



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE

Request for Quotations

PROCUREMENT OF USBs FOR MINISTRY OF FINANCE

Procurement Reference No: G/IQ/09-15/2020

INFORMAL QUOTATION

SUBMISSION DEADLINE: 03 AUGUST 2020, 11:00

PROCUREMENT REF. NO. NCS/IQ/09-15/2019

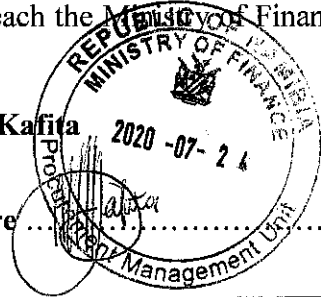
TO: BIDDERS

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, in the corner of John Meinert and Robert Mugabe Street, 114 Agrihouse Building Ground floor in a sealed envelope marked Quotation Reference No. G/IQ/09-15/2020 your quotation should reach the **Ministry of Finance** on or before the day 03 August 2020 at 11:00.

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

Date:

Signature



Item No	Description	Quantity*	Unit of Measure	Rate N\$	Amount without VAT - NAD	Amount with VAT NAD	Make & Model	Country of Origin
1	Procurement of USBs: USBs 16 Gigabytes	12	each					
	GRAND TOTAL							

- (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: 30 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/09-15/2020

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.]

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 certified copy of valid good standing Tax Certificate;
- (c) have an 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) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (g) submit a signed Bid Securing Declaration;
- (h) submit duly completed, initiated and signed bidding document

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

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/09-15/2020** 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.

Qualification and Eligibilities

(to be completed by Public Entity)

Mandatory Requirement	Yes	No
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		