

# Supply and delivery of cleaning material and office refreshments to various NAB offices for a period of 12 Months

# (Exclusive Preference to local suppliers)

Procurement Reference No: [G/RFQ/NAB-18/2022/2023]

Bidder:			
Contact No:			
Email Address:			
Postal Address:			
Physical Address:			
LOT A:N\$	LOT F: N\$	LOT K: N\$	LOT P: N\$
LOT B: N\$	LOT G: N\$	LOT L: N\$	
LOT C: N\$	LOT H: N\$	LOT M: N\$	
LOT D: N\$	LOT I: N\$	LOT N: N\$	
LOT E: N\$	LOT J: N\$	LOT O: N\$	

Closing date: 14 March 2023 @11h00 AM

#### **Letter of Invitation**

G/RFQ/NAB-18/2022/2023

1 March 2023

Dear bidder

Supply and delivery of cleaning materials and office refreshments to various NAB offices for a period of 12 months

The NAB 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 <u>pmu@nab.com.na</u>, contact person Mr S.Shilongo.

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

Yours faithfully,

Mr S.Shilongo Head :PMU

#### SECTION I: INSTRUCTIONS TO BIDDERS

#### 1. Rights of Public Entity

The NAB 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) Bidders may quote on all Lots or some lots only, however bidders are required to quote on all line items for each Lot they are quoting (incomplete quotations will not be considered)
- (d) the Specifications and Compliance Sheet in Section V; and
- (e) 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 60 days from the date of submission deadline.

#### 4. Eligibility Criteria

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

- (a) Attach certified copy of company Registration documents/certificate and certified copies of identification document of directors/shareholders;
- (b) Attach original/certified copy of valid good Standing Tax Certificate form NAMRA;
- (c) Attach original /certified copy of valid good Standing Social Security Certificate;
- (d) Attach 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) Submit signed Bid-securing Declaration.
- (f) 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;
- (g) Submit a minimum of four (4) references by means of a completion certificate/references letters/testimonial of similar work done within the last 3 years, (completion certificate/reference letter/testimonial must indicate, contract value and description

of work done. Certificates/reference letter/testimonial with the required missing information will not be considered for evaluation)

(h) All pages of the bid document must be initialled and bid document must be duly completed.

NB/ failure to meet any of the above will lead to disqualification from the bidding process.

#### 5. Bid Securing Declaration

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

#### 6. Delivery

Delivery shall be 5 days after acceptance/issue of Purchase Order. 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 NAB Head office, No 30 David Meroro Road, Agricultural boards building, at the reception not later than [14th March 2023 @ 11h00]. Quotations by post or hand delivered should reach NAB Head office, No 30 David Meroro Road, Agricultural boards building by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

#### 9. Opening of Quotations

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

#### 10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

#### 11. Technical Compliance

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 remain fixed in Namibian Dollars for the duration of the contract.

#### 13. Margin of Preference

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

Categories of bidders	Criteria						
Manufacturer	"manufacturer" means a person or a company that is						
	involved in the physical or chemical						
	transformation of materials or components into new						
	products whether or not -(a) the transformation is through						
	work -						
	i) performed by a power-driven machine or by hand; or						
	(ii) done in a home or factory; or						
	(b) the new products are sold on a wholesale or retail basis;						
Micro, Small and Medium	A bidder whose minimum equity is 51% owned by						
Enterprise (MSME)	Namibians						
Women owned enterprise	A bidder who is a woman or whose minimum equity is 51%						
	owned by Namibia women						
Youth owned enterprise	A bidder who is a youth or whose minimum equity is 51%						
	owned by Namibian youth. Age 16-35 years as defined in						
	the NYC Act, 2009.						
Previously Disadvantaged	A bidder who is a PDP or whose minimum equity is 51%						
Person owned enterprise	owned by Namibian PDPs as						
(PDP)	contemplated in Article 23(2) and (3) of the Namibian						
	Constitution						
Bidder providing	A bidder who employs 50% or more Namibian citizens						
employment to Namibians							

# 13.2. Bidders applying for the Margin of Preference shall submit, documentary evidence

Categories of bidders	Margin of	Criteria
	preference	
Manufacturer	2%	
		-Certificate of registration from a registering
		authority
		-Declaration by the bidder that the
		manufactured goods meet
		the local content as determined in Annexure 6
		as per the cost structure for Value Added
		Calculation in Annexure 1, and as certified by

		an Accountant				
Micro, Small and Medium Enterprise (MSME)	1%	<ul> <li>SME registration certificate</li> <li>Declaration from bidder indicating the percentage of Namibian MSME ownership.</li> </ul>				
Women owned enterprise	1%	<ul> <li>IDs of all shareholders</li> <li>Founding statement/ company registration indicating ownership structure/shareholder certificate</li> <li>Declaration from bidder indicating the percentage of Namibian female ownership.</li> </ul>				
Youth owned enterprise	2%	<ul> <li>IDs of all shareholders</li> <li>Founding statement/ company registration indicating ownership structure/shareholder certificate</li> <li>Declaration from bidder indicating the percentage of Namibian youth ownership.</li> </ul>				
Previously Disadvantaged Person owned enterprise (PDP)	2%	<ul> <li>IDs of all shareholders</li> <li>Founding statement/ company registration indicating ownership structure/shareholder certificate</li> <li>Declaration from bidder indicating the percentage of Namibian PDPs ownership.</li> </ul>				
Bidder providing employment to Namibians	1%	- Bidder declaration that bidder will employ 50% or more Namibian citizens for this bid.				
Total	9%					

Bidders applying to be evaluated for margin of preference must submit a pack of the required documents clearly marked "Margin of preference".

If a bidder qualifies for margin of preference on more than one basis, all such margins of preference will be granted to the bidder and, when considering the bid, the bid price will be reduced with the amount determined in accordance with the formula below:

#### $A = MP \times BP / 100$

In which formula:

#### 14. Award of Contract

The Bidder having submitted the lowest evaluated economical and substantive responsive bid within budget estimates 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

<sup>&</sup>quot;A" represent the amount to be determined;

<sup>&</sup>quot;MP" represents the total percentage of all margins of preference granted in respect to the bid:

<sup>&</sup>quot;BP" represents the bid price

Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

#### **Performance Security**

None

#### 15. Notification of Award and Debriefing

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

## **SECTION II: QUOTATION LETTER**

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorised, it will be rejected.]

Quotation addressed to:	NAB		
Procurement Reference Number:	G/RFQ/NAB-18/2022/2023		
Subject matter of Procurement:	Supply and delivery of cleaning materials and office refreshments to various NAB		
	offices for a period of 12 months		

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 [forfeiture of the security amount / disqualification on the grounds mentioned in the BD].

The validity period of the Quotation is 60 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:** 

Quotation Mathoria	ica by:						
Name of Bidder		Company's Address and seal					
Contact Person							
Name of Person Aut	horising the Quotation:	Position:	Signature:				
Date		Phone No./Fax					

#### **BID SECURING DECLARATION**

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date: .	[Day month year]
Procur	rement Ref No.:
To:	[insert complete name of Public Entity and address]
	understand that in terms of section 45 of the Act a public entity must include in the bidding ent 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>(b)</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* Bidder	understand this bid securing declaration ceases to be valid if I am/We are* not the successful
	:signature of person whose name and capacity are shown]
Capaci [indica	ty of: te legal capacity of person(s) signing the Bid Securing Declaration]
	t complete name of person signing the Bid Securing Declaration]
	uthorized to sign the bid for and on behalf of: [insert complete name of Bidder]
Dated of	on day of,, t date of signing]
Corpor	rate Seal (where appropriate)
the joir	: In case of a joint venture, the bid securing declaration must be in the name of all partners to at venture that submits the bid.]  **eif not applicable / appropriate**

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# **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
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.

LOT A: QUOTATION FOR: NAB (NAB Head office ,Agricultural boards building, Windhoek)

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.			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					
					<ul> <li>technical information &amp; specification</li> <li>Bidders shall fill in and sign the bottom section of this page</li> </ul>					
		T ~		_				on of this page		
A	В	С	D	Е	F	G	Н	J		
Item	Description of Goods	Quantity	Unit of	*	Price per	Total price	VAT:	Delivery	Country	
no.		required	measures		unit	without VAT	NAD	weeks)	of	
					$NAD^1$	NAD		(days/m	Origin	
								onth		
1.		1								
	Kenna coffee (Box of 12 x 500g)									
	Rema correc (Box of 12 x 300g)									
		1								
2.	Will G ( 1 CO 251 )	1								
	White Sugar (pack of 8 x 2.5kg)									
3.		1								
	Brown Sugar (pack of 10 x 2kg)									
4.		1								
	Canderel Sticks (1 box x 100's)									
5.		1								
	Fresh Milk (pack of 6 x 1 Litre)									
6.	,	1								
	Rooibos Tea (1 box x 160 teabags)									
7.		1								
/ /	Green Tea (Box of 12 x 25's)	1								
8.	Green rea (Box or 12 x 25 b)	1								
0.	Five Peses (1x200/160 techess)	1								
	Five Roses (1x200/160 teabags)	1								
9		1								
	Cremora (1kg)									

10		1				
	Ricoffy (pack of 6X1kg)					
11	, , , , , , , , , , , , , , , , , , ,	1				
	Kitchen Towels (Pack of 12x150sheets)					
12		1				
	Toilet Papers (2 ply pack of 24 rolls)					
13		1				
	Domestos (Box of 24x500ml / 750ml)					
14		1				
	Pine Gel (5Litres)					
15		1				
	Hand wash (Box of 12x200ml)					
16		1				
	Hand cloth (1x10's)					
17	T 1 ( 1 0 6 0 7 0 1)	1				
10	Hand cream (pack of 6x250ml)					
18	D' 1 1' 1' 1' 1 66 750 1	1				
10	Dishwashing liquid (pack of 6x750ml	1				
19	Hamis slasner (Pask of 64500s)	1				
20	Harpic cleaner (Pack of 6x500g)	1				
20	Toilet ducks (Pack of 6 x750g)	1				
21	Tollet ducks (Fack of 6 x750g)	1				
21	Wipes (84's pack of 12)	1				
22	Wipes (64 s pack of 12)	1				
	Wipes (42's pack of 12)					
23		1				
	Mr Min (Pack of 6x300ml)					
24	(	1				
	Toilet spray (Box of 12x350ml)					
25		1				
	Black plastics (size 24 x 20 bags per pack)					
26		1				

	Kitchen cloths (10"s)								
27			1						
	Dust Cloths (10's)								
28			1						
	Sweets (1kg & 1x50 units)								
29			1						
	Bonaqua Water (24 packs, 500g, bot	tled in Namibia)							
30	Delivery fees		1						
						TOTAL			
NAME: POSITION:			SIGNAT	URE			DATE		
NAME OF BIDDER: ADDRESS:			•			<u>.</u>			

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 1	no base rate of exchange is given, the pr	rice shall be treated as firm in Namibian Dollars for all intent and purpose.
Ke	ey notes: <b>NA</b> =NOT APPLICABLE, <b>N</b>	<b>Q</b> =NO QUOTE

#### LOT B: QUOTATION FOR: NAB (NAB Keetmanshoop office, MVA fund building, Keetmanshoop)

	INSTRUCTIONS TO THE PUBLIC ENTITY					INSTRUCTION	S TO BID	DERS	
At ti	me of preparation of the RFQ, Columns A to D shall be filled  [To be filled by the Public Entity]	in by the Public	Entity.	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 technical info	ent is quoted, please ormation & specifica fill in and sign the b	attach to yo	ur quote appr	opriate
Α	В	С	D	Е	F	G	Н		I
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/m onth	Country of Origin
1	White Sugar (pack of 8 x 2.5kg)	1							
2.	Brown Sugar (pack of 10 x 2kg)	1							
3	Canderel Sticks (1 box x 100's)	1							
4	Fresh Milk (pack of 6 x 1 Litre)	1							
5	Rooibos Tea (1 box x 160 teabags)	1							
7	Cremora (1kg)	1							
8	Ricoffy (pack of 6X1kg)	1							
9	Kitchen Towels (Pack of 12x150sheets)	1							
10	Toilet Papers (2 ply pack of 24 rolls )	1							

11		1			
	Domestos (Box of 24x500ml / 750ml)				
12	,	1			
	Pine Gel (5Litres)				
13		1			
	Hand wash (Box of 12x200ml)				
14		1			
	Hand cloth (1x10's)	<u> </u>			
15	11 1 ( 1 ( 250 1)	1			
1.0	Hand cream (pack of 6x250ml)	1			
16	Dishwashing liquid (neak of 6v750ml	1			
17	Dishwashing liquid (pack of 6x750ml	1			
17	Harpic cleaner (Pack of 6x500g)	1			
18	Thurste cleaner (1 dek of 0x300g)	1			
	Toilet ducks (Pack of 6 x750g)				
19	· · · · · · · · · · · · · · · · · · ·	1			
	Wipes (84's pack of 12)				
20		1			
	Wipes (42's pack of 12)				
21		1			
	Mr Min (Pack of 6x300ml)				
22	T. 11 (D	1			
22	Toilet spray (Box of 12x350ml)	1			
23	Pleak plactice (size 24 v 20 base per peak)	1			
24	Black plastics (size 24 x 20 bags per pack)	1			
<i>∠</i> 4	Kitchen cloths (10"s)				
25	Kitchen Cloths (10-3)	1			
	Dust Cloths (10's)				
26	(-0-7)	1			
	Sweets (1kg & 1x50 units)				

27	Delivery fees		1					
					TOTAL			
	NAME: POSITION		ON:	SI	GNATURE	E	DATE	
	NAME OF BIDDER:				ADDRES	S:		

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 p	price shall be treated as firm in Namibian Dollars for all intent and purpose
Key notes: <b>NA</b> =NOT APPLICABLE, N	NO=NO OUOTE

LOT C: QUOTATION FOR: NAB (NAB Walvis bay office, , Walvis bay) Procurement Ref No. G/RFQ/NAB-18/2022/2023

	INSTRUCTIONS TO THE PUBLIC ENT	TTY		INSTRUCTIONS TO BIDDERS						
At	time of preparation of the RFQ, Columns A to D shall be filled i	n by the Public	Entity.			ers shall fill-in colun		l fill the total		
	[To be filled by the Public Entity]					f an equivalent is qu				
			F= Rate per unit G=Total price for one i  • If an equivalent is quoted, please attach to your quote							
								ur quote appro	opriate	
						ormation & specifica		6.4.		
						fill in and sign the b	1	on of this page	2	
A	В	C	D	Е	F	G	Н	_		
Item	Description of Goods	Quantity	Unit of	*	Price per	Total price	VAT:	Delivery	Country	
no.		required	measures		unit	without VAT	NAD	weeks)	of	
					$NAD^1$	NAD		(days/m	Origin	
								onth		
1		1								
	White Sugar (pack of 8 x 2.5kg)									
2.	<i>S</i> 4 <i>S</i> <sup>7</sup>	1								
	Brown Sugar (pack of 10 x 2kg)									
3		1								
	Canderel Sticks (1 box x 100's)									
4	culturation entering (1 cont in 100 s)	1								
	Fresh Milk (pack of 6 x 1 Litre)									
5	from the property of the first property of t	1								
3	Rooibos Tea (1 box x 160 teabags)	1								
7	Rootoos Tea (1 box x 100 teabags)	1								
,	Cremora (1kg)	1								
8	Cicinota (1kg)	1								
0	Dianffy (pools of 6V11sa)	1								
	Ricoffy (pack of 6X1kg)	1								
9		1								
	Kitchen Towels (Pack of 12x150sheets)									
10		1								
	Toilet Papers (2 ply pack of 24 rolls)									

11		1			
	Domestos (Box of 24x500ml / 750ml)				
12	,	1			
	Pine Gel (5Litres)				
13		1			
	Hand wash (Box of 12x200ml)				
14		1			
	Hand cloth (1x10's)				
15	11 1 ( 1 66 250 1)	1			
1.0	Hand cream (pack of 6x250ml)	1			
16	Dishwashing liquid (neak of 6v750ml	1			
17	Dishwashing liquid (pack of 6x750ml	1			
17	Harpic cleaner (Pack of 6x500g)	1			
18	Thurpte elemen (1 dek of 0x300g)	1			
	Toilet ducks (Pack of 6 x750g)				
19	( )	1			
	Wipes (84's pack of 12)				
20		1			
	Wipes (42's pack of 12)				
21		1			
	Mr Min (Pack of 6x300ml)				
22	T '1 ( D (12.250 1)	1			
22	Toilet spray (Box of 12x350ml)	1			
23	Pleak plactice (size 24 v 20 hage per peak)	1			
24	Black plastics (size 24 x 20 bags per pack)	1			
<i>∠</i> 4	Kitchen cloths (10"s)	1			
25	Kitchen Cloths (10-3)	1			
	Dust Cloths (10's)				
26	( (/	1			
	Sweets (1kg & 1x50 units)				

27	Delivery fees		1					
					TOTAL			
	NAME: POSITION		ON:	SI	GNATURE	E	DATE	
	NAME OF BIDDER:			ADDRES	S:			

If Price quoted is subject to change in rate	e of exchange at the time of delivery of goods provide details hereunder:
Currency:	Exchange Rate:
If no base rate of exchange is given, the p	rice shall be treated as firm in Namibian Dollars for all intent and purpose.
Key notes: NA=NOT APPLICABLE N	IO=NO OUOTE

	INSTRUCTIONS TO THE PUBLIC ENTITY					INSTRUCTIONS TO BIDDERS						
Atı	time of preparation of the RFQ, Columns A to D shall be filled	in by the Public	Entity.			ers shall fill-in colun		I fill the total				
	[To be filled by the Public Entity]					if an equivalent is qu			~ ~			
					Rate per unit			for one item (				
				•		ent is quoted, please		ur quote appro	opriate			
						ormation & specifica		C .1 :				
		_		fill in and sign the b		on of this page						
A	В	С	D	Е	F	G	Н		_			
Item	Description of Goods	Quantity	Unit of	*	Price per	Total price	VAT:	Delivery	Country			
no.		required	measures		unit	without VAT	NAD	weeks)	of			
					$NAD^1$	NAD		(days/m	Origin			
								onth				
1		1										
•	White Sugar (pack of 8 x 2.5kg)											
2.	White Sugar (pack of 6 'A 2.3kg)	1										
2.	Brown Sugar (pack of 10 x 2kg)	1										
2	brown Sugar (pack of 10 x 2kg)	1										
3	G 1 10'11 (11 1001)	1										
	Canderel Sticks (1 box x 100's)											
4		1										
	Fresh Milk (pack of 6 x 1 Litre)											
5		1										
	Rooibos Tea (1 box x 160 teabags)											
7		1										
	Cremora (1kg)											
8	(0/	1										
	Ricoffy (pack of 6X1kg)	1										
9	Ricorry (pack or ozerkg)	1										
9	Vitaban Tarrala (De ili ef 12-150-le e )	1										
10	Kitchen Towels (Pack of 12x150sheets)	1										
10		1										
	Toilet Papers (2 ply pack of 24 rolls)											
11		1										

	Domestos (Box of 24x500ml / 750ml)						
12		1					
	Pine Gel (5Litres)						
13		1					
1.4	Hand wash (Box of 12x200ml)	1					
14	Hand alada (1x102a)	1					
15	Hand cloth (1x10's)	1					
13	Hand cream (pack of 6x250ml)	1					
16	Time cream (pack of 0/250mi)	1					
	Dishwashing liquid (pack of 6x750ml						
17		1					
	Harpic cleaner (Pack of 6x500g)						
18		1					
	Toilet ducks (Pack of 6 x750g)						
19	W. (04) 1 C10)	1					
20	Wipes (84's pack of 12)	1					
20	Wipes (42's pack of 12)	1					
21	Wipes (42 8 pack of 12)	1					
21	Mr Min (Pack of 6x300ml)						
22	THE TIME (2 WOLL OF OILE COLLEY)	1					
	Toilet spray (Box of 12x350ml)						
23		1					
	Black plastics (size 24 x 20 bags per pack)						
24		1					
2.7	Kitchen cloths (10"s)						
25	Decret Cl. 41 v. (102 v.)	1					
26	Dust Cloths (10's)	1					
20	Sweets (1kg & 1x50 units)	1					
27	Delivery fees	1					
21	Delivery ices	1					
L	I .			1	1	1	1

					TOTAL				
	NAME:	POSITI	ON:	SI	GNATURE	<u>C</u>	DA	TE	
•	NAME OF BIDDER:				ADDRESS	S:			•

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 pr	rice shall be treated as firm in Namibian Dollars for all intent and purpose.
Key notes: <b>NA</b> =NOT APPLICABLE, <b>N</b>	Q=NO QUOTE

#### LOT E: QUOTATION FOR: NAB (NAB Ongwediva office, , Ongwediva)

	INSTRUCTIONS TO THE PUBLIC ENT	INSTRUCTIONS TO BIDDERS							
At	time of preparation of the RFQ, Columns A to D shall be filled i	n by the Public	Entity.			ers shall fill-in colur		d fill the total	
	[To be filled by the Public Entity]					f an equivalent is qu			
					Rate per unit			for one item (	
						ent is quoted, please		ur quote appr	opriate
						ormation & specifica		C 41	
	n n		F F	fill in and sign the b		on of this page	<u>;</u>		
A	В	C	D	E		G	Н		1 ~
Item	Description of Goods	Quantity	Unit of	*	Price per	Total price	VAT:	Delivery	Country
no.		required	measures		unit	without VAT	NAD	weeks)	of
					$NAD^1$	NAD		(days/m	Origin
								onth	
1		1							
	White Sugar (pack of 8 x 2.5kg)								
2.	<u> </u>	1							
	Brown Sugar (pack of 10 x 2kg)								
3	Dio via bugui (puon or 10 ii 2iig)	1							
	Canderel Sticks (1 box x 100's)	1							
4	Canderer Sticks (1 box x 100 s)	1							+
4	Enach Mills (mosts of 6 m 1 Litus)	1							
	Fresh Milk (pack of 6 x 1 Litre)	1							<del>                                     </del>
5		1							
	Rooibos Tea (1 box x 160 teabags)								
7		1							
	Cremora (1kg)								
8		1							
	Ricoffy (pack of 6X1kg)								
9	• • •	1							
	Kitchen Towels (Pack of 12x150sheets)								
10		1							
	Toilet Papers (2 ply pack of 24 rolls)								
	Toffet Lupers (2 pry pack of 2+ 1011s)								
					]				

11		1				
	Domestos (Box of 24x500ml / 750ml)	1				
12	,	1				
	Pine Gel (5Litres)					
13		1				
	Hand wash (Box of 12x200ml)					
14		1				
	Hand cloth (1x10's)					
15		1				
4.5	Hand cream (pack of 6x250ml)					
16	D' 1 1' 1' 1' 1 6 6 750 1	1				
1.7	Dishwashing liquid (pack of 6x750ml	1				
17	Hamin alanam (Dock of 6x500a)	1				
18	Harpic cleaner (Pack of 6x500g)	1				
10	Toilet ducks (Pack of 6 x750g)	1				
19	Tonet ducks (Fack of TO X730g)	1				
	Wipes (84's pack of 12)	1				
20	(0. s puon 01 12)	1				
	Wipes (42's pack of 12)					
21		1				
	Mr Min (Pack of 6x300ml)					
22		1				
	Toilet spray (Box of 12x350ml)					
23		1				
	Black plastics (size 24 x 20 bags per pack)					
24	*** 4 4 4 4 2 2 2 2 2 2 2 2 2 2 2 2 2 2	1				
	Kitchen cloths (10"s)					
25	D (Cl. 4 (10))	1				
25	Dust Cloths (10's)	1				
26	Carresto (11/2 0 1-50:	1				
27	Sweets (1kg & 1x50 units)	1				
21	Delivery fees	1			1	

				TOTAL				
NAME:	POSITI	ON:	SI	GNATURE	3	DA	TE	
NAME OF BIDDER:				ADDRES	S:			

If Price quoted is subject to change in rate of e	exchange at the time of delivery of goods provide details hereunder:
Currency:	Exchange Rate:
If no base rate of exchange is given, the pr	rice shall be treated as firm in Namibian Dollars for all intent and purpose.
Key notes: <b>NA</b> =NOT APPLICABLE, <b>N</b>	O=NO QUOTE

#### LOT F: QUOTATION FOR: NAB (NAB Omahene office, , Omahene border post)

	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.			ers shall fill-in colun		d fill the total							
	[To be filled by the Public Entity]					if an equivalent is qu									
					Rate per unit			for one item (							
				•		ent is quoted, please		ur quote appre	opriate						
			technical information & specification  • Bidders shall fill in and sign the bottom												
						fill in and sign the b		on of this page	3						
	A B C D E F G H I														
Item	Description of Goods	Quantity	Unit of	*	Price per	Total price	VAT:	Delivery	Country						
no.		required	measures		unit	without VAT	NAD	weeks)	of						
					$NAD^1$	NAD		(days/m	Origin						
								onth							
1		1													
	White Sugar (pack of 8 x 2.5kg)														
2.	<u> </u>	1													
	Brown Sugar (pack of 10 x 2kg)														
3		1													
	Canderel Sticks (1 box x 100's)	1													
4	Canacier Sticks (1 box x 100 s)	1													
4	Englo Millo (no allo of C on 1 Livro)	1													
	Fresh Milk (pack of 6 x 1 Litre)														
5		1													
	Rooibos Tea (1 box x 160 teabags)														
7		1													
	Cremora (1kg)														
8		1													
	Ricoffy (pack of 6X1kg)														
9		1													
	Kitchen Towels (Pack of 12x150sheets)														
10	,	1													
	Toilet Papers (2 ply pack of 24 rolls)														
	1 one rupers (2 pr) puck of 2 (10hs)														
				l			L								

1.1		1 1				
11	D (D (24 500 1 (550 1)	1				
<u> </u>	Domestos (Box of 24x500ml / 750ml)					
12		1				
	Pine Gel (5Litres)					
13		1				
	Hand wash (Box of 12x200ml)					
14		1				
	Hand cloth (1x10's)					
15	Traine Cross (TATO 5)	1				
13	Hand grown (needs of 6x250ml)	1				
1.0	Hand cream (pack of 6x250ml)	1				
16	D' 1 1' 1' 1/ 1 66 770 1	1				
	Dishwashing liquid (pack of 6x750ml					
17		1				
	Harpic cleaner (Pack of 6x500g)					
18		1				
	Toilet ducks (Pack of 6 x750g)					
19		1				
	Wipes (84's pack of 12)					
20		1				
	Wipes (42's pack of 12)	1				
21	w ipes (42 s pack of 12)	1				
21	M. M. (D. 1 f. (-2001)	1				
	Mr Min (Pack of 6x300ml)	1				
22		1				
	Toilet spray (Box of 12x350ml)					
23		1				
	Black plastics (size 24 x 20 bags per pack)					
24		1				
	Kitchen cloths (10"s)					
25	\ ' ' /	1				
	Dust Cloths (10's)					
26	Dust Cloths (10 s)	1				
20	Sweets (1kg & 1v50 units)	1				
07	Sweets (1kg & 1x50 units)	1		1		
27	Delivery fees	1				

				TOTAL				
NAME:	POSITI	ON:	SI	GNATURE	3	DATE		
NAME OF BIDDER:				ADDRES	S:			

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: <b>NA</b> =NOT APPLICABLE, <b>NQ</b> =NO QUOTE

	INSTRUCTIONS TO THE PUBLIC ENTITY					INSTRUCTIONS TO BIDDERS						
At t	At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.					Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted						
	[To be filled by the Public Entity]							c :	C E)			
					Rate per unit			for one item (				
						ent is quoted, please ormation & specification		ur quote appro	opriate			
							bottom section of this page					
A	В	С	D	Е	F	G	Н	]				
Item	Description of Goods	Quantity	Unit of	*	Price per	Total price	VAT:	Delivery	Country			
no.	•	required	measures		unit	without VAT	NAD	weeks)	of			
		1			$NAD^1$	NAD		(days/m	Origin			
								onth				
1		1										
	White Sugar (pack of 8 x 2.5kg)											
2.		1										
	Brown Sugar (pack of 10 x 2kg)											
3		1										
	Canderel Sticks (1 box x 100's)											
4		1										
	Fresh Milk (pack of 6 x 1 Litre)											
5		1										
	Rooibos Tea (1 box x 160 teabags)											
7		1										
	Cremora (1kg)											
8		1										
	Ricoffy (pack of 6X1kg)											
9		1										
	Kitchen Towels (Pack of 12x150sheets)											
10		1										
	Toilet Papers (2 ply pack of 24 rolls)											
1.1		1										
11		1										

	Domestos (Box of 24x500ml / 750ml)				
12		1			
	Pine Gel (5Litres)				
13		1			
	Hand wash (Box of 12x200ml)				
14		1			
1.5	Hand cloth (1x10's)	1			
15	Hand	1			
16	Hand cream (pack of 6x250ml)	1			
10	Dishwashing liquid (pack of 6x750ml	1			
17	Dishwashing fiquid (pack of 6x730fff	1			
17	Harpic cleaner (Pack of 6x500g)	1			
18	Trumple eleuner (1 dek 61 6/2005)	1			
	Toilet ducks (Pack of 6 x750g)				
19	( )	1			
	Wipes (84's pack of 12)				
20		1			
	Wipes (42's pack of 12)				
21		1			
	Mr Min (Pack of 6x300ml)				
22		1			
	Toilet spray (Box of 12x350ml)	4			
23	DI 1 1 (' ( ' 24 201 1)	1			
24	Black plastics (size 24 x 20 bags per pack)	1			
24	Kitchen cloths (10"s)	1			
25	Kitchen cloths (10-8)	1			
23	Dust Cloths (10's)	1			
26	Dust Cionis (10 3)	1			
20	Sweets (1kg & 1x50 units)				
27	Delivery fees	1			

				TOTAL				
NAME:	POSITI	ON:	SI	GNATURE		DA	<b>TE</b>	
NAME OF BIDDER:				ADDRESS	S:			

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 pr	rice shall be treated as firm in Namibian Dollars for all intent and purpose.
Key notes: <b>NA</b> =NOT APPLICABLE, <b>N</b>	Q=NO QUOTE

#### LOT I: QUOTATION FOR: NAB (NAB Rundu office, , Rundu)

	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.	Bidders shall fill-in columns E - I and fill the total								
	[To be filled by the Public Entity]			E= mark with a *if an equivalent is quoted								
				$F=$ Rate per unit $G=$ Total price for one item ( $C \times F$ )								
				• If an equivalent is quoted, please attach to your quote appropriate								
						ormation & specifica		6.1.				
					Bidders shall fill in and sign the bottom section of this page							
A	В	С	D	Е	F	G	Н	_				
Item	Description of Goods	Quantity	Unit of	*	Price per	Total price	VAT:	Delivery	Country			
no.		required	measures		unit	without VAT	NAD	weeks)	of			
		_			$NAD^1$	NAD		(days/m	Origin			
								onth				
1		1										
	White Sugar (pack of 8 x 2.5kg)											
2.	(Fine Sugar (Fuel of 6 A 216 kg)	1										
2.	Brown Sugar (pack of 10 x 2kg)	1										
3	Brown Sugar (pack of 10 x 2kg)	1										
3	C 1 10(1 (1 1 1001)	1										
	Canderel Sticks (1 box x 100's)											
4		1										
	Fresh Milk (pack of 6 x 1 Litre)											
5		1										
	Rooibos Tea (1 box x 160 teabags)											
7		1										
	Cremora (1kg)											
8	( )/	1										
	Ricoffy (pack of 6X1kg)	_										
9	Theory (puch of offing)	1										
	Kitchen Towels (Pack of 12x150sheets)	1										
10	Exterior Towers (Lack Of 12x130sheets)	1										
10	T-:1-4 D (2 -11	1										
	Toilet Papers (2 ply pack of 24 rolls)											
							<u> </u>					

11		1				
	Domestos (Box of 24x500ml / 750ml)					
12		1				
	Pine Gel (5Litres)					
13		1				
	Hand wash (Box of 12x200ml)					
14	** 1.1.1 (4.40)	1				
1.7	Hand cloth (1x10's)					
15	11 1 ( 1 66 250 1)	1				
16	Hand cream (pack of 6x250ml)	1				
10	Dishwashing liquid (pack of 6x750ml	1				
17	Distiwashing fiquid (pack of 0x730fff	1				
1 /	Harpic cleaner (Pack of 6x500g)	1				
18	This pie creaties (1 dek of 0.000g)	1				
	Toilet ducks (Pack of 6 x750g)					
19	·	1				
	Wipes (84's pack of 12)					
20		1				
	Wipes (42's pack of 12)					
21		1				
	Mr Min (Pack of 6x300ml)					
22	T. II. (D. (12.250.1)	1				
22	Toilet spray (Box of 12x350ml)	1				
23	Plack plactice (size 24 v 20 base per peak)	1				
24	Black plastics (size 24 x 20 bags per pack)	1				
∠ <del>'+</del>	Kitchen cloths (10"s)	1				
25	Kitchen cloths (10-5)	1				
	Dust Cloths (10's)	1				
26	(10 0)	1				
	Sweets (1kg & 1x50 units)					
27	Delivery fees	1				

				TOTAL				
NAME:	POSITI	ON:	SI	GNATURE	E	DAT	ГЕ	
NAME OF BIDDER:				ADDRES	S:			

If Price quoted is subject to change in rate of	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: <b>NA</b> =NOT APPLICABLE,	NQ=NO QUOTE

#### LOT J: QUOTATION FOR: NAB (NAB Muhembo office, , Muhembo border post)

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS							
At	time of preparation of the RFQ, Columns A to D shall be filled in	n by the Public	Entity.	Bidders shall fill-in columns E - I and fill the total							
	[To be filled by the Public Entity]			E= mark with a *if an equivalent is quoted							
				$F=$ Rate per unit $G=$ Total price for one item ( $C \times F$ )							
				• If an equivalent is quoted, please attach to your quote appropriate							
						ormation & specifica					
		_	_	•		fill in and sign the b		on of this page	9		
A	В	С	D	Е	F	G	Н	]			
Item	Description of Goods	Quantity	Unit of	*	Price per	Total price	VAT:	Delivery	Country		
no.		required	measures		unit	without VAT	NAD	weeks)	of		
					$NAD^1$	NAD		(days/m	Origin		
								onth	8		
1		1									
	White Sugar (pack of 8 x 2.5kg)										
2.		1									
	Brown Sugar (pack of 10 x 2kg)										
3		1									
	Canderel Sticks (1 box x 100's)										
4	` ,	1									
	Fresh Milk (pack of 6 x 1 Litre)										
5	*	1									
	Rooibos Tea (1 box x 160 teabags)										
7		1									
	Cremora (1kg)										
8		1									
	Ricoffy (pack of 6X1kg)										
9		1									
	Kitchen Towels (Pack of 12x150sheets)										
10	, , , , , , , , , , , , , , , , , , ,	1									
	Toilet Papers (2 ply pack of 24 rolls)										

1.1		1			
11	D (D (24 500 1 (550 1)	1			
	Domestos (Box of 24x500ml / 750ml)				
12		1			
	Pine Gel (5Litres)				
13		1			
	Hand wash (Box of 12x200ml)				
14		1			
	Hand cloth (1x10's)				
15	Traine Cross (TATO 5)	1			
13	Hand groom (needs of 6x250ml)	1			
1.0	Hand cream (pack of 6x250ml)	1			
16	D' 1 1' 1' 1/ 1 66 770 1	1			
	Dishwashing liquid (pack of 6x750ml				
17		1			
	Harpic cleaner (Pack of 6x500g)				
18		1			
	Toilet ducks (Pack of 6 x750g)				
19		1			
	Wipes (84's pack of 12)				
20		1			
20	Wipes (42's pack of 12)	1			
21	w ipes (42 s pack of 12)	1			
21	M. M. (D1f (-2001)	1			
	Mr Min (Pack of 6x300ml)	1			
22		1			
	Toilet spray (Box of 12x350ml)				
23		1			
	Black plastics (size 24 x 20 bags per pack)				
24		1			
	Kitchen cloths (10"s)				
25		1			
	Dust Cloths (10's)				
26	Dust Cloths (10 s)	1			
20	Cycota (11ra Pr 1 v 50 v mita)	1			
27	Sweets (1kg & 1x50 units)	1			
27	Delivery fees	1			

				TOTAL				
NAME:	POSITI	ON:	SI	GNATURE	3	DA	TE	
NAME OF BIDDER:				ADDRES	S:			

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: <b>NA</b> =NOT APPLICABLE, <b>N</b>	Q=NO QUOTE						

#### LOT K: QUOTATION FOR: NAB (NAB Katima Mulilo office, , Katima Mulilo)

B	ce for one item ( your quote appropriate of this page I Delivery	opriate
F= Rate per unit  If an equivalent is quoted, please attach to technical information & specification  Bidders shall fill in and sign the bottom see the price per no.  Because of the price per no.  Item Description of Goods Price per no.  Item Price per no.  Item NAD NAD NAT NAD  Item Price per no.  Item Price per no	ection of this page I C: Delivery D weeks)	opriate
B	ection of this page I C: Delivery D weeks)	opriate
technical information & specification  Bidders shall fill in and sign the bottom so  A B C D E F G H  Item Description of Goods no.  White Sugar (pack of 8 x 2.5kg)  2. Brown Sugar (pack of 10 x 2kg)  3 Canderel Sticks (1 box x 100's)  4 Fresh Milk (pack of 6 x 1 Litre)	ection of this page I C: Delivery D weeks)	e [
A B C D E F G H  Item Description of Goods no.  1 White Sugar (pack of 8 x 2.5kg) 2. Brown Sugar (pack of 10 x 2kg) 3 Canderel Sticks (1 box x 100's) 4 Fresh Milk (pack of 6 x 1 Litre)  • Bidders shall fill in and sign the bottom so B B C D E F G H  Quantity required measures neasures neasu	I Delivery weeks)	
A B C D E F G H Item Description of Goods Quantity required no.  1 White Sugar (pack of 8 x 2.5kg)  2. Brown Sugar (pack of 10 x 2kg)  3 Canderel Sticks (1 box x 100's)  4 Fresh Milk (pack of 6 x 1 Litre)	I Delivery weeks)	
Item no.     Description of Goods no.     Quantity required     Unit of measures     * Price per unit NAD¹     Total price without VAT NAD NAD       1     White Sugar (pack of 8 x 2.5kg)     1       2.     Brown Sugar (pack of 10 x 2kg)     1       3     Canderel Sticks (1 box x 100's)     1       4     Fresh Milk (pack of 6 x 1 Litre)     1	weeks)	Country
no.   required   measures   unit   NAD   NAI	weeks)	Country
NAD1   NAD     NAD1   NAD	,	
1 White Sugar (pack of 8 x 2.5kg)  2. Brown Sugar (pack of 10 x 2kg)  3 Canderel Sticks (1 box x 100's)  4 Fresh Milk (pack of 6 x 1 Litre)	(days/m	of
1 White Sugar (pack of 8 x 2.5kg)  2. Brown Sugar (pack of 10 x 2kg)  3 Canderel Sticks (1 box x 100's)  4 Fresh Milk (pack of 6 x 1 Litre)	( )	Origin
White Sugar (pack of 8 x 2.5kg)  2.	onth	8
2. Brown Sugar (pack of 10 x 2kg)  3		
Brown Sugar (pack of 10 x 2kg)  3		
Canderel Sticks (1 box x 100's)  Fresh Milk (pack of 6 x 1 Litre)		
Canderel Sticks (1 box x 100's)  Fresh Milk (pack of 6 x 1 Litre)		
4 Fresh Milk (pack of 6 x 1 Litre)		
4 Fresh Milk (pack of 6 x 1 Litre)		
Fresh Milk (pack of 6 x 1 Litre)		
Rooibos Tea (1 box x 160 teabags)		
7 1		
Cremora (1kg)		
8 1		
Ricoffy (pack of 6X1kg)		
9		
Kitchen Towels (Pack of 12x150sheets)		
10		
Toilet Papers (2 ply pack of 24 rolls)		
	1	

1.1		1			
11	D (D (24 500 1 (550 1)	1			
	Domestos (Box of 24x500ml / 750ml)				
12		1			
	Pine Gel (5Litres)				
13		1			
	Hand wash (Box of 12x200ml)				
14		1			
	Hand cloth (1x10's)				
15	Tiene vious (TATO 5)	1			
13	Hand groom (needs of 6x250ml)	1			
1.0	Hand cream (pack of 6x250ml)	1			
16	D. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	1			
	Dishwashing liquid (pack of 6x750ml				
17		1			
	Harpic cleaner (Pack of 6x500g)				
18		1			
	Toilet ducks (Pack of 6 x750g)				
19		1			
	Wipes (84's pack of 12)				
20	(or a puer of 12)	1			
20	Wipes (42's pack of 12)	1			
21	w ipes (42 s pack of 12)	1			
21	M M (D 1 66 200 1)	1			
	Mr Min (Pack of 6x300ml)				
22		1			
	Toilet spray (Box of 12x350ml)				
23		1			
	Black plastics (size 24 x 20 bags per pack)				
24		1			
	Kitchen cloths (10"s)				
25	12	1			
	Dust Cloths (10's)				
26	Dust Ciottis (10 8)	1			
20	0 (11 0 1 50 '4)				
	Sweets (1kg & 1x50 units)				
27	Delivery fees	1			

				TOTAL				
NAME:	POSITI	ON:	SI	GNATURE	E	DATE	ATE	
 NAME OF BIDDER:			•	ADDRES	S:			

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: <b>NA</b> =NOT APPLICABLE, <b>N</b>	IQ=NO QUOTE					

weeks) (	Country
tion of this page  I  Delivery (weeks) (days/m (days/m)	Country
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Delivery (weeks) (days/m (	of
weeks) (days/m	of
weeks) (days/m	of
(days/m	
	Origin
JIIIII	8
	Onth

	Domestos (Box of 24x500ml / 750ml)				
12		1			
	Pine Gel (5Litres)				
13		1			
	Hand wash (Box of 12x200ml)				
14		1			
	Hand cloth (1x10's)				
15	11 1 ( 1 6 ( 250 1)	1			
1.0	Hand cream (pack of 6x250ml)	1			
16	Dishwashing liquid (neals of 6v750ml	1			
17	Dishwashing liquid (pack of 6x750ml	1			
1 /	Harpic cleaner (Pack of 6x500g)	1			
18	Traipie cleaner (Tack of 0x300g)	1			
	Toilet ducks (Pack of 6 x750g)	1			
19	2 00000 (2 0000 00 0 0000 08)	1			
	Wipes (84's pack of 12)				
20		1			
	Wipes (42's pack of 12)				
21		1			
	Mr Min (Pack of 6x300ml)				
22		1			
	Toilet spray (Box of 12x350ml)				
23		1			
2.4	Black plastics (size 24 x 20 bags per pack)	1			
24	W'. 1 1.4 (10%)	1			
25	Kitchen cloths (10"s)	1			
25	Dust Cloths (10%)	1			
26	Dust Cloths (10's)	1			
20	Sweets (1kg & 1x50 units)	1			
27	Delivery fees	1			
21	Delivery ices	1			

				TOTAL				
NAME:	POSITI	ON:	SI	GNATURE		DA	<b>TE</b>	
NAME OF BIDDER:				ADDRESS	S:			

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 pr	f no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.								
Key notes: <b>NA</b> =NOT APPLICABLE, <b>N</b>	<b>Q</b> =NO QUOTE								

#### LOT M: QUOTATION FOR: NAB (NAB Ngoma office, Ngoma border office)

	INSTRUCTIONS TO THE PUBLIC ENT	TITY		INSTRUCTIONS TO BIDDERS						
At	time of preparation of the RFQ, Columns A to D shall be filled in	in by the Public	Entity.			ers shall fill-in colur		d fill the total		
	[To be filled by the Public Entity]					if an equivalent is qu				
				$F=$ Rate per unit $G=$ Total price for one item ( $C \times F$ )						
				If an equivalent is quoted, please attach to your quote appropriate						
						ormation & specifica				
			_	•		fill in and sign the b		on of this page	3	
A	В	C	D	Е	F	G	Н	]	[	
Item	Description of Goods	Quantity	Unit of	*	Price per	Total price	VAT:	Delivery	Country	
no.		required	measures		unit	without VAT	NAD	weeks)	of	
					$NAD^1$	NAD		(days/m	Origin	
								onth	8	
1		1								
	White Sugar (pack of 8 x 2.5kg)									
2.		1								
	Brown Sugar (pack of 10 x 2kg)									
3		1								
	Canderel Sticks (1 box x 100's)									
4	)	1								
	Fresh Milk (pack of 6 x 1 Litre)									
5	Tresh William (paon of o A 1 Elico)	1								
3	Rooibos Tea (1 box x 160 teabags)	1								
7		1								
,	Cremora (1kg)	1								
8	Cicinota (1kg)	1							+	
	Ricoffy (pack of 6X1kg)	1								
	Ricorry (pack of oxing)	1							+	
9	W'. 1 T 1 (D 1 (10 150 1)	1								
10	Kitchen Towels (Pack of 12x150sheets)									
10		1								
	Toilet Papers (2 ply pack of 24 rolls)									

1.1		1			
11	D (D (24.500 1/750 1)	1			
	Domestos (Box of 24x500ml / 750ml)				
12		1			
	Pine Gel (5Litres)				
13		1			
	Hand wash (Box of 12x200ml)				
14	·	1			
	Hand cloth (1x10's)				
15	Timine victir (Timin 5)	1			
	Hand cream (pack of 6x250ml)	1			
16	Trand cream (pack of 0x230m)	1			
10	D' 1 1' 1' 1/ 1 66 750 1	1			
	Dishwashing liquid (pack of 6x750ml				
17		1 1			
	Harpic cleaner (Pack of 6x500g)				
18		1			
	Toilet ducks (Pack of 6 x750g)				
19	-	1			
	Wipes (84's pack of 12)				
20		1			
	Wipes (42's pack of 12)				
21	Wipes (12 5 pack of 12)	1			
	Ma Min (Dook of 6y200ml)	1			
22	Mr Min (Pack of 6x300ml)	1			
22	T. H (D	1			
	Toilet spray (Box of 12x350ml)				
23		1			
	Black plastics (size 24 x 20 bags per pack)				
24		1			
	Kitchen cloths (10"s)				
25	, ,	1			
	Dust Cloths (10's)				
26	2 000 010 010 (10 2)	1			
20	Sweets (1kg & 1x50 units)	'			
27		1			
21	Delivery fees	1			

				TOTAL			
NAME:	POSITI	ON:	SI	GNATURE	E	DATE	
NAME OF BIDDER:				ADDRES	S:		

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 pr	rice shall be treated as firm in Namibian Dollars for all intent and purpose.
Key notes: <b>NA</b> =NOT APPLICABLE, <b>N</b>	Q=NO QUOTE

#### LOT N: QUOTATION FOR: NAB (NAB Transkalahari office, , Transkalahari border post)

	INSTRUCTIONS TO THE PUBLIC ENT	ΓΙΤΥ				INSTRUCTION				
At 1	time of preparation of the RFQ, Columns A to D shall be filled	in by the Public	Entity.			ers shall fill-in colun		d fill the total		
	[To be filled by the Public Entity]					if an equivalent is qu				
				F= Rate per unit G=Total price for one item ( C x F)  • If an equivalent is quoted, please attach to your quote appropriate						
				•				ur quote appre	opriate	
						ormation & specifica				
		<b>,</b>	1	•		fill in and sign the b		on of this page	3	
A	В	C	D	Е	F	G	Н	]	[	
Item	Description of Goods	Quantity	Unit of	*	Price per	Total price	VAT:	Delivery	Country	
no.		required	measures		unit	without VAT	NAD	weeks)	of	
		_			$NAD^1$	NAD		(days/m	Origin	
								onth	8	
1		1								
	White Sugar (pack of 8 x 2.5kg)									
2.		1								
	Brown Sugar (pack of 10 x 2kg)									
3	<u> </u>	1								
	Canderel Sticks (1 box x 100's)									
4	( , , ,	1								
	Fresh Milk (pack of 6 x 1 Litre)									
5	(11111)	1								
	Rooibos Tea (1 box x 160 teabags)									
7	, , , , , , , , , , , , , , , , , , ,	1								
,	Cremora (1kg)									
8	2.0mo:m (1.18)	1								
	Ricoffy (pack of 6X1kg)									
9		1								
	Kitchen Towels (Pack of 12x150sheets)									
10	(= ====================================	1								
	Toilet Papers (2 ply pack of 24 rolls)									
	Toffeet apois (2 pry pack of 2 i toffs)									
									<u> </u>	

1.1		1				
11	D (D (24 500 1 (550 1)	1				
<u> </u>	Domestos (Box of 24x500ml / 750ml)					
12		1				
	Pine Gel (5Litres)					
13		1				
	Hand wash (Box of 12x200ml)					
14		1				
	Hand cloth (1x10's)					
15	Tiene vious (TATO 5)	1				
13	Hand groom (needs of 6x250ml)	1				
1.0	Hand cream (pack of 6x250ml)	1				
16	D' 1 1' 1' 1/ 1 66 770 1	1				
	Dishwashing liquid (pack of 6x750ml					
17		1				
	Harpic cleaner (Pack of 6x500g)					
18		1				
	Toilet ducks (Pack of 6 x750g)					
19	· · · · · · · · · · · · · · · · · · ·	1				
	Wipes (84's pack of 12)					
20		1				
	Wipes (42's pack of 12)	1				
21	w ipes (42 s pack of 12)	1				
21	M. M (D1 f (-2001)	1				
	Mr Min (Pack of 6x300ml)	1				
22		1				
	Toilet spray (Box of 12x350ml)					
23		1				
	Black plastics (size 24 x 20 bags per pack)					
24		1				
	Kitchen cloths (10"s)					
25		1				
	Dust Cloths (10's)					
26	Dust Cloths (10 b)	1	1			
20	Sweets (1kg & 1y50 units)	1				
27	Sweets (1kg & 1x50 units)	1	+	1	1	
27	Delivery fees	1				

				TOTAL			
NAME:	POSITI	ON:	SI	GNATURE	E	DATE	
NAME OF BIDDER:				ADDRES	S:		

2.	If Price quoted is subject to change in	rate of exchange at the time of delivery of goods provide details hereunder:
	Currency:	Exchange Rate:
lf 1	no base rate of exchange is given, the p	price shall be treated as firm in Namibian Dollars for all intent and purpose.
Ke	ev notes: <b>NA</b> =NOT APPLICABLE. <b>N</b>	NO=NO OUOTE

#### LOT O: QUOTATION FOR: NAB (NAB Ariamsvlei office, , Ariamsvlei border post)

	INSTRUCTIONS TO THE PUBLIC ENT	TTY				INSTRUCTION	S TO BID	DERS		
At	time of preparation of the RFQ, Columns A to D shall be filled i	n by the Public	Entity.			ers shall fill-in colun		d fill the total		
	[To be filled by the Public Entity]					f an equivalent is qu				
				F= Rate per unit G=Total price for one item ( C x F)  • If an equivalent is quoted, please attach to your quote appropriate						
								ur quote appro	opriate	
						rmation & specifica		C (1.1		
	D.					fill in and sign the b		on of this page	<u>}</u>	
A	В	С	D	Е	F	G	Н		L T =:	
Item	Description of Goods	Quantity	Unit of	*	Price per	Total price	VAT:	Delivery	Country	
no.		required	measures		unit	without VAT	NAD	weeks)	of	
					$NAD^1$	NAD		(days/m	Origin	
								onth		
1		1								
	White Sugar (pack of 8 x 2.5kg)									
2.	8,	1								
	Brown Sugar (pack of 10 x 2kg)									
3	Brown bugur (puck or 10 x 2kg)	1								
	Conderal Sticks (1 hov. v 100%)	1								
1	Canderel Sticks (1 box x 100's)	1								
4		1								
	Fresh Milk (pack of 6 x 1 Litre)									
5		1								
	Rooibos Tea (1 box x 160 teabags)									
7		1								
	Cremora (1kg)									
8		1								
	Ricoffy (pack of 6X1kg)									
9	V V V	1								
	Kitchen Towels (Pack of 12x150sheets)									
10	The state of the s	1								
10	Toilet Papers (2 ply pack of 24 rolls)	1								
	Tollet rapels (2 ply pack of 24 tolls)									

11		1				
	Domestos (Box of 24x500ml / 750ml)					
12		1				
	Pine Gel (5Litres)					
13		1				
	Hand wash (Box of 12x200ml)					
14	TT 1 1 1 (1 10)	1				
1.5	Hand cloth (1x10's)	1				
15	II 1 ( 1 (C 250 1)	1				
16	Hand cream (pack of 6x250ml)	1				
10	Dishwashing liquid (pack of 6x750ml	1				
17	Dishwashing fiquid (pack of 6x730fff	1				
1 /	Harpic cleaner (Pack of 6x500g)	1				
18	Transfer creation (1 desk of 0.8500g)	1				
	Toilet ducks (Pack of 6 x750g)					
19	· · · · · · · · · · · · · · · · · · ·	1				
	Wipes (84's pack of 12)					
20		1				
	Wipes (42's pack of 12)					
21		1				
	Mr Min (Pack of 6x300ml)					
22	T 11 (D 010 070 1)	1				
22	Toilet spray (Box of 12x350ml)	1				
23	Plack plactics (size 24 v 20 hass per reals)	1				
24	Black plastics (size 24 x 20 bags per pack)	1				
24	Kitchen cloths (10"s)					
25	Kitchen clothis (10-5)	1				
	Dust Cloths (10's)	1				
26	Dust Cloud (10 5)	1				
	Sweets (1kg & 1x50 units)					
27	Delivery fees	1				

				TOTAL				
NAME:	POSITI	ON:	SI	GNATURE	3	DATE	Е	
NAME OF BIDDER:				ADDRES	S:			

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 p	rice shall be treated as firm in Namibian Dollars for all intent and purpose.
Key notes: <b>NA</b> =NOT APPLICABLE, <b>N</b>	<b>IQ</b> =NO QUOTE

#### LOT P: QUOTATION FOR: NAB (NAB Noordoewer office, , Noordoewer border post)

	INSTRUCTIONS TO THE PUBLIC ENT	ΓΙΤΥ				INSTRUCTION				
At	time of preparation of the RFQ, Columns A to D shall be filled	in by the Public	Entity.			ers shall fill-in colur		d fill the total		
	[To be filled by the Public Entity]					if an equivalent is qu				
				$F$ = Rate per unit $G$ =Total price for one item ( $C \times F$ )						
				If an equivalent is quoted, please attach to your quote appropriate						
						ormation & specifica				
			T	•		fill in and sign the b		on of this page	3	
A	В	C	D	Е	F	G	Н	]	[	
Item	Description of Goods	Quantity	Unit of	*	Price per	Total price	VAT:	Delivery	Country	
no.		required	measures		unit	without VAT	NAD	weeks)	of	
					$NAD^1$	NAD		(days/m	Origin	
								onth		
1		1								
	White Sugar (pack of 8 x 2.5kg)									
2.	<u> </u>	1								
	Brown Sugar (pack of 10 x 2kg)									
3		1								
	Canderel Sticks (1 box x 100's)									
4	Canderer Sticks (1 box x 100 s)	1								
4	Engla Milla (no alla of C on 1 Litura)	1								
	Fresh Milk (pack of 6 x 1 Litre)	4								
5		1								
	Rooibos Tea (1 box x 160 teabags)									
7		1								
	Cremora (1kg)									
8		1								
	Ricoffy (pack of 6X1kg)									
9		1								
	Kitchen Towels (Pack of 12x150sheets)									
10	, ,	1								
	Toilet Papers (2 ply pack of 24 rolls)									
	prij puek of 2 i folis)									
				1			1	1		

11		1				
	Domestos (Box of 24x500ml / 750ml)					
12		1				
	Pine Gel (5Litres)					
13		1				
	Hand wash (Box of 12x200ml)					
14	** 1.1.1 (4.40)	1				
1.5	Hand cloth (1x10's)	1				
15	11 1 ( 1 66 250 1)	1				
16	Hand cream (pack of 6x250ml)	1				
10	Dishwashing liquid (pack of 6x750ml	1				
17	Distiwashing fiquid (pack of 0x730fff	1				
17	Harpic cleaner (Pack of 6x500g)	1				
18	This pie creaties (1 dek of 0.000g)	1				
	Toilet ducks (Pack of 6 x750g)					
19	·	1				
	Wipes (84's pack of 12)					
20		1				
	Wipes (42's pack of 12)					
21		1				
	Mr Min (Pack of 6x300ml)	<u> </u>				
22	T. II. (D. (12.250.1)	1				
22	Toilet spray (Box of 12x350ml)	1				
23	Plack plactice (size 24 v 20 base per peak)	1				
24	Black plastics (size 24 x 20 bags per pack)	1				
∠ <del>'1</del>	Kitchen cloths (10"s)	1				
25	Kitchen cloths (10-5)	1				
	Dust Cloths (10's)					
26	(10 5)	1				
	Sweets (1kg & 1x50 units)					
27	Delivery fees	1				

						TOTAL					
NAME: POSIT		ON:		SI	GNATURE	3	DA	TE			
NAME OF BIDDER:					ADDRES	S:					

If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunde					
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: <b>NA</b> =NOT APPLICABLE, <b>N</b>	Q=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**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	<b>B</b> *	$\boldsymbol{C}$	D
	LOT A: List of goods and price schedule		
	LOT C: List of goods and price schedule		
	LOT D: List of goods and price schedule		
	LOT E: List of goods and price schedule		
	LOT F: List of goods and price schedule		
	LOT G: List of goods and price schedule		
	LOT I: List of goods and price schedule		
	LOT J: List of goods and price schedule		
	LOT K: List of goods and price schedule		
	LOT L: List of goods and price schedule		

LOT M: List of goods and price schedule	
LOT N: List of goods and price schedule	
LOT O: List of goods and price schedule	
LOT P: List of goods and price schedule	

[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.]

## **Specifications and Compliance Sheet Authorised By:**

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

<sup>\*</sup> Columns A and B to be completed by Public Entity.

# QUOTATION CHECKLIST SCHEDULE

#### **Procurement Reference No.:**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Attach original /certified copy of valid good Standing Social Security		
Certificate;		
Attach original/certified copy of valid good Standing Tax Certificate		
form NAMRA		
Attach certified copy of company Registration documents/certificate		
and certified copies of identification document of		
directors/shareholders;		
Certified copy of affirmative action compliance status		
Submit a minimum of four (4) references by means of a completion		
certificate/references letters/testimonial of similar work done within the		
last 3 years, (completion certificate/reference letter/testimonial		
must indicate, contract value and description of work done)		

**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.

#### **EVALUATION CRITERIA**

#### STEP 1

#	DESCRIPTION
1	Attach certified copy of company Registration documents/certificate and certified copies of identification document of directors/shareholders;
2	Attach original/certified copy of valid good Standing Tax Certificate form NAMRA
3	Attach original /certified copy of valid good Standing Social Security Certificate;
4	Attach 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;
5	Submit signed Bid-securing Declaration (duly completed, signed and stamped)
6	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 (duly completed, signed and stamped)
7	All pages of the bid document must be initialled and bid document must be duly completed

All the above warrant disqualification: failure to submit any of the requested compulsory documentation will result in disqualification and exclusion of the bid from further evaluation and comparison.

## **STEP 2: TECHNICAL EVALUATION (10 points)**

Bidders must score the maximum of 100 points to be considered substantially responsive

CRITERIA	QUALIFYING	POINTS	MAXIMUM
Compliance to specifications	Compliance to specifications as per specification compliance sheet	60	100
Experience	Submit a minimum of four (4) references by means of a completion certificate/references letters/testimonial of similar work done within the last 3 years, (completion certificate/reference letter/testimonial must indicate, contract value and description of work done, Certificates/reference	40	

letter/testimonial with the required missing
information will not be considered for
evaluation)

## **STEP 3: FINANCIAL EVALUATION**

CRITERIA	QUALYFIYING
Quoted price	Lowest evaluated economical and substantive responsive bid within budget estimates after applying marginal of preference to qualifying bidders as set out in section 13 of this bid document