



MINISTRY OF FISHERIES AND MARINE RESOURCES

NOTICE TO ALL POTENTIAL SUPPLIERS

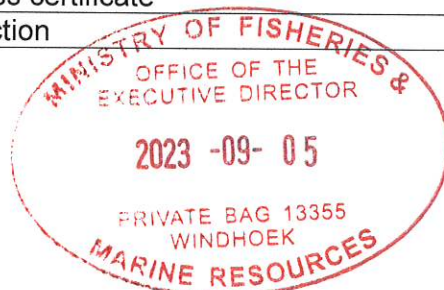
REQUEST FOR THE SUBMISSION OF COMPANY PROFILES FOR PROVISION OF GOODS, WORKS AND NON CONSULTANCY SERVICES TO THE MINISTRY OF FISHERIES AND MARINE RESOURCES PROCUREMENT MANAGEMENT UNIT

The Ministry of Fisheries and Marine Resources hereby invite bidders to submit company profiles and compliance documents for the pre-qualification in terms of section 31(1)(c) of the Public Procurement Act, Act No 15 of 2015 for the provision of specialized goods and services for the 2023/2024 to 2025/2026 financial years.

Therefore, companies are requested to submit the relevant documentations, and clearly indicate the types of goods and services they render, which should correspond with the nature of business stated in the company founding statement.

The following mandatory documents must accompany the company profiles:

NO.	DOCUMENT NAME/TITLE
1.	Letter of expression of interest on company letterhead
2.	Company Profile (should have contact details, location and supplier's goods / services)
3.	Certified copy/Original of a valid Certificate of Good Standing for Social Security Commission
4.	Certified copy/Original of a valid Good Standing Tax Certificate (Value Added Tax)
5.	Certified copy/Original of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended; or Exemption letter from the Employment Equity Commission.
6.	Certified copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement.
7.	Labour undertaking in terms of Section 138 of Labour Act, 2007
8.	Bid securing declaration
9.	Three reference letters indicating experience in particular area of expression of interest
10.	Certified copy/Original of a valid SME certificate
11.	Certified copy/Original of Fitness certificate
12.	Consent for random site inspection



GOODS:

- Supply of farming/agricultural/aquaculture tools and equipment
- Supply of fuel, oil and lubricants
- Supply of hydraulic equipment
- Supply of medicine for first aid kits
- Supply of security equipment (biometrics, cctv systems, access controls)
- Supply of newspapers, periodicals, books & other media publicity materials
- Supply of industrial workshop machinery
- Supply of software, hardware and networks
- Supply of identification tags,
- Supply of fish feed and seeds
- Supply of laboratory equipment and consumables
- Supply of sampling equipment (CTD, fishing nets, etc.)

WORKS:

- Renovation and Construction
- Electrical
- Plumbing
- Locksmith
- Mechanical (repair of engines, gearbox, cylinder blocks, etc.)
- Repair/ maintenance of air conditioners
- Maintenance of hydraulic components (Including water pumps)
- Installation of pre-fabricated structure and materials
- Maintenance services for standby generator/ workshop equipment and tools
- Tyre repairs and wheel alignment
- Panel-beating services
- Fitting of spare parts (vehicles, boats, aircraft, etc.)
- Maintenance of industrial workshop machinery
- Maintenance of software, hardware and networks
- Maintenance of laboratory equipment
- Maintenance of sampling equipment (CTD, fishing nets, etc.)
- Refilling of compressed gas bottles
- Service of operational equipment (escalators, elevators, intercom, system)
- Tinting of vehicle windows
- Service of air conditioners, fire extinguishers and standby generator set
- Service of security system (access control and surveillance cameras)
- Maintenance of aquacultural systems (hatcheries and fish ponds)

NON CONSULTANCY SERVICES:

- Architecture services
- Quantity survey services
- Engineering services (Civil, Electrical, hydraulic, hydrological and Mechanical)
- Supply of flight tickets and travel management services
- Interior design services
- Short training courses, symposiums and workshops
- Advertisements
- Supply of software, hardware and networks
- Design, layout and printing services

- Supply of event management and décor
- Hospitality and catering services (including refreshments)
- Hiring of venues for conferences, workshops and trainings
- Hiring of tents, chairs and tables
- Refuse removal services
- Storage facilities and record management
- Branding services and signage
- Services laundry
- Rental of mobile toilets
- Rental and hiring of fleets
- Pumping of septic tanks

The Ministry of Fisheries and Marine Resources shall have the right to:

- a) Seek for clarifications at evaluation of company profiles.
- b) Reject company profiles if the above mentioned criteria is not adhered to.
- c) Due to security reasons, some services may require vetting.
- d) Conduct site inspections at company's premises.

Kindly take note that, the companies that are expected to submit are those that have the above-mentioned goods/works and non-consultancy services, listed on their founding statements / company registration documents. Each supplier is required to indicate the goods / services (maximum 3) that they would like to be pre-qualified for.

For administrative enquiries, contact: enquirytopmu@mfmr.gov.na

Closing date for submission: **05 October 2023 at 10h00, venue: room 003, Ground floor.**

The following eligibility documents are required:

1. Company Profile and Registration:

- Certificate of Incorporation or Business Registration, Ownership of The Company
- Company Profile detailing the history, structure, previous contracts

2. Financial Documents:

- Audited Financial Statements for the past three (3) years
- Bank Reference Letters
- Evidence of Financial Stability, such as credit ratings

3. Technical Capability:

- Technical Specifications of the Goods or Services Offered
- Details of Equipment and Facilities
- Qualifications, Certificates, or Licenses of Key Personnel (when required)

4. Insurance and Liability:

- Proof of Insurance coverage (e.g., liability insurance)

5. Legal and Regulatory Compliance:

- Compliance with Local Laws and Regulations
- Any Required Permits or Licenses

6. Financial Capability:

- Proof of Access to Adequate Financial Resources for the Project

7. Proof of Past experience (Three years or more)

- Minimum of three references