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**NATIONAL ASSEMBLY**

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## **Small Value Procurement**

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### **Supply and delivery of laundry services for Chamber garments**

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**Procurement Reference No: NCS /IQ/03-60/2023-24**

*National Assembly*

*Private Bag 13302*

*Tell: 061-2882517*

*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: 12 January 2024 at 12H00*



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## NATIONAL ASSEMBLY

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Enquiries: Emeritha Mofuka  
Tel: 288 2638

### Letter of Invitation

*All prospective Bidders*

*NCS /IQ/03-60/2023-24*

*19 December 2023*

Dear Sir/ Madam,

### **REQUEST FOR QUOTATIONS FOR THE SUPPLY AND DELIVERY OF LAUNDRY SERVICES FOR CHAMBER GARMENTS**

The National Assembly invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to [procurement.na@parliament.na](mailto:procurement.na@parliament.na) OR Mr Simon Shikudule 0814731034

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

  
Ms. Emeritha Mofuka  
Head of Procurement Management Unit

Item No	Description	Quantity*	Unit of Measure	Rate N\$	Amount without VAT NAD	VAT NAD	Make & Model	Country of Origin
1	Black Gowns	8	Each					
2	Blazers	2	Each					
3	Formal Pants	3	Each					
4	Suits	6	Each					
			<b>Sub-Total</b>					
			<b>Vat</b>					
			<b>@ 15%</b>					
			<b>TOTAL</b>					

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

- (a) The National Assembly requests delivery within 7 days as from the date of placement of order.
- (b) The following tests and inspections will be carried conducted on the goods at delivery:

N/A

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) SCHEDULE 1**

**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, 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 a valid company Registration 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);
- b) Have an original valid good Standing Tax 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);
- c) 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);
- d) 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 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;
- e) Have a certificate indicating SME Status (for Bids reserved for SMEs);
- f) Submit bid valid security/Submit signed Bid-securing Declaration;
- g) have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007;
- h) Submit certified identity copies of the shareholders;
- i) All the mandatory documents in terms of section 50(2) of the Public Procurement Act, 2015 (Act No 15 of 2015) as amended, should be valid at the closing date of the bid;
- j) The principle business should be in line with the nature of service required;
- k) Complete all spaces provided and initial each page of the standard bidding document;
- l) The bidder must submit a detailed quotation on its company letter head, in addition to Section III List of Goods and Price Schedule;
- m) Submit a valid confirmation letter from the bank.

### 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.: NCS/IQ/03-60/2023-24**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
A Signed Bid Securing Declaration		
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		
A certificate indicating SME Status (for Bids reserved for SMEs);		
Certified identity copies of company shareholders		
Submit a valid confirmation letter from the bank.		

***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.