REPUBLIC OF NAMIBIA

Ministry of Mines & Energy

MINISTRY OF MINES AND ENERGY

PROCUREMENT MANAGEMENT UNIT (PMU)

REQUEST FOR PROCUREMENT OF CLEANING CHEMICALS

Procurement Reference No: G/IQ/15-14/24/25

COMPANY NAME: ______________________

TOTAL BID PRICE: ______________________

TOTAL BID PRICE (IN WORDS): ____

CLOSING DATE AND TIME OF BID REQUEST:

DATE: 21 June 2024
TIME: 10H00

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

Tel: +264 61 284 8111 / 8235

Fax: +264 61 235 632

Email: ProcurementManagement@mme.gov.na

Website: www.mme.gov.na

INFORMAL QUOTATION (GOODS)

Procurement Ref. No: G/IQ/15-14/24/25

To: ....

The **Ministry of Mines and Energy** *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 addressed to **Procurement Management Unit** in a sealed envelope marked Quotation Reference No. **G/IQ/15-14/24/25.** Your quotation should reach the **Ministry of Mines and Energy** on or before **21 June 2024** by **10h00** at latest.

MINISTRY OF MINES PROCUREMENT MANAGEMENT UNIT 2024 -06- 18 PRIVATE BAG WINDHOEK NAMIBIA

Full Name of Head of Procurement Management Unit: Nathaniel Musenge

Date: 18 June 2024 **Signature** ....

PRICE ACTIVITY SCHEDULE

Item No	Description	Quantity*	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E*	F*
1	WAX-OFF-H. D Wax Stripper	2	25 L		
2	Taurafloor non-slip polish & sealer	2	25L		
3	Taurpine	3	25L		
4	Floor Fresh (Lavender)	10	25L		
5	Polish applicator head only	4	400mm		
6	Polish applicator refill	4	400mm		
7	Adjustable Window squeegee complete set	4	> 2m		
			Other additional cost		
			Subtotal		
			VAT @%		
			Total		

Enter 0% VAT rate if VAT exempt.

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

(a) The Ministry of Mines and Energy requests delivery within .... 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:

(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)

SCHEDULE 1

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

Date: ……………………….

Procurement Ref No: ……………………….

To: ……………………………………………[insert complete name of Public Entity and address]

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.*

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. **Purchaser**

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. **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:

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) Complete the whole bidding document where required and incomplete bidding document shall lead to disqualification.

(h) All pages of the bidding documents should be **initialed**

(i) 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
Total	**10%**	

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 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/15-14/24/25** posted in the website of the Policy Unit and on the Ministry of Mines and Energy's 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]* 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.