



REPUBLIC OF NAMIBIA

MINISTRY OF FISHERIES AND MARINE RESOURCES

**Tel: (063) 202415
Fax: (063) 202495
Enquiries: Olivia Zitha**

**P.O. Box 394
Luderitz**

Request for Quotations For Goods

Supply and Delivery of Cartridges to Luderitz Office

Procurement Reference No: G/IQ/022-47/2024

**Ministry of Fisheries and Marine Resource
Brendan Simbwaye Square
C/O Kenneth David Kaunda & Goethe Street
Ground floor, Room 003
Windhoek**

18 November 2024

INFORMAL QUOTATION (GOODS)

Procurement Ref. No. G/IQ/022-47/2024

To: The Bidder

Company Name: _____

Telephone Number: _____

Email Address: _____

The **Ministry of Fisheries and Marine Resources** 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 addressed to **Enginie Uahupirapi, Ministry of Fisheries and Marine Resources, Windhoek, c/o Kenneth David Kaunda & Goethe Street, ground floor, Room 003** in a sealed envelope marked **Quotation Reference No: G/IQ/022-47/2024**. Your quotation should reach the **Ministry of Fisheries and Marine Resources** on or before the **26 November 2024** by 10H00 am.

Full Name of Head of Procurement Management Unit: Jessica Soja

Date: 15/11/2024

Signature _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1	HP 59A	1	EACH		
2	HP 80A	1	EACH		
3	HP O5A	2	EACH		
3	HP 953 CYAN	2	EACH		
4	HP 953 BLACK	2	EACH		
5	HP 953 YELLOW	2	EACH		
6	HP 953 MAGENTA	2	EACH		
7	CANON 069 BLACK	1	EACH		
8	CANON MF752 Cdw	1	EACH		
9	CANON 069 CYAN	1	EACH		
10	CANON 069 YELLOW	1	EACH		
11	CANON 069 MAGENTA	1	EACH		
12	HP 650 BLACK	2	EACH		
13	HP 950 Tri colour	2	EACH		
				VAT @%	
				Total	

- (a) The Ministry of Fisheries and Marine Resources requests delivery within seven (7) days as from the date of placement of order.
- (b) Delivery Date: within (*Bidders proposed delivery period*) 5 days from date of placement of order.

INFORMAL QUOTATION (GOODS)

Procurement Ref. No. G/IQ/022-47/2024

To: The Bidder

Company Name: _____

Telephone Number: _____

Email Address: _____

The **Ministry of Fisheries and Marine Resources** 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 addressed to **Enginie Uahupirapi, Ministry of Fisheries and Marine Resources, Windhoek, c/o Kenneth David Kaunda & Goethe Street, ground floor, Room 003** in a sealed envelope marked **Quotation Reference No: G/IQ/022-47/2024**. Your quotation should reach the **Ministry of Fisheries and Marine Resources** on or before the **21 November 2024** by 10H00 am.

Full Name of Head of Procurement Management Unit: Jessica Soja

Date: 14/11/2024

Signature _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
1	HP 59A	1	EACH		
2	HP 80A	1	EACH		
3	HP O5A	2	EACH		
3	HP 953 CYAN	2	EACH		
4	HP 953 BLACK	2	EACH		
5	HP 953 YELLOW	2	EACH		
6	HP 953 MAGENTA	2	EACH		
7	CANON 069 BLACK	1	EACH		
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10	CANON 069 YELLOW	1	EACH		
11	CANON 069 MAGENTA	1	EACH		
12	HP 650 BLACK	2	EACH		
13	HP 950 Tri colour	2	EACH		
				VAT @%	
				Total	

- (a) The Ministry of Fisheries and Marine Resources requests delivery within seven (7) days as from the date of placement of order.
- (b) Delivery Date: within (*Bidders proposed delivery period*) 5 days from date of placement of order.

- (c) The following tests and inspections will be carried conducted on the goods at delivery:
The Ministry of Fisheries and Marine Resources will inspect the goods and check the quantities.
- (d) Validity of offer: Seven (7) days as from closing date set for submission of quotations.
- I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal

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

Date: 12 November 2024

Procurement Ref No.: G/IQ/022-47/2024

To: Ministry of Fisheries and Marine Resources

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: [insert complete name of Bidder]

Dated on _____ day of _____, _____



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]

Here by 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:.....

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 Ministry of Fisheries and Marine Resources 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.
- (d) To reject a bidder who submits more than one bid.
- (e) To award a bid to bidders within the radius of the required service.

4. Eligibility Criteria

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

- (a) have a valid original/certified copy of a company Registration Certificate **indicating** the nature of business and ownership;
- (b) have an original valid/certified copy Good Standing Tax Certificate;
- (c) have an original valid/certified copy 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 a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (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 Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. 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.

8. 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.
- (c) The purchase order shall be valid for 30 days only and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No. **G/IQ/022-47/2024** posted in the website of the Policy Unit and on the Ministry of Fisheries and Marine Resources website.

10. 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.

11. 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.

12. Margin of Preference

Not Applicable