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**MINISTRY OF MINES AND ENERGY  
PROCUREMENT MANAGEMENT UNIT (PMU)**

**Request for procurement to replace Windscreen for GRN 8033**

**Procurement Reference No: NCS/IQ/15-12/2023**

**COMPANY NAME:** \_\_\_\_\_

**TOTAL BID PRICE:** \_\_\_\_\_

**TOTAL BID PRICE (IN WORDS):** \_\_\_\_\_

**CLOSING DATE AND TIME OF BID REQUEST:**

**DATE: 04 AUGUST 2023**

**TIME: 10H00**

Procurement Management Unit  
Ministry of Mines and Energy  
Head Office  
6 Aviation Road  
Windhoek Namibia

Tel: +264 61 284 8111 / 8236

Email: [ProcurementManagement@mme.gov.na](mailto:ProcurementManagement@mme.gov.na)

Fax: +264 61 235 632

Website: [www.mme.gov.na](http://www.mme.gov.na)

## INFORMAL QUOTATION (GOODS)

Procurement Ref. No: NCS/IQ/15-12/2023

To: .....

The **Ministry of Mines and Energy** hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be addressed to **Procurement Management Unit** in a sealed envelope marked Quotation Reference No. **NCS/IQ/15-12/2023**. Your quotation should reach the **Ministry of Mines and Energy** on or before **04 August 2023** by **10h00** at latest.

Full Name of Head of Procurement Management Unit: **Nathaniel Musenge**

Date: **28 JULY 2023**

Signature .....

### Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1	Replacement of Windscreen for GRN 8033(Toyota Hilux D/C 2.4 GD 6 4X4 SRX)	1			
NB: A separate detailed quotation should be provided outlining all costs involved. Enter 0% VAT rate if VAT exempt.				Sub Total	
				VAT @%	
				Total	

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

- (a) The Ministry of Mines and Energy requested works completion period within ..... as from the date of placement of order.
- (b) Bidder's proposed completion period: within..... days from date of placement of order.
- (c) The following tests and inspections will be conducted:
- (d) Validity of offer: **7** 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)



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.*

## General Terms and Conditions Applicable

*[The Public Entity may amend or supplement the General Terms and Conditions mentioned hereunder to suit better its procurement requirements]*

### 1. Employer

The Ministry of Mines and Energy inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

### 2. Service provider

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 Service Provider.

### 3. Rights of the Public Entity

The Ministry of Mines and Energy shall have the right to

- (a) Ask for clarifications at time of evaluating quotations and
- (b) Reject all quotations.

A Ministry of Mines and Energy 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:

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

- (a) have a **valid** company Registration Certificate; **(Certified by Namibia Police)**
- (b) have an **valid original /certified copy of** good Standing Tax Certificate, **(Certified by Namibia Police)**
- (c) have an **valid original /certified copy of** good Standing Social Security Certificate, **(Certified by Namibia Police)**
- (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, **(Certified by Namibia Police)**
- (e) Complete and sign the attached **Bid-securing Declaration**.
- (f) Complete and sign an undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause



4.6 of the General conditions of Contract if it is awarded the contract or part thereof;

- (g) All pages of the bidding documents should be **initialed**.
- (h) Margin of Preference will be applicable for this bid.
- (a) The applicable margins of preference and their application methodology are as follows: The Margin of Preference is applicable to this request for this Bid is: **Preference will only be granted to bidders as per Government notice No.13 in terms of the code of good practice issued on 31 January 2023 in terms of section 71 and 72 of the Public Procurement Act, 2015 and Public Procurement Act, 2015 as amended.** The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is **10%**. Kindly see the table below.

#### Margins of preferences when evaluating bids for Exclusive Preference

Category	Margin of preference	Documentary evidence
Manufacturer	2 percent	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
MSME	1 percent	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1 percent	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2 percent	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2 percent	-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting environmental protection	1 percent	-declaration and proof that the bidder meets the requirements set out in the bidding document
Service rendered by Namibian citizens.	1 percent	-declaration that the bidder employs 50% or more Namibian citizens
<b>Total</b>	<b>10%</b>	

**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 Namibia 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 Ministry of Mines and Energy and the Service Provider.

**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: **NCS/IQ/15-12/2023** posted in the website of the Policy Unit and on the Ministry of Mines and Energy's website.

**10. Warranty**

The Service provider warrants that the services 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 Service provider in its response to the Purchaser's Invitation for Informal Quotation.

**11. Payment**

The Employer undertakes to effect payment within *[30 days]* days after completion of the services to the satisfaction of the client subject to the Service Provider making good 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.

**12. Project Manager**

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

**13. Advanced payment**

Advance payment is not applicable.