



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

Request for Quotations for Non-Consultancy Services Time-Based

Supply and delivery of still water to BIPA's Offices for the period of twelve (12) months

Procurement Reference No: NCS/RFQ/BIPA-28/2023

NB!!! Bidders should bid in-line with their principle business.

Business and Intellectual Property Authority, No. 3 Rhur Str, Northern Industry, PZN Building,
Windhoek, Namibia, Tel: +264 61 299 4415, Email: procurementrequest@bipa.na



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

Letter of Invitation

To: All Bidders

Procurement Reference Number: NCS/RFQ/BIPA-28/2023

Date: 04 September 2023

Request for Quotations for Supply and delivery of still water to BIPA's Offices for the period of twelve (12) months

The Business and Intellectual Property Authority invites you to submit your best quote for the services described in detail hereunder.

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

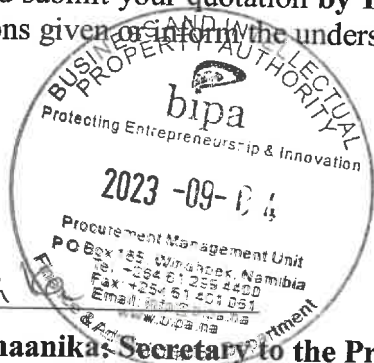
Queries, if any, should be addressed to: Procurement Tel: 061 -299 4415/4309,

Email: procurementrequest@bipa.na

Please prepare and submit your quotation by **11h00, Tuesday, 12 September 2023**, in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

J. Shaanika



Jakob Mwaala Shaanika, Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Business and Intellectual Property Authority reserves the right:

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

2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet in Section VII, before preparing your quotation. The standard forms in this document may not be retyped for completion. **All pages must be initialled and the use of correction fluid is strictly prohibited.**

Validity of Quotations

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

3. Eligibility Criteria

	Document name / title	Please tick
1	Original valid certified copy Certificate of Good Standing Tax for Procurement Purposes, issued NAMRA	
2	Certified copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or Letter from the Employment Equity Commission or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998. (letter should be on letterhead, stamped and signed by the EEC).	
3	Original Certificate of valid Good Standing Certificate with the Social Security Commission.	
4	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other Company Registration Certificate. These Certificates should clearly indicate the goods / services that the Supplier is registered to render.	

	Submit BIPA Good standing Certificate will be added advantage	
5	Certified copy of a valid Certificate of Registration as an SME, issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).	
	Signed Bid-securing Declaration & Written Undertaking (these forms are part of the bid document)	

(g) Additional eligibility criteria

Bidders should provide a list of 3 reference letters from 3 clients (with their telephone and email addresses) to whom similar work have been provided, preferably in Public Entities.

4. Bid Security/Bid Securing Declaration

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

5. Contract Period for Services

The contract shall be on fixed rate for a period of twelve (12) months.

6. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of same services provided with customers' reference details.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Bid Box located at **Business and Intellectual Property Authority, No. 3 Rhur Str, Northern Industry, PZN Building, Windhoek, Namibia**, not later than **Tuesday, 12 September 2023 at 11h00am**.

Quotations by post or hand delivered should reach **Business and Intellectual Property Authority, No. 3 Rhur Str, Northern Industry, PZN Building, Windhoek, Namibia** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the

Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be made available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

BIPA shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation

11. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

12. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

13. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

14. Margin of Preference

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

Formula for calculation of Margin of Preference

$$A = \frac{MP \times BP}{100}$$

"A" represents the amount to be determined

"MP" represents the total percentage of all margins of preferences granted

"BP" represents the bid price

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

No	Categories of bidders	Margin of	Requirement	Document evidence
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		Preference	(all the document required per category MUST be submitted/attached)	submitted (bidder to indicate YES by ticking)
1	100% Namibian shareholding	3%	Certified copy of founding statement/company registration indicating ownership structure/ certified copy of all shareholder certificate with Certified copy of Identity Documents (IDs) of all shareholder	
2	SME Company	1%	Certified copy of SME Registration Certificate	
3	Company owned by youth	1%	≥ 51% Company Registration, Certified copy of Certified copy of Identity Documents (IDs)	
4	Women and previously disadvantaged	1%	≥ 51% Company Registration, Certified copy of Certified copy of Identity Documents (IDs)	
5	Service rendered by Namibian citizens (key employees). State key personnel for this project	1%	1% = employees with Namibian Citizenship <60 2% = employees with Namibian Citizenship >60 Certified copy of Identity Documents (IDs)	
6	Service rendered by Namibians (employer) is this a manager or board of directors?	1%	As per Section 71(3) of Procurement Act (bidder to meet any of the criterial above)	
7	Materials	2%	40% materials/goods to be used are from Namibia, Attach Proof	
Total		10%		

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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 and General Conditions of Contract.

17. Performance Security

Performance Security is not applicable

18. Notification of Award and Debriefing

The Public Entity shall after award must 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 days (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

Quotation Addressed to:	
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Procurement Reference Number:	NCS/RFQ/BIPA-28/2023
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Services, 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: Request for Quotations.

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

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

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 bid validity.

The service will commence within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

Quotation Authorised By:

Name of Bidder			Company's Address and seal
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

[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.: NCS/RFQ/BIPA-28/2023

To: _____

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[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: SCOPE OF SERVICES

1. Supply and delivery of still water (refill) twice a month for the Period of twelve (12) months – Windhoek Office
2. Procurement of sixteen (16) 20L bottles – Windhoek Office
3. Supply and delivery of still water (refill) twice a month for the Period of twelve (12) months – Walvibay Office
4. Procurement of one (1) 20L bottle- Walvisbay Office

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/BIPA-28/2023

Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below.

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit Measure	Unit Price (Excl. VAT)	Total price (Excl. VAT)	Delivery
A*	B*	C*	D*	E	F	G
Windhoek Office						
1	Procurement of Bottles	16	20L			
2	Supply and delivery of still water (refill) twice a month for the Period of twelve (12) months	16	12 months			
Subtotal						
VAT @ %15						
Total						
Walvisbay Office						
3	Procurement of one (1) bottle	1	20L			
4	Supply and delivery of still water (refill) twice a month for the Period of twelve (12) months	1	12 months			
Subtotal						
VAT @ %15						
Total						

Enter 0% VAT rate if VAT exempt.

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/BIPA-28/2023

Bidders should complete columns C and D with the specifications and Performance standards of the services 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	Windhoek Office		
1	Procurement of sixteen (16) 20L bottles		
2	Supply and delivery of still water (refill) twice a month for the Period of twelve (12) months		
	Walvisbay Office		
3	Procurement of one (1) 20L bottle		
4	Supply and delivery of still water (refill) twice a month for the Period of twelve (12) months		

3			
4			
5			
6			

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

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), Ref: **NCS/RFQ/BIPA-28/2023** for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/BIPA-28/2023

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall be deemed to come into effect as from 25 September 2023
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by 25 September 2024 or by an additional period of 12 months, renewable on an annual basis based on the approval by the Accounting Officer.
GCC 1.6.1 Issue of notices	<p>The Authorized Representative of the Employer is:</p> <p>Mr Jakob Mwaala Shaanika Secretary to the Procurement Committee Tel: 061 - 299 4309/ 4415</p> <p>The Authorized Representative of the Service Provider is:</p>
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: Not applicable
GCC 2.7 Reporting Obligations	<p>The Service Provider shall report to:</p> <p>Mr Lourensia Ndeshi Thomas Logistics Officer Tel: 061 -299 4410</p>

GCC 2.10 Performance Security	The Performance Security is not required.
GCC 4.2 Contract Price	The amount payable is: _____ per month.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**

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

Procurement Reference No.:

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Securing declaration	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	

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.*