



NAMIBIA INDUSTRIAL
DEVELOPMENT AGENCY

Growing Sustained Industries

REQUEST FOR SEALED QUOTATIONS
Goods

FOR

**Supply and Delivery of Pesticides and Fertilizer for Naute Irrigation
Farm and Eersbegin Dates Farm**

Procurement Ref. No: G/RSQ/NIDA/04/08/2020

Namibia Industrial Development Agency

Private Bag 13252

11 Goethe Street

Windhoek, Namibia

Invitation Letter

08 October 2020

REF.: G/RSQ/NIDA/04/08/2020

Request for Sealed Quotations (RSQ) for Supply and Delivery of Pesticides and Fertilizer for Naute and Eersbegin Irrigation Farm.

Namibia Industrial Development Agency (NIDA) invites you to submit your best quote for the goods described in detail hereunder. Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed in writing to: procurement@nida.com.na

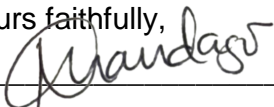
Chairperson of the Procurement Management Unit

Namibia Industrial Development Agency

Private Bag 13252 11 Goethe Street Windhoek,

Namibia

Yours faithfully,



Head: Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Namibia Industrial Development Agency (NIDA) reserves the right to:

- (a) split the contract as per the lowest evaluated cost per item, or
- (b) accept or reject any quotation; and
- (c) 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 Price Activity Schedule Section IV;
- (c) the Specifications and Performance Standards in Section V;
- (d) any other attachment as 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 bidding exercise, the bidder must submit:

- (a) a valid Company Registration Certificate;
- (b) an original valid Good Standing Tax Certificate;
- (c) an original valid Good Standing Social Security Certificate;
- (d) a valid certified copy of Affirmative Action Compliance Certificate or 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) a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (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. Contract Period for Services

Commencement of the Supply of Pesticides and Fertilizer for Naute Irrigation Project and Eersbegin Dates Farm shall be not later than 7 days after acceptance and signing of a Memorandum of Agreement.

Deviation in service period shall not be accepted.

7. Documents to be submitted

Bidders shall submit along with their quotations, documents giving company's profile, past experience and evidence of similar services provided with contactable references, and all other documentation as listed under the Quotation Checklist Schedule, and elsewhere in the bid document.

8. Sealing and Marking of Quotations

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

9. Submission of Quotations

Quotations should be deposited in the bid box located at **NIDA's reception in 11 Goethe Street, Windhoek** not later than **15 October 2020 by 12:00**. Quotations by post or hand delivered should be deposited in the bid box by the same date and time at latest.

Late quotations will be rejected.

Quotations received by e-mail or fax will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the PMU of NIDA immediately after the closing time referred to in instruction 9 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 NIDA and available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

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

12. Scope of Services and Performance Standards

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

13. Prices and Currency of Payment

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

14. Labour Clause

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

15. Margin of Preference

Not applicable.

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the services shall be selected for award of contract. Award of contract shall be by Letter of Acceptance in accordance with terms and conditions contained in Section VI: General Conditions of Contract and Contract Agreement.

17. Performance Security

Not applicable

18. Notification of Award and Debriefing

NIDA 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, NIDA 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 Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFSQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]*

Quotation addressed to:	Head: Procurement Management Unit Namibia Industrial Development Agency Private Bag 13252 11 Goethe Street, Windhoek, Namibia
Procurement Reference Number:	G/RSQ/NIDA/04/08/2020
Subject matter of Procurement:	Supply of Pesticides and Fertilizer for Naute Irrigation Farm and Eersbegin Dates Farm

We offer to supply the transport Services detailed in the Scope of Service as per the defined specifications 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 process and meet the eligibility criteria specified in Section 1: Request for Quotations.

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

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

The validity period of our Quotation is **60 days** from the date of the bid submission deadline.

We confirm that the prices quoted in the 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.

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date: _____

Procurement Ref No.: G/RSQ/NIDA/04/08/2020

To: Head: Procurement Management Unit
Namibia Industrial Development Agency
Private Bag 13252
11 Goethe Street, Windhoek, Namibia

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:

Signature of Bidder

Capacity of: _____
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

FULL NAME (Capital Letters)

Signed on this _____ day of _____ 2019

Corporate Seal/Stamp

SECTION III: SCOPE OF SERVICES

Procurement Ref No.: G/RSQ/NIDA/04/08/2020

1. BACKGROUND

NIDA was established in terms of NIDA Act, Act No. 16 of 2016 to spearhead the industrialization agenda of Namibia. As part of its mandate, the NIDA operates farm holdings in various locations of Namibia and seek reputable companies to provide the supply of Chemicals and Fertilizer for Naute Irrigation Farm.

2. DELIVERY LOCATION

- a) Goods to be delivered at Naute Irrigation Farm, Naute dam approximately 50km South West of Keetmanshop
Coordinates: 26°56'51.03"S, 17°55'49.61"E

SECTION IV: PRICED ACTIVITY SCHEDULE
(Bidders should complete columns D and E)

PESTICIDES REQUIRED

Brief Description of Goods	Active Ingredients	Unit	Quantity	Unit Price	Total Price
A*		B*	C*	D*	E*
Karathane Star 350 EC	Meptyldinocap	L	10		
Commodobuff	Organic Acid Buffer System	L	60		
ProGibb	Gibberelic Acid	Kg	4.5		
Excalibur	Penconazole	L	20		
Luna Privilege	Fluopyram	L	15		
Intro Cal	Calcium	L	1220		
Intro Mag	Magnesium	L	340		
Cantus	Boscalid	Kg	78		
Intro K	Potassium	L	660		
Opty Cal	Calcium	L	540		
Opty Mag	Magnesium	L	110		
Vivando	Metrafenone	L	7		
Flavo Mune	Bioflavonoid	L	215		
Collis	Boscalid Kresoksiem Metiel	L	10		
Xcellboost	Auxin Cytokonin	L	95		
Lesson	Fenpyroximate	L	50		
Opty Zinc	Zinc	L	40		
Opty Man	Mono Ammonium Sulphate/Manganese	L	20		
Prosper	Spiroxamine	L	15		
Orosord	Orange Oil and Borax	L	60		
Kumulus	Sulphur	Kg	325		
Ethepon	Ethepon	kg	50		
Protone	S-Abscisic acid	L	50		

FERTILIZER REQUIRED

19.7.6 NPK	kg	4,100		
Greensulf/LAN/KAN (28)	kg	6,300		
Total impact 10.2.6 (18)	kg	29,800		
Total impact 9.2.9 (20)	kg	24,400		
Calcium Nitrate (CaNO ₃)	kg	18,750		
MAP (33) + Zn	Kg	19,300		
Urea (46)	Kg	23,100		
Potassium sulphate	Kg	47,000		
Magnesium sulphate	Kg	4,350		
Micromax HPH	Kg	575		

FERTILIZER REQUIRED – EERSBEGIN DATES FARM

15:8:4 (27) +0.5%Zn+5%S	Kg	2,700		
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3:1:5 (36) +0.5%Zn+4%	Kg	2,100		
Greensulf (35)/LAN/KAN	Kg	2,200		
Micromax HPH	Kg	300		
Potassium Sulphate (Vita K)	Kg	1,400		
			Subtotal	
			VAT	
			Discount	
			Total	

General Requirements

1. The damaged fertilizer bags or content will not be accepted and such fertilizer bags will be returned against the account of the bidder.
2. The fertilizers shall be supplied in accordance with ISO 9001-2001 QMS (quality management systems standards). The lab results must certify quality control and absence of heavy metals contamination in accordance with ISO 17025. Certificate of analysis should accompany each consignment of fertilizer to be delivered.
3. The top and bottom of the packaging bags should be double folded and stitched
4. Packaging bags should constitute HDPE (polypropylene) materials and pe liners on inside for protection against moisture.
5. Liquid containers shall constitute HDPE materials.
6. Bags and liquid containers should be clearly marked with fertilizer or pesticide type, composition and quantities, and expiry date visibly marked.

Authorised By:

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

SECTION V: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Letter of Acceptance/purchase order and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Services (time based) on the website of the Ministry of Finance except where modified by the Special Conditions below.

SECTION VI: CONTRACT DATA SHEET

Procurement Ref No.: **G/RSQ/NIDA/04/08/2020**

Clause	Contract Data
Site GCC 1.1(m)	As stipulated as Supply of Pesticides and Fertilizer for Naute Irrigation Farm and Eersbegin Dates Farm
GCC 1.1 Effectiveness of Contract	The Contract shall be deemed to come into effect as from <i>19 October 2020</i>
GCC 1.3.1 Intended Completion date	Unless terminated earlier or extended pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by <i>agreed date and time by both parties.</i>
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is Executive Director The Authorized Representative of the Service Provider is:
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Good in transit Insurance Cover shall be at least equivalent to the goods to be transported
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Namibia Industrial Development Agency procurement@nida.com.na
GCC 2.10 Performance Security	Not Applicable
GCC 4.2 Contract Price	The amount payable is: N\$_____ for specified period.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider <i>30 days</i> after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall be fixed.

Authorised By:

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

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Ref No.: G/RSQ/NIDA/04/08/2020

1. *The Memorandum of Agreement will be valid for a period of one year (2020/2021 growing season)months*

The following conditions also apply to the Service Provider during the period of the contract.

1. The Service Provider should:

- 1.1. be able to drive to most remote area for delivery of the specified goods
- 1.2. have a 4x4 truck to access delivery sites
- 1.3. have insurance on the goods during transportation to delivery sites
- 1.4. clearly labelled with product name, composition and quantities, and expiry date visibly marked.

2. Non-liability of the AGENCY

- 2.1 The **AGENCY** shall not be responsible for any damage or personal injury, whatsoever that may be sustained by the **SERVICE PROVIDER** and / or the **SERVICE PROVIDER's** personnel during the contract period.

Authorised By:

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

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RSQ/NIDA/04/08/2020

Description	Attached	Not Attached
Quotation Letter		
Bid Securing Declaration		
Priced Activity Schedule		
General Conditions of Contract		
Contract Data Sheet		
Special Conditions of Contract		
Good standing certificate: Tax		
Affirmative Action Certificate		
Good standing certificate: SSC		
Company registration document		