



**REPUBLIC OF NAMIBIA**

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**MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE**

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**PROCUREMENT MANAGEMENT UNIT**

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## **Request for Quotation**

**Supply and delivery of stationaries for the COP23 – PP\_PREV  
Activities for Quarter 3 for Erongo Region to be delivered at  
Usakos Multi-Purpose Youth Resource Centre**

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**Procurement Reference Number: G/IQ/027-03/2024**

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**Closing date: Monday, 27 May 2024 @ 11h00**

**Bidders Name: .....**

**Total Quotation Amount: .....**

# INFORMAL QUOTATION (GOODS)

**Procurement Reference Number: G/IQ/027-03/2024**

**Supply and delivery of stationaries for the COP23 – PP\_PREV Activities for Quarter 3 for Erongo Region to be delivered at Usakos Multi-Purpose Youth Resource Centre**

**To: Prospective Bidders**

The **Ministry of Sport, Youth and National Service** hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be **hand delivered** to **Ministry of Sport, Youth and National Service**, Windhoek, Head Office, Procurement Management Unit, Government Office Park, second floor, Luther Street in a sealed envelope marked **Quotation Reference No. G/IQ/027-03/2024** and deposited into the Tender Box, **Ministry of Sport, Youth and National Services, second floor, Room 226**. Your quotation should reach the Ministry on or before, **27 May 2024, by 11h00**.

  
\_\_\_\_\_  
**Ms. L. Van Wyk**  
**Head of Procurement Management Unit**



### Priced Activity Schedule

Item No	Brief Description of Goods	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
1.	Flip Charts Papers	6			
2.	Black Ink Ballpoint Pens (60 per box)	2			
3.	A5 Short Hand Note Books	60			
4.	Sticky Notes cubes assorted colours	5			
5.	Bostick Prestick	4			
6.	Highlighters assorted colours	5			
7.	Black Permanent Markers (x10 per box)	1			
8.	Red Permanent Markers (x10 per box)	1			
9.	Green Permanent Markers (x10per box)	1			
10.	Blue Permanent Markers (x10 per box)	1			
11.	Rotatrim Box copy papers (containing 5 rims)	1			
12.	Pocket Plastic Files	60			
13.	Mixed colour copy papers	1 rim			
14.	USB Flash sticks 16 Gig capacity	3 USB			
<b>Items to be delivered at Oshakati Multi-Purpose Youth Resource Centre, Ministry of Sport, Youth and National Service</b>					
				<b>Sub Total</b>	
				<b>VAT</b>	
				<b>Total</b>	

- a) Ministry of Sport, Youth and National Service request delivery within **seven (7) days** as from the date of placement of order. **No deviation in delivery time will be permitted. A penalty of 0.1% of contract price will be charged for late delivery.**
- b) Delivery date: Bidder's proposed delivery period: ..... days from date of placement of order.
- c) Validity of offer: 30 days as from closing date set for submission of quotations.

Remarks [if any from Bidder]: .....

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 .....

(Please see overleaf)

**BID SECURING DECLARATION**  
**(Section 45 of Act)**  
**(Regulation 37(5) and 56(2))**

**Date:** .....

**To:** Ministry of Sport, Youth and National Service

**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 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. Employer**

The Public Entity inviting the Informal Quotation is the Employer 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 Public Entity**

The Public Entity 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**

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

- (a) have a valid **certified** copy of company Registration certificate;
- (b) have a valid **certified** copy of good Standing Tax Certificate;
- (c) have a valid **certified** copy of good standing Social Security Certificate;
- (d) have a valid **certified** 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) A **written undertaking**, as contemplated in Section 138 (2) of the Labour Act 11 of 2007 (page 5-6)
- (g) Submit **Bid Security declaration** (page 4)

**5. Prices**

Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

**6. 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 Contractor.

**7. 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;

- (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 or services.
- (c) The purchase shall be valid for 30 days only and will be cancelled then after

**8. General Conditions of Contract**

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. posted in the website of the Policy Unit and on the Ministry of Sport, Youth and National Service subject to the data provided hereunder.

**9. 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.

**10. 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.