



REPUBLIC OF NAMIBIA

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## MINISTRY OF WORKS AND TRANSPORT

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### EXPRESSION OF INTEREST FOR THE SUPPLY AND DELIVERY OF GOODS TO THE GOVERNMENT STORES OF NAMIBIA

#### 1. INTRODUCTION

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The Ministry of Works and Transport hereby invites all local manufacturers to express interest for the supply and delivery of goods to the Government Stores of Namibia as per the below-mentioned categories:

- Supply and Delivery of containers card board to Government Stores Windhoek and All Regional Stores.
- Supply and Delivery of School Stationery Pens, Pencils, Etc. to Government Stores
- Supply and delivery of miscellaneous furniture (office furniture, hostel beds and mattresses.)
- Supply and Delivery of School Furniture [Desk, Chairs (3, 5&7)] to Government Stores.
- Supply and Delivery of Brushware (brooms and mops etc.) to Government Stores.
- Supply and Delivery of photocopy paper A4 to all Government Stores.
- Supply and Delivery of Toilet Paper and Medical Hand Towels to Government Stores.
- Supply and Delivery of Cleaning Materials to Government Stores
- Supply and Delivery of Protective Clothing to Government Stores.
- Supply and delivery of official documents and face value Forms
- Supply and delivery of office stationery pens, pencils, etc.
- Supply and delivery of office stationery envelopes, files, register books, etc.
- Supply and Delivery of Hardware and Electrical Appliances

The main purpose of this expression of interest is to help the Ministry of Works and Transport (MWT) to identify local manufacturers and establish a supplier eligibility list for the supply of various products to six (6) Government Stores across the country.

Detailed list and/or specifications of items can be obtained from:

The Central Government Stores  
55 Voigt Street  
Southern Industry  
Room 9

### **3. MANDATORY DOCUMENTS**

All interested local manufacturers must submit their interest accompanied by the following documents:

1. Cover letter indicating the category applying for eg. School & Hostel Furniture/ Uniforms and Protective Clothing.
2. Company Profile which shall include the following, but not limited:
  - Historical Background of the Company
  - Technical Competence supported by a structure outlining the number of employees, their qualifications and experience at the time of the submission;
  - CV's of key employees detailing work experience and certified copies of qualifications;
  - Certified Copy of Company Registration documents;
  - Contact Details, including physical location
  - Certified Copy of Good standing NAMRA
  - Certified Copy of Good standing Social Security
  - Certified Copy of Valid Fitness Certificate/ or a rental agreement for premises being utilized for operations;
  - Certified copies of Identity Documents for Directors and shareholders
  - Manufacturing records supported by at least three (3) reference letters from different customers of the products applied for, which shall include the name of the organization, value of project, duration and contact details;
  - A catalogue of products to be supplied.

### **4 SUBMISSION OF PROPOSALS**

Proposals/ Submissions shall be delivered at:

Ministry of Works and Transport  
Central Government Stores  
55 Voigt Street  
Southern Industry  
WINDHOEK  
Namibia

For any additional information kindly enquire via email at [Connie.Campell@mwt.gov.na](mailto:Connie.Campell@mwt.gov.na)