



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE

**Tel: (061) 2092802 (09-264-61 International Dialling Code) PRIVATE BAG 13295
WINDHOEK**

Enquiries: Ms E. Nangolo
Ref.

Request for Quotations

To

Procure stationeries for Ministry of Finance

Procurement Reference No: G/IQ/09-06/2021

Ministry of Finance, fax:302615, Tel 061-209 2369

INFORMAL QUOTATION (GOODS)

11 October 2021

Procurement Ref. No. G/IQ/09-06//2021

Closing Date: 20 October 2021

To: ALL BIDDERS

Procurement of stationeries for Ministry of Finance

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 fax number 302615 or addressed to Ms. E. Nangolo, Procurement Management Unit, Agrihouse Building, ground floor in a sealed envelope marked: Quotation Reference No. **G/IQ/09-6/2021** your quotation should reach the Ministry of Finance on or before the day **20 October 2021**, by 11H00 at latest.

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

Date: 12/10/21

Signature



Item No	Description	Quantity*	Unit of Measure	Rate NS	Amount without VAT - NAD	VAT %	Make / Model	Country of Origin
1	Scissors 21 cm	10						
2	Erasers code 471137	20						
3	Glue Stick for paper 40g	20						
4	Pencils HB	20						
5	Sharpeners Metal one hole	20						
6	Purple Pen Superb pentel 0.7mm for Auditor	60						
7	Blue Pen Bic B/point pen	60						
8	Red Pen Superb Pentel 0.7mm	300						
9	Heavy duty paper clips 23/6 23/8 23/10 23/13	50 boxes 50 boxes 50 boxes 50 boxes	6mm 8mm 10mm 13mm					
10	Confidential Stickers	50 boxes						
	TOTAL							

- (a) The Ministry of Finance requests delivery within 2 days as from the date of placement of order.
- (b) Delivery Date: within 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:..... 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 over

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

Date: [Day|month|year].....

Procurement Ref No.:

To: Ministry of Finance, Agrihouse building, ground floor

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

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 or certified copy of 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 a signed Bid Securing Declaration;**

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/09-06/2021** posted in the website of the Policy Unit and on the (ministry of finance] website.

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.