

MINISTRY OF INDUSTRIALISATION AND TRADE

REPUBLIC OF NAMIBIA

**REQUEST FOR INFORMAL QUOTATION
SMALL VALUE PROCUREMENT**

**BRANDING AND INSTALLATION OF THE MINISTERIAL COAT
OF ARM (LOGO) AT 6TH FLOOR CORRIDOR**

Procurement Reference No: W/IQ/19-02/2024/2025

**MINISTRY OF INDUSTRIALISATION AND TRADE, PRIVATE BAG 13340, WINDHOEK, PHONE: (+264
61) 238-7206/7359/7380**

E-mail: Ndahafa.Halweendo@mit.gov.na

DATE: 15 January 2025

**Due Date: 23 January 2025
Time: 11:00**



Republic of Namibia

MINISTRY OF INDUSTRIALISATION AND TRADE

Tel: +264 61) 238-7206/7359
Fax: (+264 61) 220227
Enquiries: Ndahafa Halweendo
Ndahafa.Halweendo@mit.gov.na

Office of the Executive Director
C/O Dr. Kenneth D Kaunda & Goethe Street
Private Bag 13340
Windhoek

INVITATION LETTER

Dear Potential Bidder,

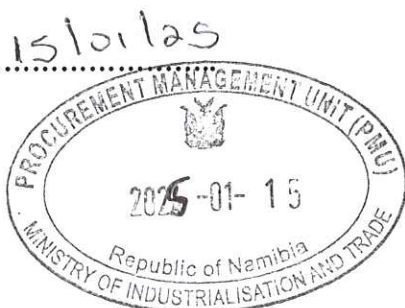
BRANDING AND INSTALLATION OF THE MINISTERIAL COAT OF ARM (LOGO) AT 6TH FLOOR CORRIDOR (PROCUREMENT REF NO: W/IQ/19-02/2024/2025

The **Ministry of Industrialisation and Trade** 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 addressed to **Mrs. Ndahafa Etuna Halweendo, Ministry of Industrialisation and Trade**, situated in **C/O Dr Kenneth Kaunda & Goethe Street** in a sealed envelope marked Procurement Reference No: **W/IQ/19-02/2024/2025** at the **Ground Floor, next to the Security room and sign the form with the Security**. Your quotation should reach the Ministry of Industrialisation and Trade on or before the **23 January 2025** by **11h00**. Bidders are urged to initial each page and ensure that all space provided in this document are completed. Furthermore, bidders must indicate no quote on services they cannot render. Failure to adhere the instructions, will lead to disqualification of your bid.

Queries, if any, should be addressed to **Mrs. Ndahafa Etuna Halweendo** at **pmu@mit.gov.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.

Full Name of Head of Procurement Management Unit: Ms. Ndahafa E.Halweedo

Date:



Signature

Ndahafa

Item No	Description	Quantity *	Unit of Measure	Unit price	Total Price Amount	Country of Origin
1.	Branding and Installation of the Ministerial coat of arm (logo) at 6 th floor corridor	1				
NB	Please attend the compulsory pre-site inspection schedule 21/01/2025 @ 11h00 Contact; Mr. Chris 0818170847					
				Sub Total Excl		
				Vat 15%		
				Total Amount Incl		

NB: See specifications attached.

Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order.

- (a) The **Ministry of Industrialisation and Trade** requests delivery within *[30 working]* days as from the date of placement of order.
- (b) Delivery Date: within. 30 days from date of placement of order.
- (c) The following tests and inceptions will be carried conducted on the goods at delivery:
- (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(5) and 56(2))

Date:

Procurement Ref No.: W/IQ/19-02/2024/2025

To: Ministry of Industrialisation and Trade.....

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:

Capacity of:

Name:

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____
Corporate Seal (where 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 valid certified copy of Company Registration Certificate/ Founding Statement;
- (b) Have a certified copy or original valid Good Standing Tax Certificate (**Valid for period of 3 to 6 months**)
- (c) Have a certified copy or original valid Good Standing Social Security Certificate (**Valid for a period of 1 month**)
- (d) Have a valid certified copy of Affirmative Action Compliance Certificate/ Employment (**Valid for a period of 1 year**) **OR**
- (e) Have a valid certified copy of Certificate indicating SME status (for Bids reserved for SMEs) (**Valid for a period of 1 year**)
- (f) Have a Written Undertaking as contemplated in Section 138 (2) of Labour Act, 2007
- (g) Attached reference letter of similar work done in the past (branding)

NB: Copies should be certified by the Namibian Police or Commissioner of oath, failure to provide certified copies or originals of the above mandatory documents will result in disqualification of your bid.

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 or 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 *[insert no.]* 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/RFQ-GCC14 posted in the website of the Policy Unit and on the *[insert public entities name]* subject to the data provided hereunder.

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.



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*
- 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.*