
Fax memory	100 pages				
Fax resolution, black	300 x 300 dpi				
Auto redial	yes				
Fax delayed sending	yes				
Polling	yes				



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 - on the website of the Omaheke Regional Council www.omahekerc.gov.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:

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: Omaheke Regional Council
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is _____
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Omaheke Regional Council, the address and the contact name shall be: _____ For the Supplier, the address and contact name shall be: _____

Section VII Special Conditions of Contract 12

Subject and GCC clause reference	Special Conditions
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 15 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment 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
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii) An interest rate of N/A is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than N/A following completion date.

Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i>
Transportation GCC 25	The Goods shall be delivered: <i>[Incoterm for transportation]</i> .
Inspection and Test GCC 26.1	The inspection and tests shall be: <i>[insert nature, frequency, procedures for carrying out the inspections and test]</i>
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Omaheke Regional Council building
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per day. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage 4-10%]</i> of the final contract price.
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: <i>[insert number]</i> day(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>[insert names(s) of location(s)]</i></p> <p>For item 1, the minimum period of warranty/shelf life shall be _____</p> <p>For item 2, the minimum period of warranty/shelf life shall be _____</p> <p>For item 3, the minimum period of warranty/shelf life shall be _____</p>
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: <i>[insert number]</i> day(s)

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:

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

$$a+b+c = 1$$

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

Section VII Special Conditions of Contract 15

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

[This form is to be deleted if Performance Security is not applicable.]

SCHEDULE 1

PERFORMANCE SECURITY (BANK GUARANTEE)

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid Submission]*

Procurement Ref No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

To: *[insert complete name of Public Entity and address]*

Performance Guarantee No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of goods and related services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,¹ and any demand for payment under it must be received by us at this office on or before that date.

[signatures of authorized representatives of the bank and the Supplier]

¹ Dates established in accordance with Clause 18.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 28.3 of the GCC intended to be secured by a partial Performance Guarantee. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Purchaser might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee."

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	NS	NS
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

SCHEDULE 3**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/OMA - 093/2022/2023

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
<i>[Public Entity to insert any other]</i>		

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.