



National Assembly

## **Advertise**

# **Request for Sealed Quotations for Goods**

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### **SUPPLY AND DELIVERY OF OFFICE EQUIPMENT**

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**Procurement Reference No: G/RFQ/03-18/2022-23**

National Assembly. Private Bag 13323, Windhoek, Namibia, Tel: 061-2882517,  
Email: [e.mofuka@parliament.na](mailto:e.mofuka@parliament.na)

<b><i>Company Name:</i></b>	
<b><i>Total Bid Price (Incl Vat)</i></b>	
<b><i>Contact Number</i></b>	
<b><i>Email Address:</i></b>	



## ***National Assembly***

Private Bag 13323  
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Namibia  
Republic of Namibia

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*Ref:*

Enquiries: Rosemary Uusizi

Tel: 288 2630

### **Letter of Invitation**

***All prospective Bidders***

***G/RFQ/03-18/2022-2023***

***27 December 2022***

Dear Sir/ Madam,

### **REQUEST FOR QUOTATIONS FOR THE SUPPLY AND DELIVERY OF OFFICE EQUIPMENT**

The National Assembly 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.

Technical queries, if any, should be addressed to Vaapi Kaenda on 0811500744 while admin queries to be addressed to ***Emeritha Mofuka 0811250556***

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,

**Ms. Emeritha Mofuka**  
**Head of Procurement Management Unit**



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The National Assembly 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 **60 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 valid good Standing Tax Certificate;
- (c) have an original 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.

### 5. Bid Security/Bid Securing Declaration

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

### 6. Delivery

Delivery shall be within 14 days upon every request. 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 National Assembly with the Bidder's name and contact information at the back of the envelope.

## 8. Submission of Quotations

Quotations should be deposited in the bid box at National Assembly, Parliament Building, **not later than 31 January 2023 at 12H00** Quotations by post or email will not be considered. Late quotations will be rejected.

## 9. Opening of Quotations

Quotations will be opened internally by the National Assembly 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 the following.

- **Total materials cost**

## 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 No margins of preference will be applied.

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

**15. Performance Security**

No performance security is required for this bid.

**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: <i>[name of Public Entity]</i>	<b>NATIONAL ASSEMBLY</b>
Procurement Reference Number:	<b>G/RFQ/03-18/2022-2023</b>
Subject matter of Procurement:	<b>SUPPLY AND DELIVERY OF OFFICE EQUIPMENT</b>

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, and, in accordance with the terms and conditions stated in your Request for Sealed 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 Section 45 (2) (a) to (d) of the Public Procurement Act, 2015 (Act 15 of 2015).

The validity period of the Quotation is \_\_\_\_\_ days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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 quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### Quotation Authorised by:

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

## Appendix to Quotation Letter

### BID SECURING DECLARATION

(Section 45 of Act)

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

**Date:** .....

**Procurement Ref No.:** .....

**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***



## 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: SUPPLY AND DELIVERY OF OFFICE EQUIPMENT

**Procurement Ref No. G/RFQ/03-18/2022-2023**

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. [To be filled 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 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 <sup>1</sup>	Total price without VAT NAD		Delivery weeks) (days/month	Country of Origin
1.	Heavy duty shredder	X3	each						
2.	4-inch desktop printer	X1	each						
3.	Barcode reader	X2	each						
4.	Heavy duty Epson color document scanner	X2	each						
5.	Canon image formula	X3	each						
6.	Server	X1	each						
						Sub-Total			
						Vat			
						<b>Grand TOTAL</b>			
NAME:		POSITION:		SIGNATURE				DATE	
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: ..... Exchange Rate: .....

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

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

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

### Technical Specifications

# Canon imageFORMULA DR-M160II Specifications

## ***GENERAL PRODUCT INFORMATION***

### **Type**

Desktop Type Sheet Fed Scanner

### **Scanning sensor unit**

CMOS CIS 1 Line Sensor

### **Optical resolution**

600dpi

### **Light source**

RGB LED

### **Scanning side**

Front / Back / Duplex

### **Interface**

USB 2.0 (USB 3.0 compatible)

### **Dimensions (WxDxH)**

Tray Closed : 280mm (W) x 172 (D) x 178 (H) mm

Tray Opened: 280 (W) x 606 (D) x 366.4 (H) mm

-

### **Weight**

Approx. 3.2kg

### **Power requirements**

AC100 - 240V (50/60Hz)

### **Power consumption**

Scanning 27W or less, Sleep Mode 1.8W or less, Power Turned Off less than 0.5W

### **Operating environment**

10 - 32.5 °C (50 - 90.5 °F), Humidity: 20 - 80% RH

### **Environmental compliance**

RoHS and ENERGY STAR

## **SCANNING SPEED (200DPI)**

### **Black and White**

60ppm / 120ipm

### **Colour**

60ppm / 120ipm

### **Output resolution**

150 x 150dpi, 200 x 200dpi, 240 x 240dpi, 300 x 300dpi, 400 x 400dpi, 600 x 600dpi

### **Colour mode**

Black & White/Error Diffusion/ Advanced Text Enhancement (Windows only), Advanced Text Enhancement II, 8-bit Greyscale (256-Level), 24-bit Colour

### **Suggested Daily Duty Cycle**

Approx 7,000 scans/day

### **Width**

50.8 - 216mm

### **Length**

54 - 356mm

### **Thickness**

27 - 209g/m<sup>2</sup> (0.04 - 0.25mm)

### **Long document mode**

3000mm Max (selectable in MS Windows control panel)

### **Card scanning**

Width: 53.9mm Length: 85.5mm Thickness: 0.76mm (Embossed Card is supported)

### **Paper separation**

Retard Roller Method

### **Feeder capacity**

75 Sheets (A4, 80g/m<sup>2</sup>)

### **Others**

Automatic Page Size Detection, Deskew, 3- Dimensional Colour Correction, Colour Dropout (RGB), Colour Enhancement (RGB), Auto Colour Detection, Shading Correction, MultiStream, Preset Gamma Curve, Skip Blank Page, Folio Mode, Scan Area Setting, Patch Code, Batch Separation with white blank sheet (Windows only), Edge Enhancement, Moire Reduction, Prevent Bleed Through/Remove Background, Contrast Arrangement, Colour Drift, Adding Black Margin Mode, Colour Elimination, Background Smoothing, Shadow Cropping, Auto Resolution Setting, Stretch Adjustment of Sub-Scanning Direction, Double Feed Release, Thin Paper Mode, Double Feed Detection (Ultrasonic Sensor/ By Length), Separation Retry

## Windows

ISIS / TWAIN Driver (Windows XP / Vista / 7 / 8 / 8.1 / 10)

CaptureOnTouch Pro

CapturePerfect

eCopy PDF Pro Office

Kofax VRS

## Mac

TWAIN Driver

CaptureOnTouch

## CONSUMABLES

Exchange Roller Kit

## ACCESSORIES

A4 Flatbed 102

A3 Flatbed 201

2D Code Module

NA10 or WA10 Network Adapter

# Epson WorkForce DS-60000 Color Document Scanner

## Specifications Scanner:

**Scanner Type:** Flatbed color image scanner **Photoelectric Device:** 600 dpi color CCD 4 line sensor (RGB and black) **Optical Resolution:** 600 dpi **Maximum Resolution:** 600 dpi **Color Bit Depth:** 16-bits per pixel internal / 8-bit external **Optical Sensor:** 600 dpi color CCD 4 line sensor (RGB & Black) **Maximum Scan Area:** 11.7" x 100" with ADF, Flatbed 11.7" x 17" **Light Source:** ReadyScan® **Scanning Speed:**

### 200 dpi

- B/W: Up to 40 ppm / 80 ipm with ADF
- Color: Up to 40 ppm / 80 ipm with ADF

### 300 dpi

- B/W: Up to 30 ppm / 60 ipm with ADF

- Color: Up to 30 ppm / 60 ipm with ADF

600 dpi

- B/W: Up to 15 ppm / 30 ipm with ADF
- Color: Up to 7.5 ppm / 15 ipm with ADF

## Automatic Document Feeder:

**Capacity:**200 pages (75 g/m<sup>2</sup>)**Type:**Sheet fed 1-pass duplex scanning;

Hinge: Free stop, 15 mm max lift

Paper Supply: Face up load, face down eject**Document Sizes:**A4, Letter, Legal, B5, A5,

Max. Size: 11.7" x 100" (ADF) 11.7" x 17" flatbed,

Min. Size: 2.7" x 4.7" (ADF)**Paper Weight:**35 g/m<sup>2</sup> — 128 g/m<sup>2</sup>

less than 4" x 6": 60 g/m<sup>2</sup> – 190 g/m<sup>2</sup>

## General:

### Operating Systems:

- Windows® 8
- Windows 7
- Windows Vista®
- Windows XP
- Windows XP Professional x64 Edition
- Mac OS® X 10.5.x, 10.6.x, 10.7.x, 10.8.x

**Temperature:**41° to 95° F (5° to 35° C)**Humidity:**

Operating

- 10 – 80% (no condensation)

Storage

- 10 – 85% (no condensation)

**Dimensions:**25.2" x 18.5" x 11.3" (W x D x H)**Weight:**59.2 lb

# ZD420 4-INCH DESKTOP PRINTERS

## SPECIFICATIONS

### Standard Features

- Print methods: Thermal Transfer or Direct Thermal
- ZPL and EPL programming languages
- 5 status icon, 3 button user interface
- USB 2.0, USB Host
- OpenACCESS™ for easy media loading
- Dual-wall frame construction
- ENERGY STAR qualified
- ZebraDesigner Essentials – easy label design tool free at [www.zebra.com/zebradesigner](http://www.zebra.com/zebradesigner)
- Two-year standard warranty

### Physical Characteristics

<b>Dimension</b>	<b>ZD420d:</b> 8.69 in. L x 6.98 in. W x 5.93 in. H 220.8 mm L x 177.5 mm W x 150.7 mm H <b>ZD420t:</b> 10.5 in. L x 8.0 in. W x 7.5 in. H 267 mm L x 202 mm W x 192 mm H
<b>Weight</b>	<b>ZD420d:</b> 3.6 lbs./1.6 kg <b>ZD420t:</b> 5.3 lbs./2.4 kg

### Printer Specifications

<b>Operating System</b>	Link-OS®
<b>Resolution</b>	203 dpi/8 dots per mm Optional 300 dpi/12 dots per mm Resolution can be factory installed or changed on

	site via accessory kits. Resolution can be changed from 300 dpi to 203 dpi, as well as from 203 dpi to 300 dpi
<b>Memory</b>	512 MB Flash; 256 MB SDRAM for factory installed network connectivity options 512 MB Flash; 128 MB SDRAM for printers without factory installed network connectivity options
<b>Maximum Print Width</b>	4.09 in./104 mm for 203 dpi 4.27 in./108 mm for 300 dpi
<b>Maximum Print Speed</b>	6 in./152 mm per second (203 dpi) 4 in./102 mm per second (300 dpi)
<b>Media Sensors</b>	Full width, moveable reflective/black mark sensor; multi-position transmissive/gap sensor
<b>Firmware</b>	ZPL II; EPL 2; XML; ZBI

## Media and Ribbon Characteristics

<b>Maximum Label Length</b>	39.0 in./991 mm
<b>Media Width</b>	0.585 in./15 mm to 4.65 in./118 mm
<b>Media Roll Size</b>	Maximum outer diameter: 5.00 in./127 mm Core inner diameter: 0.5 in. (12.7 mm) and 1.0 in. (25.4 mm) standard, 1.5 in. (38.1 mm), 2.0 in., (50.8 mm) and 3.0 in. (76.2 mm) using optional adapters



<b>Media Thickness</b>	0.003 in. (0.08 mm) min.; 0.0075 in. (0.1905 mm) max.
<b>Media Types</b>	Roll-fed or fan-fold, die cut or continuous with or without black mark, tag stock, continuous receipt paper, and wristbands
<b>Ribbon Outside Diameter</b>	2.6 in./66 mm (300 m); 1.34 in./34 mm (74 m)
<b>Ribbon Standard Length</b>	984 ft. (300 m); 244 ft. (74 m)
<b>Ribbon Ratio</b>	1:4 media to ribbon (300 m) 1:1 media to ribbon (74 m)
<b>Ribbon Width</b>	1.33 in./33.8 mm — 4.3 in./109.2 mm
<b>Ribbon Core I.D.</b>	300 meter ribbon 1 in./25.4 mm 74 meter ribbon 0.5 in./12.7 mm

## Operating Characteristics

<b>Operating Temp.</b>	40° to 105° F/4.4° to 41° C
<b>Storage Temp.</b>	-40° to 140° F/-40° to 60° C
<b>Operating Humidity</b>	10% to 90% non-condensing

<b>Storage Humidity</b>	5% to 95% non-condensing
<b>Electrical</b>	Auto-detectable (PFC Compliant) 100-240VAC, 50-60Hz; ENERGY STAR qualified; optional 2750 mAh battery

## Options and Accessories

<b>Media Handling</b>	Field installable dispenser — label peel and present with label present sensor; field installable cutter
<b>Communications</b>	Field installable RS-232 auto-sensing Serial, DB-9; Factory installed or field installable Ethernet — 10/100 internal; factory installed wireless dual radio: 802.11ac Wi-Fi and Bluetooth 4.1; Bluetooth Low Energy included as standard on network connected models
<b>Battery</b>	Provides power to the printer to support a full shift of printing at maximum print speed; supports all media handling options.
<b>Real Time Clock</b>	Real time clock included as standard on network connected models
<b>Keyboard Display Unit</b>	ZKDU keyboard display units for stand-alone printing solutions
<b>Media Locking Cabinet</b>	Mechanical lock with 2 keys; Kensington® lock slot;

	available on ZD420d Healthcare only
<b>Carrying Case</b>	Carrying case with shoulder strap and handles makes it easy to bring your desktop printer (ZD420 and ZD620 Series) to the point of application.
<b>Mounting Plate</b>	Optional accessory to secure ZD Series printers to countertops or shelves
<b>Enclosed Power Supply</b>	Attached power supply accessory for cord-free installation

## IDEAL 2604 Shredder

### Technical specifications

#### Volume

125 litres (cabinet)  
100 litres (shred bin)

#### Power

230V/50Hz\*\*

#### Motor capacity

640 Watt single phase motor

### Product characteristics

SPS – (Safety Protection System) package: patented, electronically controlled, transparent safety flap in the feed opening as additional safety element; EASY-SWITCH – intelligent control element

indicating the operational status of the shredder with varying colour codes and back-lit symbols; automatic reverse and power cut-off (avoids paper jams); automatic stop if the shred bin is full; electronic door protection via a magnetic proximity switch; double motor protection; ZERO ENERGY standby mode: Complete, automatic disconnection from power supply after 15 minutes. Photo cell controlled automatic start and stop. High-quality, paper clip proof cutting shafts from special hardened steel with lifetime guarantee (not applicable for models with 0.8 x 12 mm micro cut or 0.8 x 5 mm super micro cut). Patented ECC - Electronic Capacity Control – indication of the used sheet capacity during shredding process. Strip cut model and 4 x 40 mm cross cut model suitable for shredding the most common CDs/DVDs. Quiet but powerful single phase motor for continuous operation. Sturdy Twin Drive System with fully closed gear box housing. High-quality wooden cabinet, mobile on castors. Convenient environmentally- friendly shred bin (no disposable shred bags required).

### **Dimensions Weight**

926x495x470mm(HxWxD) 48 kg

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/03-18/2022-2023**

*[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)
A*	B*	C	D
1	Heavy duty shredder		
2	4-inch desktop printer		
3	Barcode reader		
4	Heavy duty Epson color document scanner		
5	Canon image formula		
6	Server		

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

**Specifications and Compliance Sheet Authorised By:**

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

## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ/03-17/2022-2023** on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/03-18/2022-2023

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: National Assembly
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is <b>National Assembly Parliament Building</b>
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For the Employer, the address and the contact name shall be: <b>Emeritha Mofuka 061-2882638 /0811250566</b>  For the Supplier, the address and contact name shall be: _____ _____ _____
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> <b>GCC 13.1</b>	The Goods are to be delivered within 14 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: Suppliers Invoice Signed delivery note.
<b>Price Adjustment</b> <b>GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed <b>“shall not” be adjustable.</b>
<b>Terms of Payment</b> <b>GCC 16.1</b>	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
<b>Terms of Payment</b> <b>GCC 16.3</b>	Payments shall be made not later than (30) thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> <b>GCC 16.4 (a)</b>	The price <b>“shall not be”</b> adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> <b>GCC 16.5</b>	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:  i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser’s name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
<b>Performance Security</b> <b>GCC 18.1</b>	(i) No performance security is required for this bid
<b>Packing</b> <b>GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: Based on the supplier
<b>Transportation</b> <b>GCC 25</b>	The Goods shall be delivered: <i>[Incoterm for transportation]</i> .

### 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/03-18/2022-2023**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
A Signed Bid Securing Declaration		
A valid company Registration Certificate;		
An original valid good Standing Tax Certificate		
An original valid good Standing Social Security Certificate		
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		
A certificate indicating SME Status (for Bids reserved for SMEs);		

**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.