



# Request for Quotations for Goods

## SUPPLY, DELIVERY AND INSTALLATION OF FIRE BRIGADE EMERGENCY CRASH ALARM SYSTEM

**Procurement Reference No:**  
**G/RFQ/SM - 032/2024**

**Date of Issue: 15 April 2024**

BIDDER'S NAME	
CONTACT DETAILS	TEL:
	EMAIL:
TOTAL QUOTED AMOUNT EXCLUSIVE OF VAT	N \$
TOTAL QUOTED AMOUNT INCLUSIVE OF VAT	N \$

Municipality of Swakopmund  
Procurement Management Unit  
Municipal Head Office  
cnr Rakotoka Street & Daniel Kamho Avenue  
P O Box 53  
Swakopmund, Namibia

Tel: +264 64 410 4408

| Fax: +264 64 0886519137

| Website: [www.swkmun.com.na](http://www.swkmun.com.na)



# MUNICIPALITY OF SWAKOPMUND

Ref No: 15/4/1

 (064) 4104400  
 (064) 4104125  
Fax2email: 0886519137  
 53 Swakopmund  
NAMIBIA  
 [www.swkmun.com.na](http://www.swkmun.com.na)  
 [pmu@swkmun.com.na](mailto:pmu@swkmun.com.na)

**Enquiries:** Mr Bainga Matengu

## Letter of Invitation

15 April 2024

To:

Company : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
P O Box : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
E-mail : \_\_\_\_\_



Procurement Reference No.: G/RFQ/SM - 032/2024

Dear Sirs,

### REQUEST FOR QUOTATIONS TO SUPPLY, DELIVERY AND INSTALLATION OF FIRE BRIGADE EMERGENCY CRASH ALARM SYSTEM

The Municipality of Swakopmund 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.

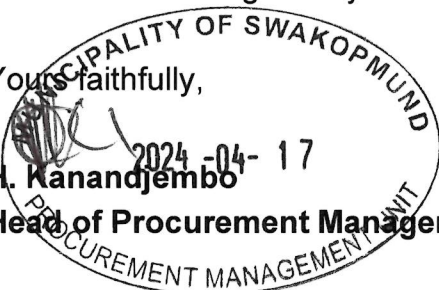
Queries, if any, should be addressed to **Mr B Matengu** -  (064) 4104637 or  [pmu@swkmun.com.na](mailto:pmu@swkmun.com.na)

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,

H. Kanandjembo

Head of Procurement Management Unit



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Municipality of Swakopmund reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

### 2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Security/ Bid Securing Declaration
- (b) the list of Goods and Price Schedule Section 111.
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### 3. Validity of Quotations

The Quotation validity period shall be **90 days** from the date of submission deadline.

### 4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, the bidder shall submit with this bid document:

To be eligible to participate in this Quotation exercise, the bidder shall submit with this bid document:

- (a) a certified copy of a valid company Registration Certificate.
- (b) an original or certified copy of a valid good Standing Tax Certificate.
- (c) an original or certified copy of a valid good Standing Social Security Certificate.
- (d) 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) a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) a signed Bid Securing Declaration.
- (g) a certified copy of a valid "Registration Certificate" from a Local Authority Health Department or Ministry of Health & Social Services.
- (h) Submit documents citing relevant experience – certified copies of at least minimum of 1 testimonials/completion certificates of related similar services, provided together with customer's reference details.

- (i) Written Power of Attorney that the undersigned person is herewith granted a special power of attorney to initial and sign the standard bidding document for the purposes of procurement process. Note: Not Applicable to Sole Owners of entities'
- (j) Copies of documents not certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963) will not be accepted.
- (k) Please take note that all pages of the standard bidding document must be initialled and initial all the supporting documents including company profiles, brochures, etc.
- (l) Take note to sign all relevant pages as stipulated in the bidding standard document.
- (m) Only requested documents will be accepted and receipts or proof of application of any such documents will not be accepted. e.g Good standing Tax, social security and fitness certificate
- (n) All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.
- (o) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.
- (p) Bids from service providers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit  
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>
- African Development Bank  
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- Asian Development Bank  
<http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999>
- European Bank for Reconstruction and Development  
<http://www.ebrd.com/pages/about/integrity/list.shtml>
- Inter-American Development Bank Group  
<http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html>
- World Bank Group  
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>

## **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 the Appendix to Quotation Letter of this document.

## 6. Delivery

Delivery shall be **30 days** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

6.1. The following tests and inspections will be conducted on the goods at delivery: ***Quantity, specifications, colour and weight.***

## 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

## 8. Submission of Quotations

Quotations should be deposited in the Yellow Quotation Box located in the foyer of the Municipal Head Offices, cnr Rakotoka Street & Daniel Kamho Avenue, Swakopmund not later than **11:00 on Wednesday 8 May 2024.**

Quotations by post or hand delivered should reach the Municipal Head Offices, cnr Rakotoka Street & Daniel Kamho Avenue, Swakopmund by the same date and time at latest. *Late quotations will be rejected.*

Quotations received by e-mail will not be considered.

## 9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security, will be posted on the website/notice board of the Public Entity and available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## 11. Technical Compliance

Bidders shall submit along with their quotation's documents, catalogues, and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications must be met but no credit will be given for exceeding the specifications.

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars. No price variation and/or escalation shall be considered.

## 13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

**Not Applicable**

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

**Not Applicable**

## 14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

## 15. Notification of Award and Debriefing

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website/notice board within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

## 16. Enquiries

- a. All enquiries in connection with this bid document shall be directed in writing (e-mail is acceptable) to the contact person(s) as listed in the Invitation Letter with a cut-off date of three calendar days before the bid submission deadline.
- b. Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.
- c. Any verbal information given or perceived to have been given shall not be binding in the Municipality of Swakopmund.

## 17. Validity of Document

Any bid document, as a condition for its validity.

- a. must comprise of the original bid document supplied by the Procurement Management Unit and shall be duly filled in, duly signed and dated at each

place (so indicated). Any annexures that a bidder submits, inclusive of all coloured brochures, shall all be signed or initialled.

- b. must be filled in and signed using indelible ink (no correction fluid or pencil may be used); if this condition is not applied such bid will be viewed as incomplete/invalid and will not be considered.
- c. all correction made shall be crossed out and initialled next to the correction.

## SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]*

Quotation addressed to:	<b>MUNICIPALITY OF SWAKOPMUND</b>
Procurement Reference Number:	<b>G/RFQ/SM - 032/2024</b>
Subject matter of Procurement:	<b>SUPPLY, DELIVERY AND INSTALLATION OF FIRE BRIGADE EMERGENCY CRASH ALARM SYSTEM</b>

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section I: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to forfeiture of the security amount / disqualification on the grounds mentioned in the BSD.

The validity period of the Quotation is \_\_\_\_\_ days [insert number of days] from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

**Quotation Authorised by:**

Name of Bidder		Company's Address and seal:	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	



Appendix to Quotation Letter

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

Date: \_\_\_\_\_

Procurement Ref No.: G/RFQ/SM - 032/2024

To: Municipality of Swakopmund, c/o Rakotoka Street & Daniel Kamho Avenue, P O Box 53 Swakopmund

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: \_\_\_\_\_

Capacity of: \_\_\_\_\_

Name: \_\_\_\_\_

Duly authorized to sign the bid for and on behalf of:

\_\_\_\_\_

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 bid.]

\*

## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: SUPPLY, DELIVERY AND INSTALLATION OF FIRE BRIGADE EMERGENCY CRASH ALARM SYSTEM - Procurement Ref No. W/RFQ/SM-005/2024

INSTRUCTIONS TO THE PUBLIC ENTITY					INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]					Bidders shall fill-in columns E – I and fill the total E= mark with a *if an equivalent is quoted F = Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E	F	G	H	I	J
Item no.	Description of Goods	Quantity required	Unit of measure	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Total price with VAT NAD	Delivery weeks) (days / month	Country of Origin
<b>PUBLIC ANNOUNCER (PA) SYSTEM</b>									
1.	Remotes connect to the VM-3240VA, 3360VA, VM-2120 and 2240 VA for the purpose of making announcement.	1	each						
2.	System Management Amplifier – SV200MA Option recommend.	1	each						
3.	Surveillance Board for VM-2000.	1	each						
4.	Voice Announcement Board with memory card (programming before shipping), with 6 multiple crash tones.	1	each						
5.	Emergency Power Supply unit for Evac (supplies DC power to VX-2000 and VM-3000).	1	each						

A	B	C	D	E	F	G	H	I	J
Item no.	Description of Goods	Quantity required	Unit of measure	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Total price with VAT NAD	Delivery weeks (days / month)	Country of Origin
	<b>MOTORISED SIREN AND POWER SUPPLY</b>								
6.	12 Volt 65A/H Battery (Special sealed battery certified for use with VA system).	1	each						
7.	Ceiling Speakers 5inch 6W, 200HZ – 20KHZ fire dome.	3	each						
8.	Horn speaker – certified BS EN54-24.	3	each						
9.	Rack mount bracket kit for VM-2000 Series amplifiers	1	each						
10.	16U 600X800 Cabinet with 12way IEC power with 5M cord with SA plug.	1	each						
11.	System Programming.	1	each						
				<b>TOTAL</b>					
NAME:		System Configuration.		SIGNATURE		DATE			
NAME OF BIDDER:		ADDRESS:							

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The Municipality of Swakopmund intends purchasing fire brigade equipment and tools in line with the following specifications and requirements:

### Technical Specifications

ITEM NUMBER	TECHNICAL SPECIFICATIONS / DESCRIPTION	QUANTITY
	<b>PUBLIC ANNOUNCER (PA) SYSTEM</b>	
1	Remotes connect to the VM-3240VA, 3360VA, VM-2120 and 2240 VA for the purpose of making announcement.	1
2	System Management Amplifier – SV200MA Option recommend.	1
3	Surveillance Board for VM-2000.	1
4	Voice Announcement Board with memory card (programming before shipping), with 6 multiple crash tones.	1
5	Emergency Power Supply unit for Evac (supplies DC power to VX-2000 and VM-3000).	1
	<b>MOTORISED SIREN AND POWER SUPPLY</b>	
6	12 Volt 65A/H Battery (Special sealed battery certified for use with VA system).	1
7	Ceiling Speakers 5inch 6W, 200HZ – 20KHZ fire dome.	3
8	Horn speaker – certified BS EN54-24.	3
9	Rack mount bracket kit for VM-2000 Series amplifiers	1
10	16U 600X800 Cabinet with 12way IEC power with 5M cord with SA plug.	1
11	System Programming.	1

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

PROCUREMENT REFERENCE NUMBER: G/RFQ/SM – 032/2024

Specifications and Compliance Sheet Authorised By:

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>FEATURES</b>			
<b>PUBLIC ANNOUNCER (PA) SYSTEM</b>			
1	Remotes connect to the VM-3240VA, 3360VA, VM-2120 and 2240 VA for the purpose of making announcement.		
2	System Management Amplifier – SV200MA Option recommend.		
3	Surveillance Board for VM-2000.		
4	Voice Announcement Board with memory card (programming before shipping), with 6 multiple crash tones.		
5	Emergency Power Supply unit for Evac (supplies DC power to VX-2000 and VM-3000).		
<b>MOTORISED SIREN AND POWER SUPPLY</b>			
6	12 Volt 65A/H Battery (Special sealed battery certified for use with VA system).		
7	Ceiling Speakers 5inch 6W, 200HZ – 20KHZ fire dome.		
8	Horn speaker – certified BS EN54-24.		
9	Rack mount bracket kit for VM-2000 Series amplifiers		
10	16U 600X800 Cabinet with 12way IEC power with 5M cord with SA plug.		
11	System Programming.		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of the Procurement Policy Unit ([www.mof.gov.na/procurement-policy-unit](http://www.mof.gov.na/procurement-policy-unit)) except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/SM - 031/2024**

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: <b>Swakopmund Municipality</b>
<b>Site GCC 1.1(m)</b>	The Site/destination for delivery of the Goods is: <b>At Municipal Fire Brigade</b>
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	<p>Any notice shall be sent to the following addresses:</p> <p>For the Municipality of Swakopmund, the address and the contact's name shall be: <b>The Chief Executive Officer, Municipality of Swakopmund, PO Box 53, Swakopmund (For Attention – Mr. Hofney Kanandjembo)</b></p> <p>Telephone: (064) 4104104</p> <p>Email: <a href="mailto:pmu@swkmun.com.na">pmu@swkmun.com.na</a></p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Negotiation between two parties
<b>Delivery and Documents GCC 13.1</b>	<p>The Goods are to be delivered within <b>30 days</b> from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed delivery note.</p> <p>(b) Tax Invoice</p>
<b>Price Adjustment GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed shall not be adjustable.

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p><b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p>
Performance Security GCC 18.1	No performance security is required
Discharge of Performance Security GCC 18.4	<p>The performance security will be discharged and returned to the supplier not later than <b>60 days</b> following completion date.</p> <p><b>Not Applicable</b></p>
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be:</p> <p>Municipality of Swakopmund  <b>At Municipal Fire Brigade</b></p>
Insurance GCC 24.1	Supplier shall insure until delivery and unpacking at Site. <b>At Municipal Fire Brigade</b>
Transportation GCC 25	The Goods shall be delivered by Supplier at Supplier's cost until delivery and unpacking at Site Incotetm DAP shall apply.
Inspection and Test GCC 26.1	The inspection and tests shall be Quantity, colour, dimensions



Subject and GCC clause reference	Special Conditions
<b>Location of Inspection and Tests</b> <b>GCC 26.2</b>	The inspections and tests shall be conducted at: <b>At Municipal Fire Brigade</b>
<b>Liquidated Damages</b> <b>GCC 27.1</b>	Liquidated damages for the whole contract are <b>0.07% of the contract value per day, not exceeding N\$ 10 000-00</b> per day. The maximum amount of liquidated damages for the whole contract is <b>10%</b> of the final contract price.
<b>Warranty</b> <b>GCC 28.3</b>	The period of validity of the warranty shall be: -365 day(s)  For all the purpose of the Warranty, the place(s) of the final destination(s) shall be: <b>At Municipal Fire Brigade</b>
<b>Repair and Replacement</b> <b>GCC 28.5</b>	The period for repair or replacement shall be: 7 day(s)

**SCHEDULE 1**

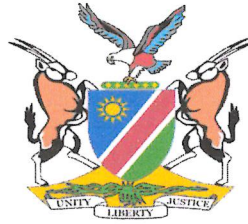
**QUOTATION CHECKLIST SCHEDULE**

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

**Procurement Reference No.: G/RFQ/SM - 032/2024**

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Specification and Compliance Sheet		
Delivery Period 30 days		
shall be duly filled in, duly signed, and dated at each place (so indicated)		
Please take note that all pages of the standard bidding document must be initialled and initial all the supporting documents including company profiles, brochures, etc.		
Take note to sign all relevant pages as stipulated in the bidding standard document.		
Bid Validity Period 90 days		
a certified copy of a valid company Registration Certificate.		
an original or certified copy of a valid good Standing Tax Certificate.		
an original or certified copy of a valid good Standing Social Security Certificate.		
a valid certified copy of Affirmative Action Compliance Certificate, proof from		
a written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
a signed Bid Securing Declaration.		
a certified copy of a valid "Registration Certificate" from a Local Authority Health		
Submit documents citing relevant experience – certified copies of at least minimum of 1 testimonials/completion certificates of related similar services, provided together with customer's reference details.		
Written Power of Attorney that the undersigned person is herewith granted a special power of attorney to initial and sign the standard bidding document for the purposes of procurement process. Note: Not Applicable to Sole Owners of entities'		
Copies of documents not certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963) will not be accepted.		
Only requested documents will be accepted and receipts or proof of application of any such documents will <u>not</u> be accepted. e.g Good standing Tax, social security and fitness certificate		

**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.



**SCHEDULE 2**

**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.*