



**PROCUREMENT MANAGEMENT UNIT**  
**REQUEST FOR QUOTATIONS FOR: GOODS**  
**SUPPLY AND DELIVERY FOR: OFFICE STATIONERY**

[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]

**Procurement Reference No: G/IQ/NPM-50/2022**

BIDDER'S NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

TEL/CELL NO: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Issue Date: 22 March 2023

Closing Date: 12 April 2023 @ 12:30

To be deposited in the Tender Box located at Administration Building, Ground Floor, office number: G55.

Namibia Institute of Public Administration and Management, Olympia, Windhoek, Namibia  
Tel: 061 2964700, [procurement@nipam.na](mailto:procurement@nipam.na), [www.nipam.na](http://www.nipam.na)

**INFORMAL QUOTATION (GOODS)****Procurement Ref. No. G/IQ/NPM-50/2022**

To .....

NIPAM with this invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with annexure you may wish to enclose, and should be addressed to NIPAM in a sealed envelope marked Quotation Reference No. G/IQ/NPM-50/2022 Your quotation should reach the NIPAM on or before the 12<sup>th</sup> of April 2023 by 12:30 at the latest.

**Justina Amwaalwa Procurement Support Officer Date: 22/02/2023****Priced Activity Schedule**

<b>Item No</b>	<b>Brief Description of Services</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price (N\$)</b>	<b>Total Price (N\$)</b>
1	Pencils	20			
2	Staplers Machines (Medium)	10			
3	Highlighters (a pack of 4) assorted colours	20 packs			
4	A4 brown envelopes	2 boxes			
5	Stapler wires 26/6	10 boxes			
6	A4 counter books (196 pages)	1 box of 80			
7	Adhesive labels/flags (4 colours per pack)	50 packs			
8	Sellotape (Clear and brown)	10 each			
9	File dividers (Plain)	50			
10	Paper Clips 78mm	10 boxes			
11	Scissor (medium)	10			
12	Parcel delivery books (96 pages)	10			
13	Button files /folders	20			
14	Fileable pocket files (with a clear cover)	50			
15	Ball point ink pens (black) ( a box of 12)	10 boxes			
16	PVC bidding cover (clear)	1 box of 12s			
				<b>Sub Total</b>	
				<b>VAT @%</b>	
				<b>Total</b>	

- (a) NIPAM requested works completion period: within 14 days as from the date of placement of order.
- (b) Bidder's proposed completion period: within ..... days from date of placement of order.
- (c) The following tests and inspections will be conducted: (Quality, Quantity and specifications)
- (d) Validity of offer: 30 days as from closing date set for submission of quotation.

I/We agree to supply the abovementioned good(s) at a price (s) quoted by me/us and subject to conditions specified overleaf.

**Date.....****Bidder's signature and Seal.....**

**SCHEDULE 1**  
**BID SECURING DECLARATION**  
**(Section 45 of Act) (Regulation 37(1)(b) and 37(5))**

**Date:** 22/03/2023

**Procurement Ref No:** G/IQ/NPM-50/2022

I/We\* understand that in terms of section 45 of the Act, a public entity must include the requirement for a declaration as an alternative form of bid security in the bidding document.

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 proposals 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 under the terms and conditions outlined in the bidding document, should I/We\* be successful Bidder; or**
- (d) **failure to provide security for the procurement contract's performance if required 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 the person whose name and capacity are shown]*

Capacity of:  
*[indicate the legal degree of the person(s) signing the Bid Securing Declaration]*

Name: .....  
*[insert complete name of the 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 \_\_\_\_\_, \_\_\_\_\_

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 request.] ***\*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.

### ***General Terms and Conditions Applicable***

#### **1. Purchaser**

The Public Entity inviting the Informal Quotation is the Purchaser to enter into a contract with the successful Bidder.

#### **2. Supplier**

The Bidder has submitted the lowest price and whose offer is substantially responsive to the specified requirements shall be selected for contract award and referred to as the Supplier.

#### **3. Rights of the Public Entity**

The Purchaser shall have the right to

- (a) Ask for clarifications at the 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;
- (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, 199
- (e) have submitted a written undertaking as contemplated in section 138(2) of labour Act, 2007;
- (f) have a certificate indicating SME Status ( If Applicable);
- (g) Submit signed Bid Securing Declaration.
- (h) Provide three (3) reference letters.

#### **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 Namibian dollars. Prices quoted shall be firm and fixed during the validity period of the quotation and for the execution of the contract.

## 7. Exclusive Preference to Local Suppliers

The applications of exclusive preferences to local suppliers will be completed after the above evaluation phases. Only bidders who have passed will be considered at this stage following Sections 70(1) and 72 of the Public Procurement Act, Act No. 15 of 2015, and No. 3 of 2022 as Amended together with the Code of Good Practice of the said act.

Categories of Bidders	Margin of Preference	Documentary Evidence
Manufacturer	2%	<ul style="list-style-type: none"> <li>- Certificate of registration from a registering authority</li> <li>- Declaration by the bidder that the manufactured goods meet local content as determined in Annexure ^ as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.</li> </ul>
Micro, Small and Medium Enterprise	1%	<ul style="list-style-type: none"> <li>- SME registration certificate</li> <li>- Declaration indicating the percentage of Namibian MSME ownership.</li> </ul>
Women owned enterprise	1%	<ul style="list-style-type: none"> <li>- IDs of all shareholders</li> <li>- Founding statement/company registration indicating ownership structure/shareholder certificate</li> <li>- Declaration indicating the percentage of Namibian female ownership.</li> </ul>
Youth owned enterprise	2%	<ul style="list-style-type: none"> <li>- IDs of all shareholders</li> <li>- Founding statement / company registration indicating ownership structure/shareholder certificate</li> <li>- Declaration indicating the percentage of Namibian youth ownership</li> </ul>
Previously Disadvantaged Person owned enterprise	2%	<ul style="list-style-type: none"> <li>- IDs of all shareholders</li> <li>- Founding statement/company registration indicating ownership structure/shareholder certificates</li> <li>- Declaration indicating the percentage of Namibian PDPs ownership</li> </ul>
Suppliers providing environmental protection	1%	<ul style="list-style-type: none"> <li>- Declaration and proof that the bidder meets the requirements set out in the bidding document</li> </ul>
Suppliers providing employment to Namibian	1%	<ul style="list-style-type: none"> <li>- Declaration that bidder employs 50% or more Namibian citizens</li> </ul>
<b>Total</b>	<b>10%</b>	

## 8. 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.

## 9. 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;

- may not change or alter the terms of the purchase order and
- must undertake to deliver the goods on or before the date set in the purchase order to provide the goods.
- The purchase order shall be valid for 30 days only and will be cancelled after that.

**10. General Conditions of Contract**

The general terms and conditions shall be as per the General Conditions of Contract (Goods)  
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**11. Warranty**

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services 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 things as per the warranty conditions mentioned in its offer.

**12. Payment**

The Purchaser undertakes to effect payment within 30 days after supply of the goods items to the Purchaser's satisfaction and subject to the Supplier submitting all required documents. The final amount shall be adjusted to reflect any noncompliance in the execution of the contract.