REPUBLIC OF NAMIBIA

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

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Private Bag 13344
Windhoek
Namibia

PROCUREMENT MANAGEMENT UNIT

REQUEST FOR QUOTATIONS FOR GOODS

(GOODS)

Supply and Delivery of steel equipment for tender box

Procurement Reference No: G/IQ/29-41/2024

Name of the Bidder:	
Email Address:	
Contact Number:	
Total Bid Amount(N$):	

Ministry of Information and Communication Technology
301 Trust Building, Independence Avenue 2nd floor
061 – 283 23408

REPUBLIC OF NAMIBIA
Ministry of Information & Communication Technology
Procurement
2025 -01- 14
PRIVATE BAG 13344
WINDHOEK

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INFORMAL QUOTATION (GOODS)

Procurement Ref No: G/IQ/29-41/2024

To: All Bidders

The **Ministry of Information Communication and Technology** 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 addressed to the **Ministry of Information Communication and Technology** in a sealed envelope marked Quotation Reference No: **G/IQ/29-41/2024.** Your quotation should reach the Ministry on or before the **27 January 2025 by 10H00 at latest.**

Head of Procurement Management Unit: Amutenya

Date: …….. **Signature** Gerharda Amutenya

Priced Activity Schedule

Item No	Brief Description of Goods	Line weight	Quantity	Unit Price (N$)	Total Price (N$)
1.	SHEET HRL 2450x1.6MM	154.40	4SH		
2.	HINGE BUTT STEEL HIN-10017BG BRASS PLATED 75MM	0.72	6EA		
3.	ROD WELDING 2.5mm 5Kg W075002 VITEMAX	15.00	3PP		
4.	LOCK DEAD SECURITY 5LEVER 700D	1.26	3EA		
5.	PAINT ENAMEL SLIVER METAL CARE SILVERSHINE 1L PLASCON	5	5EA		
6.	THINNER 200 CLEAR SPECIAL 5L NEO	4.41	1EA		
7.	WHEEL CUT STEEL 230x3x22.2 SUPPERFLEX	0.54	2EA		
8.	DISC SAND RSDG004 115MM 80G 5PP RUWAG	0.09	1PP		
9.	DISC FLAP DIY 115x22.23 60GRIT SUPERFLEX	0.14	2EA		
10.	CASTOR FURN CHROME 870115 PLATED TRANSPARENT 75MM WITH BRAKE	2.80	8EA		
				Sub Total	
				VAT @%	
				Total	

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

(a) The MICT requests delivery within **10 days** as from the date of placement of order.
(b) Delivery Date: within **10 days** from date of placement of order.
(c) The following tests and inspections will be carried conducted on the goods at delivery: **YES**
(d) Validity of offer**: 60 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: .....

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

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 certified copy of the founding statement and or company Registration Certificate;

(b) Have an original/ certified copy of the valid Good Standing Tax Certificate;

(c) Have an original/ certified copy of the 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;

(f) Submit signed Bid-securing Declaration.

(g) Submit a signed written undertaking in terms of Section 138 of the Labour Act, 2015.

(h) Principal business should be in line with the nature of this procurement.

(i) All pages and attachments should be initialed.

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. Delivery address to be communicated with the successful bidder.
(c) The purchase order shall be valid for ***60*** **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/RFQ-GCC posted in the website of the Policy Unit and on the [insert public entities name] 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 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.