

# PROCUREMENT MANAGEMENT UNIT

## NOTICE TO SUPPLIERS

### REQUEST FOR THE SUBMISSION OF COMPANY PROFILES FOR THE PROVISION OF GOODS, WORKS AND SERVICES TO THE NSA.

#### 1. PURPOSE:

To obtain company profiles from companies interested in conducting business with the Namibia Statistics Agency in respect of supplying of goods, works and services to be procured during the 2019/2020 Financial Year.

#### 2. THE NEEDS OF THE NSA FOR THE 2018/2019 FINANCIAL YEAR ARE AS FOLLOWS, BUT NOT LIMITED TO:

##### 2.1 GOODS

- 2.1.1 Supply of Newspapers, Periodicals, Books & other Media Publicity Materials.
- 2.1.2 Supply of Stationery/General Office Supplies
- 2.1.3 Supply of Maintenance, Equipment, Tools and related Materials & Supplies
- 2.1.4 Supply of Computer Supplies and related goods
- 2.1.5 Supply of Data and Communication Network and related Equipment
- 2.1.6 Supply of Cell phone, iPads and other Computer Accessories
- 2.1.7 Supply of Corporate Gifts
- 2.1.8 Supply of Crockery, Cutleries, Glasses and other related Utensils
- 2.1.9 Supply of Office Furniture
- 2.1.10 Supply of Refreshment
- 2.1.11 Supply of Security Equipment and related Supplies
- 2.1.12 Supply of Promotional Items
- 2.1.13 Supply of materials for Surveys Fieldwork e.g. Uniforms, Bags T-Shirts etc.
- 2.1.14 Supply of Camping Gears for Fieldwork e.g. Tents, Matresses, Gas Cylinder, Torch, Batteries, Car Fridges, and Camping Chairs
- 2.1.15 Hiring of events Tents, Chairs, Table etc.

##### 2.2 WORKS

- 2.2.1 Supply of Operational Equipment & Office Equipment
- 2.2.2 Supply of Electrical and Mechanical Services
- 2.2.3 Construction and Renovation of Office Infrastructures
- 2.2.4 Services of Elevators
- 2.2.5 Pest Control.

##### 2.3 CONSULTANCY SERVICE

- 2.3.1 Architecture Services
- 2.3.2 Statistical Consultancy including Development of Methodologies, System Development, Data Collection and Analysis, Quality Assessment, Evaluation, Training
- 2.3.3 Review of Strategy Policies and NSA Policies
- 2.3.4 Strategic Planning
- 2.3.5 Auditing Services
- 2.3.6 Geographic Information Systems

- 2.3.7 National Spatial Data Infrastructure Activities
- 2.3.8 Data Processing and Management Services
- 2.3.9 Database & Data Warehouse Management
- 2.3.10 2021 Population and Housing Census Activities
- 2.3.11 Population Projections Activities
- 2.3.12 Civil Registration and Vital Statistics Activities (CRVS)
- 2.3.13 Job Grading
- 2.3.14 Psychometric Assessments
- 2.3.15 Document Archiving
- 2.3.16 Pastel Pay-Roll
- 2.3.17 Labour Relations
- 2.3.18 Any Non-Classified Consultancy Services (Animation etc).

##### 2.4 NON-CONSULTANCY SERVICES

- 2.4.1 Supply of Air Tickets and Transportation Services
- 2.4.2 Services of Operational Equipment
- 2.4.3 Services of Air Conditioners, Fire Extinguishers
- 2.4.4 Services of Security System (Access Control and Surveillance cameras)
- 2.4.5 Short Training Courses, Symposiums & Workshops
- 2.4.6 Advertisements
- 2.4.7 Printing
- 2.4.8 Supply of Flowers
- 2.4.9 Supply of Events Management and Decoration
- 2.4.10 Hospitality and Catering Services
- 2.4.11 Supply of Computer Equipment (Computers Services, Switches)
- 2.4.12 Computer Software and Licensing
- 2.4.13 Rental photocopiers
- 2.4.14 Branding Services
- 2.4.15 Cleaning Services
- 2.4.16 Security Services
- 2.4.17 Entertainment services (live band, cultural groups' performance).

#### 3. The document outlined below are mandatory in order to be eligible to participate in the provision of goods and services.

- A valid Company Registration Certificate
- An original valid Good Standing Tax Certificate
- An original valid Good Social Security Certificate
- A valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not relevant employer, or exemption issued in terms of section 42 of the Affirmative Action Act 1998
- A written undertaking as contemplated in section 132(2) of the Labour Act, 2007
- A certificate indicating SME Status (for Bids reserved for SME's)

- Complete the attached registration form is compulsory.

**4. Kindly take note that, companies expected to submit company profiles are those that have the above mentioned goods/works/ services, listed on their founding statement/ company registration document.**

**5. Namibia Statistic Agency shall have the right to:**

- A. Ask for clarification at the time of evaluating company profiles and;
- B. Reject all company profiles. If the above-mentioned are not adhered to;
- C. Due to security reasons, some services may require vetting;
- D. Remove non-performing suppliers from the list.

**NB: Faxing or emailing of documents will not be accepted.**

**Closing date for Submission: 14<sup>th</sup> December 2018 at 12h00.**

**Submissions of profiles are to be submitted in sealed envelope, to be hand delivered or couriered to;**

**Namibia Statistic Agency, Head Office, FGI House, Post Street Mall,  
Windhoek, Namibia**

**Tender Box**

**Ground floor**

**Attention: PROCUREMENT MANAGEMENT UNIT**

**ENQUIRIES: Ms. R. Paulus: Tel. 061 4313293**

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Namibia Statistics Agency (NSA), FGI House, 44 Post Street Mall, Windhoek, Namibia, P.O.Box 2133, Windhoek, Namibia

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