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

**Request for quotation for Venue in Windhoek  
Municipal area for a one day NEC meeting on 31  
July 2019**

**Procurement Reference No: NCS/IQ/15-22/2019**

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

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

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

**DATE: 15 July 2019**

**TIME: 10H00**

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

Tel: +264 61 284 8111 / 8235 / 8188

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)



**REPUBLIC OF NAMIBIA**  
**MINISTRY OF MINES AND ENERGY**

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Tel.: +264 61 284-8111  
Fax: +264 61 238643 / 220386  
E-mail: [info@mme.gov.na](mailto:info@mme.gov.na)  
Website: [www.mme.gov.na](http://www.mme.gov.na)

6 Aviation Road  
Private Bag  
13297  
WINDHOEK

**Letter of Invitation**

**TO:** .....

**Procurement Reference Number:**

**09 July 2019**

Dear Sir,

**Request for Quotations for: Venue for NEC meeting in Windhoek  
Municipal area.**

The Ministry of Mines and Energy invites you to submit your best quote for the services described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to **Procurement.Management@mme.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.

Yours faithfully,

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

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The **Ministry of Mines and Energy** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

### 2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable ;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### 3. Validity of Quotations

The quotation validity period shall be for **14 days** from the date of submission deadline.

### 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/certified copy** of a valid good Standing Tax Certificate; **(Certified by Namibian Police)**
- c) have an **original/certified copy** of a valid good Standing Social Security Certificate; **(Certified by Namibian 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 Namibian Police)**
- e) have a **valid certified copy** certificate indicating SME Status (for Bids reserved for SMEs) **(Certified by Namibian Police)**

- f) Submit signed Bid-securing Declaration.
- g) 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; and;
- h) All pages should be initialled and signed

## **5. Bid Security/Bid Securing Declaration**

Bidders are required to *subscribe to a Bid Securing Declaration* for this procurement process.

## **6. Contract Period for Services**

The contract shall be on fixed rate for a period of *30 days*.

## **7. Documents to be submitted**

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided with customers' reference details.

## **8. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to the Public Entity with the Bidder's name at the back of the envelope.

## **9. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **6 Aviation Road, Ground Floor, Block F1; Office F1 005** not later than **15 July 2019 at 10h00 A.M.** Quotations by post or hand delivered should reach 6 Aviation Road by the same date and time at latest. Late quotations will be rejected.

**Quotations received by e-mail will be considered.**

## **10. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.



## 11. Evaluation of Quotations

The **Ministry of Mines and Energy** shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation

## 12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

## 13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

## 14. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

## 15. Margin of Preference

**15.1.** The applicable margins of preference and their application methodology are as follows: **Not Applicable**

**15.2.** Bidders applying for the Margin of Preference shall submit, upon request, evidence of: **Not applicable**

## 16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

## 17. Notification of Award and Debriefing

The **Ministry of Mines and Energy** shall after award must promptly inform all unsuccessful bidders in writing of the name and address of the successful

bidder and the contract amount and post a notice of award of ward on its website within seven (7) days. Furthermore, the **Ministry of Mines and Energy** shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

## SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

|                                |  |
|--------------------------------|--|
| Quotation Addressed to:        |  |
| Procurement Reference Number:  |  |
| Subject matter of Procurement: |  |

We offer to provide the services detailed in the Scope of Services, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this quotation exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *forfeiture of the security amount / disqualification on the grounds mentioned in the BDS.*

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is **30 days** from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the bid validity.

**Quotation Authorised By:**

|   |  |                            |            |
|---|--|----------------------------|------------|
| Name of Bidder                            |  | Company's Address and seal |            |
| Contact Person                            |  |                            |            |
| Name of Person Authorising the Quotation: |  | Position:                  | Signature: |
| Date                                      |  | Phone No./E-mail           |            |

**Appendix to Quotation Letter**

**BID SECURING DECLARATION**

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

Date: .....

Procurement Ref No.: .....

To: Ministry of Mines and Energy  
Private Bag 13297  
Windhoek  
6 Aviation Road (On the way to Eros Airport)  
Windhoek

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**





## 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.

**SECTION IV: PRICED ACTIVITY SCHEDULE**Procurement Reference Number: **NCS/IQ/15-22/2019**

*[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].*

**Currency of Quotation: Namibian Dollars**

| Item No | Brief Description of Services   | Quantity | Unit of Measure | Unit Price                    | Total Price |
|---------|---|----------|-----------------|-------------------------------|-------------|
| A*      | B*  | C*       | D*              | E                             | F           |
| 1.      | Conference Room (Including projector, screen, paper, conference files, mark pens) | 1        |                 |                               |             |
|         | Breakfast   | 20       |                 |                               |             |
| 2.      | Water and Sweets on table   | 20       |                 |                               |             |
| 3.      | Lunch (13hoo)   | 20       |                 |                               |             |
| 4.      | One soft drink per person   | 20       |                 |                               |             |
|         |   |          |                 | <b>Other additional costs</b> |             |
|         |   |          |                 | <b>Subtotal</b>               |             |
|         |   |          |                 | <b>VAT @ %</b>                |             |
|         |   |          |                 | <b>Total</b>                  |             |

Enter 0% VAT rate if VAT exempt.

**Priced Activity Schedule Authorised By:**

|                                  |         |            |  |
|----------------------------------|---------|------------|--|
| Name:                            |         | Signature: |  |
| Position:                        |         | Date:      |  |
| Authorised for and on behalf of: | Company |            |  |

**SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET**Procurement Reference Number: **NCS/RFQ/15-22/2019**

*[Bidders should complete columns C and D with the specifications and Performance standards of the services offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

| Item No | Specifications and Performance Required  | Compliance Specifications Performance Offered | Details of Non-Compliance/ Deviation (if applicable) |
|---------|--|---|--|
| A*      | B*   | C   | D  |
| 1       | Conference Room<br>(Including projector, screen, paper, conference files, Board marker pens) |   |  |
| 2       | Breakfast  |   |  |
| 3       | Water and Sweets on table  |   |  |
| 4       | Lunch (13h00)  |   |  |

**Specifications and Performance Standard Compliance Sheet Authorised By:**

|                                  |         |            |  |
|----------------------------------|---------|------------|--|
| Name:                            |         | Signature: |  |
| Position:                        |         | Date:      |  |
| Authorised for and on behalf of: | Company |            |  |

**SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT**

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), **Ref: NCS/IQ/15-22/2019** for the procurement of services (time based) available on the website of the Public Entity [www.mme.gov.na](http://www.mme.gov.na) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

## Procurement Reference Number: NCS/IQ/15-22/2019

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC.

| Clause  | Contract Data   |
|---|---|
| <b>GCC 1.1<br/>Effectiveness of<br/>Contract</b>                    | The Contract shall come into effective once Purchase Order is issued.   |
| <b>GCC 1.3.1<br/>Intended<br/>Completion date</b>                   | Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by   |
| <b>GCC 1.6.1<br/>Issue of notices</b>                               | The Authorized Representative of the Employer is: <b>Mr Nathaniel Musenge, 061 2848111/8235 6 Aviation Road, Windhoek, Namibia.</b><br><br>The Authorized Representative of the Service Provider is:<br>_____ |
| <b>GCC 2.6<br/>Insurance and<br/>liabilities to Third<br/>Party</b> | The amount of the Professional Indemnity Insurance Cover shall be at least: <b>N/A</b>  |
| <b>GCC 2.7<br/>Reporting<br/>Obligations</b>                        | The Service Provider shall report to <b>Mr Nathaniel Musenge, Head of Procurement Management Unit, 061 284 8111/8435 6 Aviation Road, Windhoek.</b>   |
| <b>GCC 2.10<br/>Performance<br/>Security</b>                        | The Performance Security shall be for an amount [5 to 10 %] of the Contract Price or part thereof if the contract is awarded on a split basis. <b>N/A</b>   |
| <b>GCC 4.2<br/>Contract Price</b>                                   | The amount payable is: <b>Attached on quotation</b>   |
| <b>GCC 4.3<br/>Terms of Payment</b>                                 | Payments will be made to the Service Provider once off <b>30 days</b> after receipt of invoice.   |
| <b>GCC 4.5<br/>Price Adjustment</b>                                 | Prices shall not be adjustable.   |



## QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/IQ/15-22/2019

| Description  | Attached (please tick if submitted and cross if not) |
|--|--|
| Quotation Letter   |  |
| Priced Activity Schedule   |  |
| Performance Compliance Sheet   |  |
| Original Good Standing Tax Certificate   |  |
| Original Good Standing Social Security Certificate                             |  |
| Certified copy of Affirmative Action Certificate or proof of Employment Equity |  |
| Signed Bid Securing Declaration  |  |
| Signed undertaking in terms of labour act                                      |  |
| Certified copy of company registration certificate                             |  |