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

**Request for Sealed Quotations for Promotional Material**

**Procurement Reference No: G/RFQ/15 – 21/2019**

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

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

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

**DATE: 26 August 2019**

**TIME: 10 H00**

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

Tel: +264 61 284 8111 / 8235 / 8188

Fax: +264 61 235 632

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

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



REPUBLIC OF NAMIBIA  
MINISTRY OF MINES AND ENERGY

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

6 Aviation Road  
Private Bag  
13297  
WINDHOEK

Letter of Invitation

TO: \_\_\_\_\_

Procurement Reference Number: G/RFQ/15 – 21/2018

22 August 2019

Dear Sir,

**Request for Quotations for promotional materials**

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 **ProcurementManagement@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,

**Nathaniel Musenge**  
Head of Procurement Management Unit

## 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 **30 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 valid original /certified copy of good Standing Tax Certificate, (**certified by the Namibian Police**)
- (c) have an valid original /certified copy of good Standing Social Security Certificate, (**certified by the 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 the Namibian Police**
- (f) Complete and sign the attached Bid-securing Declaration.
- (g) 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; and;

- (h) All pages of the bidding document to be **initialed** where possible.
- (I) No correctional fluids allowed

## 5. Bid Security/Bid Securing Declaration

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

## 6. Delivery

Delivery shall be immediately after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted*

- 1.1. The following tests and inspections will be conducted on the goods at delivery: **Not applicable**

## 7. Sealing and Marking of Quotations

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

## 8. 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 **26 August 2019 2019**. 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 not be considered.**

## 9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## 11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required



specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

## **12. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

## **13. Margin of Preference**

- (a) The applicable margins of preference and their application methodology are as follows: **Not Applicable**
- (b) Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **Not Applicable**

## **14. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services 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 Agreement and General Conditions of Contract.

## **15. Notification of Award and Debriefing**

The Public Entity shall after award of contract 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 on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (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 Price list 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 will be rejected.]***

Quotation addressed to: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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: Instruction to Bidders.

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 Security / 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 BD]*.

The validity period of the Quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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 quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### **Quotation Authorised by:**

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

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

**Date:** .....[Day | month | year].....

**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

**Witten 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 III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: Promotional materials**

**Procurement Ref No. G/RFQ/15-21/2019**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				<p>Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted</p> <p>F= Rate per unit                      G=Total price for one item ( C x F)</p> <ul style="list-style-type: none"> <li>If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li> <li>Bidders shall fill in and sign the bottom section of this page</li> </ul>					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks (days/month)	Count ry of Origin
1.	T-shirt (Normal) , White	100	Each						
2.	Cap, White	50	Each						
3.	Outdoor caps, White	50	each						
					<b>TOTAL</b>				
NAME:				POSITION:		SIGNATURE		DATE	
NAME OF BIDDER:				ADDRESS:					

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : ..... Exchange Rate: .....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

### SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/15-21/2019**

*[Bidders should complete columns C and D with the specification of the goods 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 b*

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	T-shirt (Normal) Caps Outdoor Caps  (All items should be in the colour <b>WHITE</b> )		

**\* Columns A and B to be completed by Public Entity.**

**Specifications and Compliance Sheet Authorised By:**

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

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

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) for the Procurement of Goods - Ref. **G/RFQ/15-21/2019** 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 VI: CONTRACT AGREEMENT

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) for the Procurement of Goods except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/FRQ/15-21/2019**

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: <b>Ministry of Mines and Energy(MME)</b>
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is <b>MME 6, Aviation Road</b>
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For the Ministry, the address and the contact name shall be: Private Bag 13297, PMU Head, <b>Mr Nathaniel Musenge</b> <b>, 061 2848111/8235</b> <b>6 Aviation Road, Windhoek, Namibia.</b> For the Supplier, the address and contact name shall be: _____
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: <b>None</b>
<b>Delivery and Documents GCC 13.1</b>	The Goods are to be delivered by <b>30 August 2019</b> from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
<b>Price Adjustment GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed shall <b>not be adjustable</b> .
<b>Terms of Payment GCC 16.1</b>	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1



Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be <b>adjustable</b> to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p> <p>ii) An interest rate of <i>[insert percentage]</i> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
Performance Security GCC 18.1	<b>NOT APPLICABLE</b>
Discharge of Performance Security GCC 18.4	<p>The performance security will be discharged and returned to the supplier not later than:</p> <p><b>NOT APPLICABLE</b></p>
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: <b>GRN 15/MINISTRY OF MINES AND ENERGY</b>
Insurance GCC 24.1	<b>N/A</b>
Transportation GCC 25	The Goods shall be delivered: <b>Ministry of Mines and Energy Head Office</b>
Inspection and Test GCC 26.1	The inspection and tests shall be: <b>Not applicable</b>

Subject and GCC clause reference	Special Conditions
<b>Location of Inspection and Tests</b> <b>GCC 26.2</b>	The inspections and tests shall be conducted at: <b>Ministry of Mines and Energy, 6 Aviation Road</b>
<b>Liquidated Damages</b> <b>GCC 27.1</b>	Liquidated damages for the whole contract are. The maximum amount of liquidated damages for the whole contract is 4-10% of the final contract price.
<b>Warranty</b> <b>GCC 28.3</b>	The period of validity of the warranty shall be: <b>Not applicable</b>
<b>Repair and Replacement</b> <b>GCC 28.5</b>	The period for repair or replacement shall be: <b>Within 30 Days</b>

## SCHEDULE 3

## QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/15-21/2019

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	
Copy of company registration certificate	

**Disclaimer:** The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.





**For the caps**

**In front**



**At the back**

**Ministry of Mines and Energy**



In front



Ministry of Mines & Energy

At the back

Handle fuel with care



