



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

PROCUREMENT MANAGEMENT UNIT

INVITATION FOR BIDS – REQUEST FOR QUOTATIONS

Office of the Prime Minister through the Request for Quotation hereby invites Bidders for the printing of Learning Lab Certificates as specified in the document. The invitation is restricted to 100% Namibian SME companies. Please attached certified copy of SME Certificate and ID's of owners or shareholders.

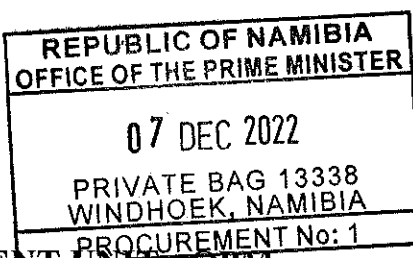
PROCUREMENT REF NO:	NCS/IQ/02 -39/2022
DESCRIPTION OF BID	Printing of Learning Lab Certificates
ADDRESS FOR SUBMISSION OF BIDS	Office of the Prime Minister, Head Office, Ground Floor, Room 39.
BIDDING DOCUMENTS TO BE DOWNLOADED FROM THE OPM WEBSITE	From 07 December 2022
DUE DATE:	12 November @ 11H00 am.

For enquiries, contact:

Ms. Esther Amwaalwa - at Tel: 061 – 287 2052.

.....
BRIAN MUNGUNDA

HEAD PROCUREMENT MANEGEMENT UNIT - OPM





REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

Tel: (061) 287 9111
Fax: (061) 224910

Private Bag 13338
Windhoek

Enq. Ms. Esther N. Amwaalwa

07 November 2022

Request for Informal Quotations for Non-Consultancy Services (LUMP SUM)

Printing of Learning Lab Certificates (178 Certificates)

Procurement Reference No: NCS/IQ/02 -39/2022

*Office of the Prime Minister, Main Office, Ground floor, Parliament
Gardens, Love Street, Windhoek, Office no. 39.*

INFORMAL QUOTATION (OTHER SERVICES)

Procurement Ref. No: NCS/IQ/02 – 39/2022

To

.....

.....

The *Office of the Prime Minister* hereby invites you to submit your quotation for the service for the closing of pothole in front of the OPM Main Entrance. Your offer should be made on this form, with any annex which you may wish to enclose, and should be addressed to **Head of PMU, Office of the Prime Minister, ground floor** in a sealed envelope marked Quotation Reference No: NCS/IQ/02 – 39/2022. Your quotation should reach the *Office of the Prime Minister* on or before **12 December 2022, at 11H00 latest.**

.....

Head: Procurement Management unit

Priced Activity Schedule (NB: PLEASE ATTACHED QUOTATION ON A COMPANY LETTER HEAD OR LOG.

Item No:	Brief Description of Services/Specifications	Quantity	Unit of Measure	Unit Price(NS)	Total Price(NS)
1	Type of paper: 300gsm Sunbrite Matt, White	178			
2	Dimension: 21,59cm x 27,94cm				
3	Certificates for three Workshops as follows:				
	Gobabis	46			
	Windhoek	69			
	Swakopmund	63			
4	Design will be provided and all certificate to be printed in colour				
5	Delivery period: 5 working days.				
				Sub Total	
				VAT @%	
				Total	

- (a) **Office of the Prime Minister** requested services completion period: **within 5 days**, as from the date of placement of order.
- (b) Bidder's proposed completion period: within [.....] days from date of placement of order.
- (c) Validity of offer: [.....] days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned services 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:[Day/month/year].....

Procurement Ref No.: NCS/IQ/02 – 39/2022

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*



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.*

B.1

General Terms and Conditions Applicable

1. Employer

The Office of the Prime Minister inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

2. Service Provider

The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Service Provider.

3. Rights of Public Entity

The Office of the Prime Minister shall have the rights to

- (a) ask for clarifications at time of evaluating quotations and
- (b) reject all quotations.

A Public Entity shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

NB: To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original 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 certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Signed and submit a Bid-securing Declaration.
- (g) *Signed* Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015.

NB: Please note that a valid certified copy of an original document, as certified by Namibian Police is also acceptable.

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/ or signed the Bid Securing Declaration attached.

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.

B¹

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 Service Provider

8. Purchase Order

A service provider 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 services on or before the date set in the purchase order for delivery of the services.
- (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 (Services) Ref. No.- **NCS-LS/RFQ-GCC** posted in the website of the Policy Unit and for the website of the OPM.

10. Warranty

The service provider warrants that the services provided shall conform to the standards, specifications as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the service provider in its response to the Purchaser's Invitation for Informal Quotation.

11. Payment

The Employer undertakes to effect payment **within 30 days** after completion of the services to the satisfaction of the Client subject to the Service Provider making good all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

12. Project Manager

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administrating the contract.

13. Advanced payment

Advance payment is not applicable.

14. Insurance Covers: *Acceptable Insurance covers.*

15. Performance Security: Not Applicable in this bid.

16. Liquidated damages: Not applicable in this bid.

BID CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: NCS/IQ/02 -39/2022

Description	Attached (please tick if submitted and cross if not)
Bid letter/form	
All Mandatory documents required	
Priced Activity Schedules	
Specification and Compliance Sheet	
Complete and Signed a Bid Securing Declaration form	
Complete and Signed a written undertaking under section 138 of the Labour Act, 2007	

*A. **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 bid 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.*

CERTIFICATE

Of Participation



This certificate is proudly presented to

Brian Mungunda

for actively participating and contributing to a Learning Lab for Integrity Champions in March 2022 aimed at strengthening accountability and improving service delivery across the Public Service in Namibia.

Alka Bhatia

Alka Bhatia
Resident Representative



Co-building the Accelerator Labs as a joint venture with:



UNDP
Core
Partners