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NAMIBIA FILM COMMISSION

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# **PROCUREMENT MANAGEMENT UNIT**

## **BIDDING DOCUMENT**

### **ISSUED ON**

17 January 2025

### **FOR PROCUREMENT OF**

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**Supply and Installation of Aluminium Partitioning**

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**Procurement Reference No: W/IQ/NFC-54/2024/2025**

<b>Name of the Bidder:</b>	
<b>Contact Number:</b>	
<b>Total Bid Amount(N\$):</b>	

Namibia Film Commission

C/O 29 Jenner and Schonlein Street, Windhoek West, Windhoek, NAMIBIA

Tel: 061 – 381900



## INFORMAL QUOTATION (WORKS)

Procurement Ref No: W/IQ/NFC-54/2024/2025


To: All Bidders

Date: 17 January 2025

The Namibia Film Commission hereby invites you to submit your quotation for the service listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be addressed to **Namibia Film Commission** in a sealed envelope marked Quotation Reference No: **W/IQ/NFC-54/2024/2025**. Your quotation should reach the NFC on or before the **24 January 2025 @ 12h00 (29 c/o Schonlein & Jenner Street)**, No emailed bid will be accepted.

For enquiries, please do not hesitate to contact the following people:

pmu-nfc@mict.gov.na

  
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**DEPUTY HEAD OF PROCUREMENT MANAGEMENT UNIT**

NAMIBIA FILM COMMISSION  
Procurement

2024 -01- 17

P.O.Box 41807 Ausspahnplatz  
WINDHOEK

### Priced Activity Schedule

<b>Item No</b>	<b>Brief Description of Goods</b>	<b>Quantity</b>	<b>Unit Measure</b>	<b>of</b>	<b>Unit Price (N\$)</b>	<b>Total Price (N\$)</b>
1	Glass Partition with frosting Including: Door and Hinges	1				
2	Installation	1				
					VAT @%	
					Total	

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

- (a) The NFC requests delivery within 3-5 days as from signing of purchase order.
  - (b) ***A mandatory site measurement is required. An attendance register will be available at the reception for signing, and failure to sign this register will result in automatic disqualification.***
  - (c) **A detailed quotation, specifying the precise measurements and pricing must be submitted with the bidding document.**
  - (d) Validity of offer: 30 days as from closing date set for submission of quotations.
- I/We agree to supply the above mentioned service(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(5) and 56(2))**

**Date:** .....

**Procurement Ref No.: 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 \_\_\_\_\_, \_\_\_\_\_



**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.

## **1. Eligibility Criteria**

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents is attached:

	Document name / title	Please tick
1	Have an original/certified copy of the valid Good Standing Tax Certificate;	
2	Have an valid original/certified copy of Affirmative Action Compliance Certificate, or Proof from Employment Equity Commissioner	
3	Have an original/certified copy of the valid Good Standing Social Security Certificate;	
4	Have a valid certified copy of the founding statement and or company Registration certificate. These Certificates should clearly indicate the goods/services that the supplier is registered to render.	
5	Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialization, Trade and SME Development ( If applicable)	
6	Submit signed Bid-securing Declaration	
7	Submit a signed written undertaking in terms of Section 138 of the Labour Act, 2015.	
8	All pages and attachments should be initialled by bidder or representative	

**4. 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

**5. 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.

**6. 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.

**7. 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 or services on or before the date set in the purchase order for delivery of the goods or services.
- (c) The purchase shall be valid for 30 days only and will be cancelled thereafter.
- (d)

**8. General Conditions of Contract**

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No: **Procurement Ref No: W/IQ/NFC-54/2024/2025** posted in the website of the Policy Unit and on the [insert public entities name] subject to the data provided hereunder.



**9. 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.

**10. 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.