



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

**Request for Sealed Quotations for a storage
container for Small Scale Mining**

Procurement Reference No: G/RFQ/15-30/2019

COMPANY NAME: _____

TOTAL BID PRICE: _____

CLOSING DATE AND TIME OF BID REQUEST:

DATE: 22 October 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

Email: ProcurementManagement@mme.gov.na

Fax: +264 61 235 632

Website: www.mme.gov.na



REPUBLIC OF NAMIBIA
MINISTRY OF MINES AND ENERGY

Tel.: +264 61 284-8111
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6 Aviation Road
Private Bag
13297
WINDHOEK

Letter of Invitation

TO:

Procurement Reference Number: G/RFQ/15 -30/2019

08 October 2019

Dear Sir, Madam

Request for Sealed Quotations for storage container

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,



Head of Procurement Management Unit: Mr. 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 **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 **original/certified copy** of a valid good Standing Tax Certificate; (**certified by the Namibian Police or commissioner of oath**)
- c) have an **original/certified copy** of a valid good Standing Social Security Certificate; (**certified by the Namibian Police or commissioner of oath**)
- 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 or commissioner of oath**)
- 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 initialled where possible.
- h) No correction fluids allowed

Bid Security/Bid Securing Declaration

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

5. Delivery

Delivery shall be 5 days 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: N/A

6. 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.

7. 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 **22 October 2019 at 10h00**. 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.

8. 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 provided on Bidder's request within three working days of the Opening.

9. 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.

10. 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.

11. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

12. 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**

13. 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.

14. Notification of Award and Debriefing

The Public Entity shall after award of contract inform all unsuccessful bidders (on request) 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: [name of Public Entity]	
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 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	

[This form is to be deleted if Bid Securing Deceleration is not applicable.] **Appendix to Quotation Letter**

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

Date:

Procurement Ref No.:

To:

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 III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: storage container

PROCUREMENT Ref No: G/RFQ/15-30/2019

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.				Bidders shall fill-in columns E - I and fill the total					
				E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD ¹	G Total price without VAT NAD	H VAT: NAD	I Delivery weeks (days/month)	Country of Origin
	12m (40ft) container Side opening Metal	1	each					74 Days	
	Dimensions:								
	External Dimensions								
	12M General Purpose								
	12m High Cube								
					TOTAL				
NAME:				SIGNATURE		DATE			
NAME OF BIDDER:				POSITION:		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/15-30/2019**

[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]

Item No	Technical Specification Required				Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*				C	D
1.	12m (40ft) container					
	Side opening					
	Metal					
	Dimensions:					
	External Dimensions	L	W	H		
	12M General Purpose	12.192m	2.438m	2.591m		
	12m High Cube	12.192m	2.438m	2.896m		

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/15-30/2019** on the website of the Public Entity (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/15-30/2019**

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as from receipt of Purchase order.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by _____
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : Mr. Nathaniel Musenge The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: N/A
GCC 2.7 Reporting Obligations	The Service Provider shall report to : Mr. Nathaniel Musenge Head of Procurement Management Unit, 6 Aviation Road , Windhoek
GCC 2.10 Performance Security	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. N/A
GCC 4.2 Contract Price	The amount payable is: Attached on quotation
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider once off 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/15-30/2019**

Description	Attached	Not Attached
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.



Annexure 2

MINISTRY OF MINES AND ENERGY

APPLICATION FORM TO ATTEND SHORT AND FUNCTIONAL TRAINING

1. Details of Staff Member

a. Name:

b. Position:

2. Department/Directorate:

a. Telephone No: (w):

b. Mobile:

3. Training Details

a. Course Title:

b. Duration of Course:

c. Course Dates:

d. Presenter:

e. Venue:

(Definition of Training): Training is seen as a systematic process through which an individual is helped to master defined tasks or areas of skill and knowledge to pre-determined standards aimed at immediate improvement in job performance. Training in this regard refers to courses and workshops where the objective is to impart knowledge and skills to trainees as a result of an identified shortcoming by the respective department/directorate. Please note that seminars, conferences and symposiums where presentations are made by various speakers on a certain topic and where the objective is to share experiences cannot be regarded as training as no skills are acquired that enables the staff member to improve on his/her job performance.

4. Financial Implications (attach copies of invoices /statements/ Quotations):

- a. Course fee N\$
- b. Accommodation N\$
- c. S & T allowance N\$
- d. (Accommodation and S & T are to be calculated by the Finance Division)
- e. Other (specify) N\$
- f. Mode of transport cost N\$
- g. Sponsored/Not sponsored N\$
- h. Total Expected Costs N\$

5. Availability of funds

- a. Training N\$
- b. S & T N\$

6. General (Indicate "not applicable" where irrelevant)

- a. How was the training need identified?

.....
.....
.....

- b. What attempt was made to address the need / problem prior to this request for training?

.....
.....
.....
.....
.....

- c. What are your objectives or expectations from the course, i.e. what competencies would you like to acquire?

.....
.....
.....

- d. How relevant is the course to your responsibilities?

.....
.....

e. How will this course be of value or benefit to your department or directorate and the Ministry?

.....
.....
.....
.....
.....

f. Did you attend this type or related training during the last 12 months? If yes, please specify when last you attended the training, where you attended and which organization presented it.

.....
.....

NB. Please attach copies of the course content as well as the Course fees charged by the institution.

.....
Signature of Staff Member

.....
Date

(To be answered only by immediate supervisor of staff member)

A. What competencies do you want the employee to acquire and demonstrate back in the workplace after the training?

.....
.....
.....

Supported/Not Supported by immediate supervisor

.....
.....

.....
Name rank and signature of supervisor

.....
Date

Recommended/Not Recommended by Deputy Director

.....
.....
.....

.....
Name position and signature of Deputy Director

.....
Date

Recommended/Not Recommended by Director/DPS

.....
.....

.....
Name and Signature of Director/DPS

.....
Date

NB: Following recommendation and signature, the Director/DPS is requested to forward the application form to the Training Officer for tabling in the Training Committee for discussion and further processing.

Recommended/Not Recommended by Training Committee

.....
.....
.....

.....
**Name and Signature of Chairperson of
Training Committee**

.....
Date

Approved/Not Approved by Permanent Secretary/Accounting Officer

.....
.....

.....
**Name and Signature Permanent Secretary/
Accounting Officer**

.....
Date

Important notice to the applicant and supervisor:

1. Application forms that are sent directly to the Training Officer without recommendations and signatures from the immediate supervisor and manager will be returned to the applicant without being tabled to the Training Committee.

2. It will be the responsibility of the applicant to ensure that all recommendations and signature from his/her management is obtained and forwarded to the Training Officer.

3. The applicant should make sure that applications are handed to the Training Officer at least 3 days before the Committee is to meet and at least two week before the commencement of the training.

4. Training Committee Guidelines:

4.1. Selection of staff members or candidates for training and development shall be on the basis of:

a) The identified training and development needs of the Ministry, the occupational class, the department or directorate to which the staff member belongs and overall based upon the Public Service's stated development goals (e.g. NDP5, Vision 2030);

b) The suitability of the staff member for the training and development intervention as well as the contribution to the achievement of the Ministry's objectives;

c) The relevance of the identified training or development intervention to the responsibilities of the staff member and the department/directorate in which he/she operates;

d) The contribution of the identified training and development intervention to the career progression of the staff member;

e) The availability of funds on the training budget of the Ministry;

f) The staff member should submit a report within two (2) weeks of arrival to the Secretary of the Training Committee. Failure to do so will mean that the staff member will not be considered for training until such a time that the report is submitted.

g) The selection process will in all instances also include consideration of the performance of the individual, gender balance and persons with disabilities.

5. The Training Committee will add additional selection criteria as and when necessary in conducting its business in line with this Training Guidelines.

Your cooperation is appreciated.
