



REPUBLIC OF NAMIBIA

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MINISTRY OF FINANCE

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Ref: NCS/IQ/09-09/2021

## **Request for Quotations For Services**

Procurement of Supply and Install Fire Hydrant Tamper Proof  
Ministry of Finance

**Procurement Reference No: NCS/IQ/09-09/2021**

[Eunice.Kashea@mof.gov.na](mailto:Eunice.Kashea@mof.gov.na), Tel: 209 2802

**INFORMAL QUOTATION (OTHER SERVICES)**

Procurement Ref. No. NCS/IQ/09-09/2021

To: All Bidders

The Ministry of Finance hereby invites you to submit your quotation for the service listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent, Ministry of Finance, Procurement Management Unit, Agri House Building, ground floor, corner of John Meinert Street and Robert Mugabe Avenue in a sealed envelope marked Quotation Reference No. NCS/IQ/09-09/2021 your quotation should reach the Ministry of Finance on or before the day **23 November 2021**, by **11H00** at latest.

Full Name of Head of Procurement Management Unit Mrs. Naomi N Kafita

Date: 16/11/21

Signature: 

**Price Activity Schedule**

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
	Supply and Install Fire Hydrant Tamper Proof				
1	Fire Hydrant Tamper Proof 65x80	1			
2	Installation	1			
				Sub Total	
				VAT @%	
				<b>Total</b>	

- (a) Ministry of Finance requested service completion period: within 5 days as from the date of receiving of order.
- (b) Bidder's proposed completion period: within ..... days (**bidder to insert the days**) from date of receiving of order.
- (c) Validity of offer: ..... days (**bidder to insert the days**) as from closing date set for submission of quotations.

Remarks [if any from Bidder]:

.....

I/We agree to supply the abovementioned services at price(s) quoted by me/us and subject to conditions specified overleaf.

Date..... Bidder's signature and seal .....  
(Please overleaf)

Initial:..... 1

**BID SECURING DECLARATION**  
**(Section 45 of Act)**  
**(Regulation 37(5) and 56(2))**

**Date:** .....

**Procurement Ref No.:** NCS/IQ/09-09/2021

**To: Ministry of Finance**

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**

Initial:.....

**General Terms and Conditions Applicable**

**1. Employer**

The Public Entity inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

**2. Supplier**

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

**3. Rights of Public Entity**

The Public Entity shall have the rights to

- (a) ask for clarifications at time of evaluating quotations and
- (b) reject all quotations.

A Public Entity shall not be bound to accept the lowest or any quotation.

**4. Eligibility Criteria**

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

- (a) have a valid certified copy of company Registration Certificate;
- (b) have an original valid/certified copy of good standing Tax Certificate;
- (c) have an original valid/certified copy of good standing Social Security certificate;
- (d) have an original/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 a signed Bid Securing Declaration;
- (f) All pages should be initiated.

**5. Bid Securing Declaration**

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document.

**6. Prices**

Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

**7. The Contract**

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Contractor.

**8. Purchase order**

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) may not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the services on or before the date set in the purchase order for delivery of the goods or services.
- (c) The purchase shall be valid for 60 days only and will be cancelled thereafter.

**9. General Conditions of Contract**

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.- NCS/IQ-GCC14 posted in the website of the Policy Unit and on the Ministry of Finance subject to the data provided hereunder.

**10. Project Manager**

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administrating the contract.

**11. Advanced payment**

Advance payment is not applicable.

**12. Payment**

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Service Provider making goods all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

**Qualification and Eligibilities**

(to be completed by Public Entity)

<b>Mandatory Requirement</b>	<b>Yes</b>	<b>No</b>
Certified copy of Company Registration Certificate (incorporating document)		
Certified copy or Original Good Standing Certificate from the Social Security Commission		
Certified copy or Original Good Standing Certificate from the Inland Revenue Department		
Certified copy of a valid Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
This bid is reserved for Namibians only.		
Duly completed and signed Bid Securing Declaration form		
Duly completed, initiated and signed bidding documents		
All pages should be initiated		