



NIPAM
NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

PROCUREMENT MANAGEMENT UNIT

REQUEST FOR QUOTATIONS FOR: GOODS

PROCUREMENT OF PROMOTIONAL ITEMS

PROCUREMENT REFERENCE NO: G/IQ/NPM-15/2023

BIDDER'S NAME: _____

PHYSICAL ADDRESS: _____

CONTACT PERSON: _____

CONTACT DETAILS: _____

E-MAIL ADDRESS: _____

Cost: Free

ISSUING DATE: 23 November 2023

CLOSING DATE: **12 December 2023,**
AT 10H00 AM

To be deposited in the Tender Box located at Administration Building,
Ground floor, Office number, G55
no bid will be accepted after 10h00 am

*Namibia Institute of Public Administration and Management
27 Paul Nash Street Olympia, Windhoek, Namibia
Tel: +264 61 296 4700, Fax +264 61 296 4819,
procurement@nipam.na*

INFORMAL QUOTATION (GOODS)

Procurement Ref. No. G/IQ/NPM-15/2023

To

The **Namibia Institute of Public Administration and Management (NIPAM)** hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annexures which you may wish to enclose, and should be hand delivered in a sealed envelope.

Marked: Quotation Reference No: **G/IQ/NPM-15/2023**

Addressed to:

Namibia Institute of Public Administration and Management
Head: Procurement Management Unit
27 Paul Nash Street
Olympia
Windhoek
Namibia

Your quotation should reach the **Namibia Institute of Public Administration and Management (NIPAM)** on or before the **12 December 2023**, by **10:00**.

Justina Amwaalwa

Procurement Officer

Date: 23 November 2023

PRICE ACTIVITY SCHEDULE

Item No	Description	Quantity*	Unit of Measure	Unit Price (N\$) Excl. VAT	Total Price (N\$) Excl. VAT
1.	Branded A5 Hardcover Diaries <ul style="list-style-type: none"> ✓ A5 size: 148 x 210 mm or 5.8 x 8.3 inches. ✓ GSM (grams per square meter) value specifying the thickness and quality of the paper. ✓ Ribbon bookmarks for easy navigation. ✓ Elastic band closure to keep the diary securely closed. ✓ The brand name and logo must be embossed or printed on the cover. ✓ Diaries may be available in black. 	50			
2.	Branded Freestanding Desktop Calendar <ul style="list-style-type: none"> ✓ Calendars dimensions could be around 5x7 inches or 6x8 inches. ✓ The stand and base are typically made of sturdy materials such as plastic for stability. ✓ A monthly format. Each page must feature a month, and space for notes or additional information. ✓ Branded design on each page or on the stand. ✓ Consistent use of NIPAM's brand colors, logos, and imagery. ✓ Ensure that the calendar is durable enough to withstand regular use on a desktop without easily getting damaged. 	50			
				Sub Total	
				15% VAT (if registered)	
				Total	

- (a) The **Namibia Institute of Public Administration and Management (NIPAM)** requests delivery 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 carried conducted on the goods at delivery.

- i. Quality
- ii. Quantity
- iii. Specifications

(d) Validity of offer: **30 days** as from closing date set for submission of quotations.

We agree to supply the abovementioned good(s) at price(s)
quoted by , 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: 23 November 2023

Procurement Ref No.: G/IQ/NPM-15/2022

To: Namibia Institute of Public Administration and Management
Head: Procurement Management Unit
27 Paul Nash Street
Olympia
Windhoek
Namibia

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.]



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 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.
- b) have an original/certified valid good Standing Tax Certificate from NamRa.
- c) have an original/certified 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 submitted a written undertaking as contemplated in section 138(2) of labour Act, 2007;
- f) have a certified certificate indicating SME Status (If Applicable);
- g) Submit signed Bid Securing Declaration

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. Exclusive Preference to Local Suppliers

The applications of exclusive preferences to local suppliers will be completed after the above evaluation phases.

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

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 (3) 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.

10. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No. **G/IQ/NPM-15/2023** posted in the website of the Policy Unit and on the **Namibia Institute of Public Administration and Management** website.

11. 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.

12. 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.