



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF LABORATORY CONSUMABLES AND REAGENTS FOR BIOCHEMISTRY, MICROBIOLOGY & BIOTECHNOLOGY

Procurement Reference No: G/RFQ/UNAM-40/2022

BIDDER'S NAME: _____

PHYSICAL ADDRESS: _____

TEL/CELL NO: _____

CONTACT PERSON: _____

E-MAIL: _____

TOTAL COST (EXCL. VAT.) _____

Closing Date: 31 May 2022 – 12H00

To be deposited in the Tender Box located at Administration Building, Ground Floor.



G/RFQ/UNAM-40/2022

12 May 2022

Dear Prospective Suppliers,

RFQ: Laboratory Consumables and Reagents for Biochemistry, Microbiology & Biotechnology

The University of Namibia invites you to submit your best quote for the goods described in detail in the specifications section. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Technical queries, if any, should be addressed to Mr. Augustinus Mbangi, Technologist, Tel: 061-2063134 Email: ambangu@unam.na. Administrative queries should be directed to Mr. Seth Khachab, Procurement Officer, Tel: 0 61 206 3761, Email: sakhachab@unam.na

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. Consarve Kanyama
Chief Procurement Officer

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The University of Namibia reserves the right:

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

2. Preparation of Quotations

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

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

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be **90** 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 or certified valid good Standing Tax Certificate;
- (c) have an original or certified valid 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;
- (f) Submit signed Bid-securing Declaration.
- (g) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be 20 days after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

The following checks and inspections will be conducted on the goods at delivery:

- (a) Verification of specifications and quantities and;
- (b) Damages and defects inspection.

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 Bid Box located at **The University of Namibia Main Campus, Ground Floor, Administration Building, Mandume Ndemufayo Street, Pionierspark**. not later than **31 May 2022 – 12h00**. Quotations by post or hand delivered should reach same address 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 Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three (3) working days.

10. Technical Compliance

Bidders shall submit along with their quotation's 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.

11. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

12. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with

terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

13. Notification of Award and Debriefing

The University of Namibia shall after the 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:	University of Namibia
Procurement Reference Number:	G/RFQ/UNAM-40/2022
Subject matter of Procurement:	Laboratory Consumables and Reagents for Biochemistry, Microbiology & Biotechnology

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 Quotations referenced above.

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

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

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

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

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

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

Quotation Authorised by:

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

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

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

Date:

Procurement Ref No.: G/RFQ/UNAM-40/2022

To: University of 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:

[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.]



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written 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
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: Laboratory Consumables and Reagents for Biochemistry, Microbiology & Biotechnology Procurement Ref No. G/RFQ/UNAM-40/2022

INSTRUCTIONS TO THE PUBLIC ENTITY <b style="color: red;">COMPLETION OF THIS PAGE IS MANDATORY. SYSTEM GENERATED QUOTES ALONE WON'T SUFFICE.	INSTRUCTIONS TO BIDDERS <u>Bidders shall fill-in columns E - I and fill the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) <ul style="list-style-type: none"> 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
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A	B	C	D	E	F
Lot No.	Description of Chemicals	QTY	Unit of measures	Total price Excl. VAT NAD	Lead Time (Weeks)
1	Anti-D Rh IgG/IgM ,Blood group reagent X3	3	EACH		
2	Human IFN Gamma IFNG,ELISA X1	1	EACH		
3	Czapek Dox Broth 500g X1	1	EACH		
4	CAMPYLOBACTER JEJUNI X2	2	EACH		
5	MN-24ml Screw Neck Vial N 20 Outer diameter: 22.7 mm, outer height: 86mm clear; flat bottom pack of 100 X10	10	EACH		
6	Yeast extract Peptone dextrose Broth 500g [02-473-500] X2	2	EACH		
7	Scharlau Picric acid (with approx.30% H2O), for analysis, ExpertQ, ACS, Reag.Ph Eur [AC17700250] X1	1	EACH		
8	Scharlau Crystal violet oxalate, solution according to Gram Hucker [VI00270500] X1	1	EACH		
9	Safranin Counterstain X1	1	EACH		
10	Gram's Iodine soln for Microscopy 500ml X1	1	EACH		
11	Hydrogen Peroxide 200 VOL 50% AR 2.5 Lit X2	2	EACH		
12	Centrifuge Tube 15ml Conical bottom sterile bag/1000 X10	10	EACH		
13	Centrifuge tube 50ml Conical bottom Sterile bag/50 X10	10	EACH		
14	Scharlau LB Agar (Miller) 500g [01-385-500] X1	1	EACH		
15	Scharlau LB Broth 500g [02-384-500] X1	1	EACH		

16	NEB PCR Cloning Kit -20 rxns; X1	1	EACH	
17	Ammonium iron (III) citrate (Brown) 500G, CAS# 1185-57-5, MW of N/A, Formula: C ₆ H ₈ O ₇ . xFe ₃ + . yNH ₃ , Storage : +20 °C, UN# 0000 X1	1	EACH	
18	X-Gal 100mg X1	1	EACH	
19	IPTG 5G, CAS#:367-93-1, MW of 238.3, Formula: C ₉ H ₁₉ O ₅ S, Storage: +4 °C, UN# 0000 X1	1	EACH	
20	Conda – SOC Medium 500g X1	1	EACH	
21	InvitrogenTMTOP10 Electrocomp™ Kit 5 X 100UL X1	1	EACH	
22	InvitrogenTMT4 DNA Ligase (1 U/μL) X1	1	EACH	
23	Thermo Scientific™ Rapid DNA Ligation Kit 50 reactions X1	1	EACH	
24	D5758-Diethylpyrocarbonate X1	1	EACH	
25	Invitrogen™PureLink™ RNA Mini Kit 50 preps X1	1	EACH	
26	Thermo Scientific™ GeneJET RNA Purification Kit 50 preps x1	1	EACH	
27	Thermo Scientific™ GeneJET viral DNA/RNA Purification Kit X1	1	EACH	
28	SafeView Classic; Quantity: 1.0 ml,Shipping Condition: RT, Storage Conditions: Store at 4 °C for up to 2 years X1	1	EACH	
29	Thermo Scientific™ RNase A 0.7ml X1	1	EACH	
30	Hygromycin B 1G , CAS#: 31282-04-9, MW of 527.53,Formula:C ₂ OH ₃ 7N ₃ O ₁₃ , Storage: 4 °C,UN# UN3436 X1	1	EACH	
31	Carbenicillin disodium salt 1G, CAS#: 4800-94-6, MW of 422.36, Formula: C ₁₇ H ₁₆ N ₂ Na ₂ O ₆ S, 1Storage: 4 °C, UN# 0000 X1	1	ACH	
32	Rifampicin 97% (HPLC) powder 250G X1	1	EACH	
33	Cefotaxime sodium salt 100MG 1	1	EACH	
34	POTTASIIUM DIHYDROGEN PHOSPHATE AR 500 X1	1	EACH	
35	DI-POTTASIIUM HYDROGEN PHOS ANHYD AR 500g X1	1	EACH	
36	MAGNESIUM SULPHATE HEPTA AR 500 g X1	1	EACH	
37	FERROUS SULPHATE HEPTAHYD AR 500 g X1	1	EACH	

38	ZINC SULPHATE HEPTAHYD AR 500 g X1	1	EACH		
39	CUPRIC SULPHATE PENTAHYD AR 500 g X1	1	EACH		
40	MANGANOUS SULPHATE MONOHYD AR 500 g X1	1	EACH		
41	Sodium molybdate dihydrate, 98% 500G, CAS#: 10102-40-6, MW of 241.95, Formula: Na ₂ MoO ₄ . 2H ₂ O,Storage: +20 °C, UN# 0000 X1	1	EACH		
42	Scharlau D(+)-Glucose monohydrate, Pharmpur®, Ph Eur ,BP , USP 500g [GL01290500] X1	1	EACH		
43	L-asparagine, anhydrous 25G, CAS#:70-47-3,MW of 132.12,Formula:C ₄ H ₈ N ₂ O ₃ , Storage: +20°C, UN#0000 X1	1	EACH		
44	FERRIC CHLORIDE HEXAHYD AR 500g X1	1	EACH		
45	SODIUM HYDROXIDE PELLETS BP 500 g X1	1	EACH		
46	Casein 100G X1	1	EACH		
47	Scharlau Tributyrin Agar [064-BA2131] X1	1	EACH		
48	Soybean oil 1L X1	1	EACH		
49	18S RNA Primers for Protozoa P-SSU-342F,MEDLIN B X50	50	EACH		
50	Biologix 0.2ml Microc, PCR Tube DNase/RNase free 1000/pk (flat cap) X3	3	EACH		
51	MI069-P Micrococcus luteus ATCC®10240™, 2pk X2	2	EACH		
52	MI0421-P SALMONELLA TYPHIMURIUM ATCC # 13311 X2	2	EACH		
53	MI0365-P STAPHYLOCOCCUS AREUS ATCC 29213 2PK X2	2	EACH		
54	MI0335-P ESCHERICHIA COLI ATCC 25922, 2PK X2	2	EACH		
55	MI0256-P BACILLUS CEREUS ATCC # 11778 KWIT ST , 2PK X2	2	EACH		
56	MI332-P Candida albicans ATCC®14053™,2pk X2	2	EACH		
57	E5389-Erythromycin 1G X1	1	EACH		

58	CHLORAMPHENICOL5 g X1	1	EACH	
59	1377 4-Nitrophenyl α -D-glucopyranoside 1G X1	1	EACH	
60	Yeast Extract Glucose Broth (YSG) [02-673-500] X1	1	EACH	
61	Inoculating Wire loop 5 ul,5mm X50	50	EACH	
62	Tips Universal yellow 20-200 l bag/1000 (20-0200) X2	2	EACH	
63	Invitrogen TM UltraPure TM TBE Buffer , 10X 1000ml X10	10	EACH	
64	ACETONE 99 % PURE 2.5 Lit X2	2	EACH	
65	METHANOL CP 2.5 Lit X2	2	EACH	
66	Potassium dichromate	1	EACH	
67	Nitrile blue gloves S,M,L	1	EACH	
68	Glass spreaders		EACH	
69	Parafilm	1	EACH	
70	Filter paper (125mm,150mm,200mm)	1	EACH	
			SUBTOTAL	
			VAT @ 15%	
			TOTAL	

Priced Activity Schedule Authorised By:

NAME:	Date:	
SIGNATURE:		
NAME OF BIDDER:		

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/UNAM-40/2022

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.	Anti-D Rh IgG/IgM ,Blood group reagent X3		
2.	Human IFN Gamma IFNG,ELISA X1		
3.	Czapek Dox Broth 500g X1		
4.	CAMPYLOBACTER JEJUNI X2		
5.	MN-24ml Screw Neck Vial N 20 Outer diameter: 22.7 mm, outer height: 86mm clear; flat bottom pack of 100 X10		
6.	Yeast extract Peptone dextrose Broth 500g [02-473-500] X2		
7.	Scharlau Picric acid (with approx.30% H2O), for analysis, ExpertQ, ACS, Reag.Ph Eur [AC17700250] X1		
8.	Scharlau Crystal violet oxalate, solution according to Gram Hucker [VI00270500] X1		
9.	Safranin Counterstain X1		
10.	Gram's Iodine soln for Microscopy 500ml X1		
11.	Hydrogen Peroxide 200 VOL 50% AR 2.5 Lit X2		
12.	Centrifuge Tube 15ml Conical bottom sterile bag/1000 X10		
13.	Centrifuge tube 50ml Conical bottom Sterile		

	bag/50 X10		
14.	Scharlau LB Agar (Miller) 500g [01-385-500] X1		
15.	Scharlau LB Broth 500g [02-384-500] X1		
16.	NEB PCR Cloning Kit -20 rxns; X1		
17.	Ammonium iron (III) citrate (Brown) 500G, CAS# 1185-57-5, MW of N/A, Formula: C ₆ H ₈ O ₇ . xFe ³⁺ . yNH ₃ , Storage : +20 °C, UN# 0000 X1		
18.	X-Gal 100mg X1		
19.	IPTG 5G, CAS#:367-93-1, MW of 238.3, Formula: C ₉ H ₁₉ O ₅ S, Storage: +4 °C, UN# 0000 X1		
20.	Conda – SOC Medium 500g X1		
21.	InvitrogenTMTOP10 Electrocomp™ Kit 5 X 100UL X1		
22.	InvitrogenTMT4 DNA Ligase (1 U/μL) X1		
23.	Thermo Scientific™ Rapid DNA Ligation Kit 50 reactions X1		
24.	D5758-Diethylpyrocarbonate X1		
25.	Invitrogen™PureLink™ RNA Mini Kit 50 preps X1		
26.	Thermo Scientific™ GeneJET RNA Purification Kit 50 preps x1		
27.	Thermo Scientific™ GeneJET viral DNA/RNA Purification Kit X1		
28.	SafeView Classic; Quantity: 1.0 ml,Shipping Condition: RT, Storage Conditions: Store at 4 °C for up to 2 years X1		
29.	Thermo Scientific™ RNase A 0.7ml X1		
30.	Hygromycin B 1G , CAS#: 31282-04-9, MW of 527.53,Formula:C ₂ OH ₃ 7N ₃ O ₁₃ , Storage: 4 °C,UN# UN3436 X1		
31.	Carbenicillin disodium salt 1G, CAS#: 4800-94-6, MW of 422.36, Formula: C ₁₇ H ₁₆ N ₂ Na ₂ O ₆ S, 1Storage: 4 °C, UN# 0000 X1		
32.	Rifampicin 97% (HPLC) powder 250G X1		
33.	Cefotaxime sodium salt 100MG 1		
34.	POTTASIU DIHYDROGEN PHOSPHATE AR 500 X1		
35.	DI-POTTASIU HYDROGEN PHOS		

	ANHYD AR 500g X1		
36.	MAGNESIUM SULPHATE HEPTA AR 500 g X1		
37.	FERROUS SULPHATE HEPTAHYD AR 500 g X1		
38.	ZINC SULPHATE HEPTAHYD AR 500 g X1		
39.	CUPRIC SULPHATE PENTAHYD AR 500 g X1		
40.	MANGANOUS SULPHATE MONOHYD AR 500 g X1		
41.	Sodium molybdate dihydrate, 98% 500G, CAS#: 10102-40-6, MW of 241.95, Formula: Na ₂ MoO ₄ . 2H ₂ O,Storage: +20 °C, UN# 0000 X1		
42.	Scharlau D(+)-Glucose monohydrate, Pharmpur®, Ph Eur ,BP , USP 500g [GL01290500] X1		
43.	L-asparagine, anhydrous 25G, CAS#:70-47- 3,MW of 132.12,Formula:C ₄ H ₈ N ₂ O ₃ , Storage: +20°C, UN#0000 X1		
44.	FERRIC CHLORIDE HEXAHYD AR 500g X1		
45.	SODIUM HYDROXIDE PELLETS BP 500 g X1		
46.	Casein 100G X1		
47.	Scharlau Tributyrin Agar [064-BA2131] X1		
48.	Soybean oil 1L X1		
49.	18S RNA Primers for Protozoa P-SSU- 342F,MEDLIN B X50		
50.	Biologix 0.2ml Microc, PCR Tube DNase/RNase free 1000/pk (flat cap) X3		
51.	MI069-P Micrococcus luteus ATCC®10240™, 2pk X2		
52.	MI0421-P SALMONELLA TYPHIMURIUM ATCC # 13311 X2		
53.	MI0365-P STAPHYLOCOCCUS AREUS ATCC 29213 2PK X2		
54.	MI0335-P ESCHERICHIA COLI ATCC 25922, 2PK X2		
55.	MI0256-P BACILLUS CEREUS ATCC # 11778 KWIT ST , 2PK X2		
56.	MI332-P Candida albicans ATCC®14053™,2pk X2		
57.	E5389-Erythromycin 1G X1		

58.	CHLORAMPHENICOL 5 g X1		
59.	1377 4-Nitrophenyl α -D-glucopyranoside 1G X1		
60.	Yeast Extract Glucose Broth (YSG) [02- 673-500] X1		
61.	Inoculating Wire loop 5 ul, 5mm X50		
62.	Tips Universal yellow 20-200 l bag/1000 (20-0200) X2		
63.	Invitrogen™ UltraPure™ TBE Buffer, 10X 1000ml X10		
64.	ACETONE 99 % PURE 2.5 Lit X2		
65.	METHANOL CP 2.5 Lit X2		
66.	Potassium dichromate		
67.	Nitrile blue gloves S,M,L		
68.	Glass spreaders		
69.	Parafilm		
70.	Filter paper (125mm, 150mm, 200mm)		

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-GCC** on the website of the Public Entity <https://www.unam.edu.na> except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

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

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/UNAM-40/2022**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	University of Namibia
Site GCC 1.1(m)	The inspection and tests shall be: University of Namibia – Main Campus Science Block
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: Mandume Ndemufayo street, Pionierspark, P/Bag 13301 and the contact name shall be: Mr Consarve Kanyama, ckanyama@unam.na
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	Bidders shall indicate the possible duration required for the full delivery of the items in accordance with calendar days from the date the Purchase Order or Letter of Acceptance is issued. Our preferred delivery time should not exceed 35 calendar days. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Invoice
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security GCC 18.1	No performance security is required.
Discharge of Performance Security GCC 18.4	Not applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Appropriate to ensure that the qualities of the goods are not compromised.
Insurance GCC 24.1	As per DDP incoterm
Transportation GCC 25	The Goods shall be delivered: DDP

Subject and GCC clause reference	Special Conditions
Inspection and Test GCC 26.1	The inspection and tests shall be: at W- Block, Science Dept. – Unam Main Campus. Will inspect the goods upon receipt to ascertain the quality and quantity are as specified.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: W- Block, Science Dept. – Unam Main Campus
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 1% per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.
Warranty GCC 28.3	Goods offered should be covered by the Manufacturer's warranty for at least 12 months from the date of delivery. For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Unam Main Campus
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 30 day(s)

SCHEDULE 1**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/UNAM-40/2022**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidence for conformity of Goods (catalogues & specification sheets)		
All mandatory documents as outlined in Section I.		

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*