



Ministry of Mines & Energy

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

**REQUEST FOR SEALED QUOTATIONS FOR  
PROCUREMENT OF TRAVEL AGENCY FOR A PERIOD OF 24 MONTHS**

**Procurement Reference No: NCS/RFQ/15-30/24/25**

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

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

**BID PRICE IN WORDS:** \_\_\_\_\_

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

**DATE: 06 December 2024**

**TIME: 10H00**

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

Tel: +264 61 284 8111 / 8235 / 8358

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**

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

**Letter of Invitation**

**To:**

**Procurement Reference Number: NCS/RFQ/15-30/24/25**

**28 November 2024**

Dear Sir, Madam

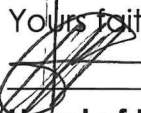
**REQUEST FOR SEALED QUOTATIONS FOR PROCUREMENT OF TRAVEL AGENCY FOR  
THE DIAMOND BOARD OF NAMIBIA FOR A PERIOD OF 24 MONTHS**

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](mailto: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,  
  
2024 -11- 28  
**Head of Procurement Management Unit:**  
Mr. Nathaniel Musenge  
PRIVATE BAG 13297  
WINDHOEK NAMIBIA

MINISTRY OF MINES AND ENERGY  
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 certified** company Registration Certificate; (**certified by Namibian police**)
- 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) 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;
- f) Complete and sign attached Bid Securing declaration.
- g) Bidder **MUST** attach at least two contactable reference letters of similar works done.
- h) All pages of the bidding documents **MUST** be initialled.
- i) Complete the whole bidding document, Incomplete bidding document shall lead to automatic disqualification.

## 5. Bid Security/Bid Securing Declaration

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

## 6. Services Completion Period

The completion period for services shall be **24 Months** after acceptance and signing of the contract. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

## 7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile as well as attach at least two contactable reference letters of similar works done.

## 8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the **Ministry of Mines and Energy** with the Bidder's name and contact information 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; In the Bid Boxes not later than **06 December 2024 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.**

## 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, the amount quoted, the presence or absence of a Bid Securing Declaration and Eligibility Criteria will be provided on Bidder's request within three working days of the Opening.

## 11. 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 evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## 12. Scope of services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity.

However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

## 13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. 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. Margin of Preference

- (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, 2022 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<br>-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<br>-Declaration indicating the percentage of Namibian MSME ownership                                                                                                                                                                            |
| Women owned enterprise                      | 1 percent            | - IDs of all shareholders<br>-Founding statement/company registration indicating ownership structure/shareholder certificate<br>- declaration indicating the percentage of Namibian female ownership                                                                          |
| Youth owned enterprise                      | 2 percent            | - IDs of all shareholders<br>- Founding statement/company registration indicating ownership structure/shareholder certificate<br>- declaration indicating the percentage of Namibian youth ownership                                                                          |
| PDP owned enterprise                        | 2 percent            | -IDs of all shareholders<br>- Founding statement/company registration indicating ownership structure/shareholder certificates<br>- 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>           |                                                                                                                                                                                                                                                                               |

(b) Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **Applicable Exclusive Preference**.

## 15. 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 or signing of a contract in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

## 16. Notification of Award and Debriefing

The Ministry of Mines and Energy 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 Ministry of Mines and Energy 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 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:** .....

**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 IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/15-30/24/25

*[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 re-designed and customized as per the type of services required].*

Currency of Quotation: \_\_\_\_\_

| Item No | Brief Description of Services                                | Comments | Total Price (Inclusive VAT) |
|---------|--------------------------------------------------------------|----------|-----------------------------|
| A*      | B*                                                           | C        | D                           |
|         | <b>AIR TICKETS</b>                                           |          |                             |
| 1       | Domestic Namibia                                             |          |                             |
|         | Domestic South Africa                                        |          |                             |
|         | International                                                |          |                             |
|         | Cancellation penalties                                       |          |                             |
|         | Changing Fees                                                |          |                             |
|         | Re-issue/Change of reservation                               |          |                             |
|         | Refund administration fees                                   |          |                             |
| 2       | <b>ACCOMMODATION:</b>                                        |          |                             |
|         | International Booking service fees                           |          |                             |
| 3       | <b>Other Services</b>                                        |          |                             |
|         | Transfer/Shuttle Services Fees                               |          |                             |
|         | Car hiring Services Fees                                     |          |                             |
|         | Data matching of credit cards statements and TMC information |          |                             |
|         | Emergency After Hours Assistance                             |          |                             |
|         | Visa Application                                             |          |                             |

|                                                    |                                                                   |                                   |  |
|----------------------------------------------------|-------------------------------------------------------------------|-----------------------------------|--|
|                                                    | Management<br>Emergency after hours'<br>Assistance                |                                   |  |
|                                                    | Travel Insurance                                                  |                                   |  |
|                                                    | Conference and<br>Booking Charter flight                          |                                   |  |
|                                                    | Ad-hoc reports<br>Communication<br>Relevant Information to<br>MME |                                   |  |
|                                                    | Bus Transport Services<br>Fees                                    |                                   |  |
| 4                                                  | <b>KEY ACCOUNTS<br/>MANAGEMNT</b>                                 |                                   |  |
|                                                    | Proffered Supplier<br>Negotiation                                 |                                   |  |
| 5                                                  | <b>ADDITIONAL SERVICES</b>                                        |                                   |  |
|                                                    | Foreign Exchange<br>Booking                                       |                                   |  |
|                                                    | Airport Lounge Booking                                            |                                   |  |
|                                                    | Online booking tool                                               |                                   |  |
| <b>Please attach a separate detailed quotation</b> |                                                                   |                                   |  |
|                                                    |                                                                   | <b>Other additional<br/>costs</b> |  |
|                                                    |                                                                   | <b>Subtotal</b>                   |  |
|                                                    |                                                                   | <b>VAT @      %</b>               |  |
|                                                    |                                                                   | <b>Total</b>                      |  |
|                                                    |                                                                   |                                   |  |

Enter 0% VAT rate if VAT exempt.

\* Columns A to D to be completed as applicable by Public Entity

**Priced Activity Schedule Authorised By:**

|                    |  |            |  |
|--------------------|--|------------|--|
| Name of signatory: |  | Signature: |  |
| Position:          |  | Date:      |  |
| Company Name :     |  |            |  |

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

### SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/15-30/24/25**

*[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 | Specifications and Performance Required | Compliance of Specifications and performance Offered | Details of Non-Compliance/ Deviation (if applicable) |
|---------|-----------------------------------------|------------------------------------------------------|------------------------------------------------------|
| A*      | B*                                      | C                                                    | D                                                    |
| 1       | <b>As stipulated in Section IV</b>      |                                                      |                                                      |
|         | Provision for Less than 10 people       |                                                      |                                                      |
|         |                                         |                                                      |                                                      |
|         |                                         |                                                      |                                                      |

#### Specifications and 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) for the Procurement of Goods - Ref. **NCS/RFQ/15-30/24/25** 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 VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/15-30/24/25**

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

| Clause                                                  | Contract Data                                                                                                                                                                                           |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GCC 1.1<br/>Effectiveness of Contract</b>            | The Contract shall come into effect as from <b>receipt of Purchase order/ Award letter and it shall run for 24 months from the date of signature.</b>                                                   |
| <b>GCC 1.3.1 Intended 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 :<br><b>Mr. Nathaniel Musenge, 6 Aviation Road, Windhoek, Namibia</b><br><br>The <b>Authorized Representative</b> of the Service Provider is:<br>_____ |
| <b>GCC 2.6 Insurance and liabilities to Third Party</b> | The amount of the Professional Indemnity Insurance Cover shall be at least: <b>Not applicable</b>                                                                                                       |
| <b>GCC 2.7<br/>Reporting Obligations</b>                | The Service Provider shall report to : <b>Mr. Nathaniel Musenge<br/>Head of Procurement Management Unit, 6 Aviation Road ,<br/>Windhoek</b>                                                             |
| <b>GCC 2.10<br/>Performance 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>Not Applicable</b>                                    |
| <b>GCC 4.2<br/>Contract Price</b>                       | The amount payable is: as per the quotation                                                                                                                                                             |
| <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.                                                                                                                                                                         |

**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: NCS/RFQ/15-30/24/25**

| <b>Description</b>                                                                | <b>Attached</b> | <b>Not Attached</b> |
|-----------------------------------------------------------------------------------|-----------------|---------------------|
| Completed Special condition of contract<br>GCC 1.6.1 Issue of notices             |                 |                     |
| 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<br>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.