



REPUBLIC OF NAMIBIA

MINISTRY OF WORKS AND TRANSPORT

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Private Bag 12005
6719 Bell Street
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Request for Quotations for Goods

Supply and delivery of rakes for the Division: Horticultural Services Windhoek

All bidders in Khomas Region

Procurement Reference No: G/IQ/23-30/2022-2023

MINISTRY OF WORKS AND TRANSPORT

Private Bag 12005

Windhoek

Tel no.: 061-2088726

Email: Madre.Morkel@mwt.gov.na



Date issued: 22 July 2022

Closing date: 29 July 2022

INFORMAL QUOTATION (GOODS)

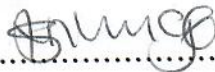
Procurement Ref. No. G/IQ/23 – 30/2022-2023

To: All bidders in Khomas Region

The ***Ministry of Works and Transport*** hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent to fax number **061-236139** or addressed to *Ms. M. Morkel, Ministry of Works and Transport, room 7.05, 7th floor*, in a sealed envelope marked Quotation Reference No G/IQ/23 – 30/2022-2023. Your quotation should reach the Ministry of Works and Transport on or before the 29 July 2022, by 11:00 at latest.

Full Name of Head of Procurement Management Unit: Suama Mhinge

Date: 22/07/2022

Signature: 

| | Description | Quantity * | Unit of Measure | Rate N\$ | Amount without VAT – NAD | Amount including VAT NAD |
|----|---|---------------|--------------------|-------------|--------------------------------|-----------------------------------|
| 1. | Combination rake poly handle lasher | 15 | Each | | | |
| 2. | Metal leaf rake complete 1.5m handle | 50 | Each | | | |
| | TOTAL | | | | | |
| | TOTAL INCLUDING VAT | | | | | |

Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order.

- (a) The Ministry of Works and Transport requests delivery within 5 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:
- (d) Validity of offer: 7 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

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

Date:

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***

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 original/certified copy of valid good Standing Tax Certificate;
- (c) have an original/certified copy of valid 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;
- (e) have a valid certificate indicating SME Status (for Bids reserved for SMEs);
- (f) submit signed Bid-securing Declaration;
- (g) have a valid certificate of fitness from local authority (Khomas region);
- (h) have a valid certificate of good standing from Bipa;
- (i) principle business should be in line with object of procurement

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 Namibian 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.