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**NATIONAL ASSEMBLY**

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## **Small Value Procurement**

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### **REQUEST FOR QUOTATIONS FOR THE SUPPLY AND DELIVERY OF CLEANING MATERIALS FOR THE NATIONAL ASSEMBLY FOUNTAINS**

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**Procurement Reference No: G/IQ/03-79/23/24**

*National Assembly*

*Private Bag 13323*

*Tell: 061-2882638*

*Email: [procurement.na@parliament.na](mailto:procurement.na@parliament.na)*

<i>Company Name:</i>	
<i>Total Bid Price (Incl Vat)</i>	
<i>Contact Number</i>	
<i>Email Address:</i>	

***Closing date and time: 18 September 2023 at 10H00***

## INFORMAL QUOTATION (GOODS)

Procurement Ref. No G/IQ/11-115/22/23

### To: All Bidders

The National Assembly 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, or addressed to Ms. Saima Hailapa at Tel No 288 2568, Cell phone No 0811 601827 [s.hailapa@parliament.na](mailto:s.hailapa@parliament.na) at Parliament- National Assembly, Private Bag 13323, Windhoek, at Love street, Parliament Building in a sealed envelope marked Quotation Reference No G/IQ/11-79/22/23. Your quotation should reach the National Assembly on or before 18, September 2023 by 10h00 at latest.

Yours faithfully,




**Ms. Emeritha Mofuka**  
Head of Procurement Management Unit

Item No	Description	Quantity*	Unit of Measure	Rate N\$	Amount without VAT - NAD	Amount With VAT - NAD
1	15Kg HTH mineral soft chlorine	1	Each			
2	Floater 1.5kg non-stabilizer	4	Each			
3	Aluminum extendable pole 1-2M	2	Each			
4	Leave rake heavy duty blue 2	2	Each			
5	HI VAC sweeper	2	Each			
6	HTH blue curved brush	2	Each			
7	Acid 25l 1	1	Each			
8	50mm lay flat horse blue 12m	1	Each			
9	50mm clamp	1	Each			
	<b>TOTAL</b>					

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

(a) The National Council requests delivery within 30 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:  
[public entity to list detailed test and inspection procedure]

(d) Validity of offer: 1 day 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: National Assembly

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, d2015**

#### **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 an original valid good Standing with Receiver of Revenue, or certified copy certified by the Commissioner of Oath appointed in terms of the justices of the peace and Commissioner of Oath Act 1963 (Act of no.16 of 1963);
- (b) Have an original valid good Standing Social Security Certificate, or certified copy certified by the Commissioner of Oath appointed in terms of the justices of the peace and Commissioner of Oath Act 1963 (Act of no.16 of 1963); or in case where a company has no employees, confirmation letter from the Social Security Commission; as required by the Affirmative Action (Employment) Act 198 (Act No 29 of 1998) —
- (c) Have a valid certified copy of Affirmative Action Compliance Certificate, or certified copy certified by the Commissioner of Oath appointed in terms of the justices of the peace and Commissioner of Oath issued under section 41 Act 1963 (Act of no.16 of 1963), 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;
- (d) a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No 11 of 2007); and
- (e) a valid certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
- (f) A valid certificate of registration of a co-operative registered under the laws regulating cooperatives in Namibia or certified copy of an original document, as certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No 16 of 1963) as amended;
- (g) document serving as evidence of registration as a trust and the trust deed for a trust registered under laws regulating trusts in Namibia; or

- (h) partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements, but a bidder or supplier who is a sole proprietor only needs to comply with the provisions of (a) and (d).
- (i) Certified identity copies of company shareholders.

**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/RFQ-GCC posted in the website of the Policy Unit and on the National Assembly 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.

Procurement Reference No.: **G/IQ/03-79/23/24**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
A Signed Bid Securing Declaration		
a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No 11 of 2007);		
A valid company Registration Certificate;		
An original valid good Standing Tax Certificate		
An original valid good Standing Social Security Certificate		
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		
Certified identity copies for shareholders		

**Disclaimer:** *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*