



REPUBLIC OF NAMIBIA



Ministry of Mines & Energy

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

**Request for Quotations
For Goods**

For the procurement of Hand Magnifying Lens

Procurement Reference No: G/IQ/15-64/2019

COMPANY NAME: _____

TOTAL BID PRICE: _____

BID PRICE IN WORDS: _____

CLOSING DATE AND TIME OF BID REQUEST:

DATE: 28 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

Fax: +264 61 235 632

Email: ProcurementManagement@mme.gov.na

Website: www.mme.gov.na

INFORMAL QUOTATION (GOODS)

Procurement Ref. No: G/IQ/15-64/2019

To:

The **Ministry of Mines and Energy** hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be addressed to **Procurement Management Unit** in a sealed envelope marked Quotation Reference No. **G/IQ/15-64/2019**. Your quotation should reach the **Ministry of Mines and Energy** on or before the **28 October 2019** by **10h00** at latest. . Faxed or email quotations will be accepted.

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

Date: **18 October 2019**

Signature



Item No	Description	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	<p>Hand magnifying lens</p> <p><u>Specification</u></p> <ul style="list-style-type: none"> • Eyepieces: glass lens (1 piece of glass per lens) • Magnification: x 10 and x 20 • Diameter (viewable area) 18 mm and 12 mm • Body: Stainless steel • Finish: chrome plated 	20			
<p>NB: SEE ATTACHED ANNEXURE 1 FOR DETAILED SPECIFICATIONS</p> <p>Enter 0% VAT rate if VAT exempt.</p>					Other additional costs
					Subtotal
					VAT @ %
					Total

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 3 days 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:

Not Applicable

(d) Validity of offer 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)

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

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 Public Entity 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:

- (a) have a valid company Registration Certificate;
- (b) have an **valid original /certified copy of** good Standing Tax Certificate,
- (c) have an **valid original /certified copy of** good Standing Social Security Certificate,
- (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,
- (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.
- (g) No tipex allowed

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 Public Entity 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/15-64/2019** 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.

HAND MAGNIFYING LENS

Features

The GEO double hand lens is an excellent magnifier for those requiring a standard magnification with a wide viewing area and a more powerful magnification when needed, though more concise. This model features two lenses on either side of the lens, the first is a x 10 magnification optic with an 18 mm diameter viewing field, the second is a more intense x 20 magnifier but with a smaller 12 mm viewing field, this small diameter allows the magnification to be strong with distorting the vision. Both glass pieces and the body are housed in chrome plated stainless steel, with two sets of magnifiers, this is a very versatile lens, it can be used to observe rock samples, fossils, minerals plant matter however, the x 20 lens can allow you to view all these in much higher detail but also view sediments, insects and other very small objects. It is also important to note, that neither of these lenses are triplet or five elements as confirmed to us by the manufacturer. They are standard single glass optics, if you see the same model being sold claiming otherwise, you should be aware that the information is false.

Specification

- Eyepieces: glass lens (1 piece of glass per lens)
- Magnification: x 10 and x 20
- Diameter (viewable area) 18 mm and 12 mm
- Body: Stainless steel
- Finish: chrome plated



