



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE

Request for quotations  
for

**Request for procurement of cutlery for the Ministry**

Procurement reference no: G/IQ/09-4/2022

*Ministry of Finance, fax: 061- 302615, Tel 061-209 2041*

# INFORMAL QUOTATION

**SUBMISSION DEADLINE: 18 July 2022**

**PROCUREMENT REF. NO. NCS/IQ/09-4/2022**

To: All bidders

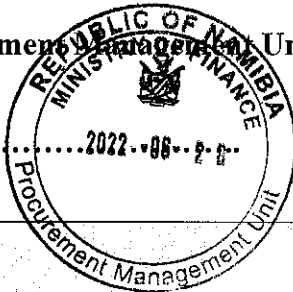
## Request for quotation to procure cutlery for the Ministry

The **Ministry of Finance** hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent to, Procurement Management Unit, John Meinert street, Fiscus Building, First floor, West wing, room **149B**, Quotation Reference No. G/IQ/09-4/2022. Your quotation should reach the Ministry of Finance on or before the day 18 July 2022 at 11h00. Enquiries T. Nangombe, Tel 061 2092041

Procurement Management Unit: Mrs. Naomi Kafita

Date: .....2022..08..2..

Signature .....



Item No	Description	Quantity *	Unit Measure/ SIZE	of	Rate with VAT N\$	Total Amount with VAT – N\$	Country of Origin
	<b>Request for cutlery for the Ministry</b>						
1	Coffee cups (mugs) ceramics, color orange	10	260ml				
2	Spoons (tea spoons) (1 set of 20), color silver	20 (1 set of 20)	80mm				
3	Plates saucers, color orange	10	150cm				
4	Hot water holders flasks, color red	2	2.2L				
5	Sugar holder canister, color silver and black	1	5ml				
6	Salt holder canister, color silver and black	1	5ml				

7	Dish cloth (2pc golden glow), color orange or white	1	40x40cm			
8	Snack dish glass bowl, color orange	3	12cm ASTAC			
	<b>TOTAL</b>					

- (a) The Ministry of Finance requests delivery within 7- 14 days as from the date of placement of order.
- (b) Delivery Date: within (**Bidders proposed delivery period**) ..... days from date of placement of order.
- (c) The following tests and inspections will be carried conducted on the goods at delivery:
- i) All goods delivered should be in a temper proof original packaging with seal of authenticity intact.
  - ii) The quantity delivered should correspond with the amount indicated on the Order.
  - iii) The good to be delivered should be accompanied by delivery note and original Purchase Order.
- (d) Validity of offer: **60 days** as from closing date set for submission of quotations.

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

**Date**.....

**Bidder's signature and seal** ....  
(Please see overleaf)

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

Date: .....

Procurement Ref No.: G/IQ/09-4/2022

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]



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of section 138 of the Labour Act, 2007 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.

## **General Terms and Conditions Applicable**

### **1. Purchaser**

The Public Entity inviting the Informal Quotation is the Purchaser 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 the Public Entity**

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

A Purchaser 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 company Registration Certificate;**
- (b) **have an original or certified copy of valid good standing Tax Certificate;**
- (c) **have an original or certified copy of 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 written undertaking as contemplated in section 138(2) of the Labour Act, 2007**
- (f) **submit signed Bid Securing Declaration**
- (g) **submit duly completed and signed bidding document**
- (h) **all pages should be initialed**

### **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 shall be quoted in Namibian dollars. 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 Supplier.

**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 goods on or before the date set in the purchase order for delivery of the goods.
- (c) the purchase order shall be valid for 30 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 (Goods) Ref. No. – **G/IQ/09-4/2022** posted in the website: **www.mof.gov.na**

**10. Warranty**

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

**11. Payment**

The Purchaser undertakes to effect payment within 30 days after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.



**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/IQ/09-4/2022**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		

**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.

## 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 and signed Written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Procurement Act		
Duly signed and completed Quotation Letter		
Duly completed and signed bidding documents		
All pages initialed		