

**REPUBLIC OF NAMIBIA***Ministry of Health and Social Services*

Private Bag 13198  
Windhoek  
Namibia

Ministerial Building  
Harvey Street  
Windhoek

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**Procurement Management Unit**

Reference: 4/5/4

**Emergency Procurement of Accommodation Services for all 14  
Regions for COVID-19 response and quarantine period**



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### **Procurement Management Unit**

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### **Letter of Invitation**

Dear Sir/Madam

#### **Emergency Procurement of Accommodation Services for all 14 Regions for COVID-19 response and quarantine period**

The Ministry of Health and Social Services requests 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.

For enquiries, please contact the following people:

1. Technical enquiries: *Mr. Mwaala Shaanika (061 203 2314)*
2. Administrative enquiries: *Mr. Erasmus Amadhila (061 203 2314)*

Please prepare and submit your quotation (*by 11h00 on Friday, 5<sup>th</sup> June 2020*), in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

### **COVID-19 LOGISTICS**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Ministry reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, and
- (b) to accept or reject any quotation or 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 List of Goods and Price Schedule Section II;
- (b) the Specifications and Compliance Sheet in Section III; and
- (c) any other attachment deemed appropriate.
- (d) All pages must be initialled, every blank space (provided) must be completed and use of correction fluid is strictly prohibited

**You are advised to carefully read the complete the document, before preparing your quotation. The standard forms in this document may be retyped for completion.**

### 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, you should please tick below, to indicate whether each of the following document is attached:

	<b>Document name / title</b>	<b>Please tick</b>
1	<b>Certified copy of a valid Certificate of Good Standing for Procurement Purposes</b> , issued by the Ministry of Finance: Inland Revenue.	
2	<b>Certified copy of a valid Affirmative Action Compliance Certificate</b> (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or <b>Letter from the Employment Equity Commission</b> (letter should be on letterhead, stamped and signed by the EEC).	
3	<b>Certified copy of Certificate of valid Good Standing Certificate with the Social Security Commission.</b>	
4	<b>Certified Copy of the Close Corporation Certificate</b> (issued in terms of Act 26 of 1988) or <b>Founding Statement or any other Company Registration Certificate</b> . These Certificates should clearly indicate the goods / services that the Supplier is registered to render.	
5	<b>Certified copy of a valid Certificate of Registration as an SME</b> , issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).	
6	<b>A written undertaking</b> , as contemplated in section 138(2) of labour Act No 11 of 2007.	

## 5. Delivery

Delivery shall be ..... *days* after the issuing of the Purchase Order. A penalty of 1% per week shall be instituted on late delivery.

5.1. The following tests and inceptions will be conducted on the goods at delivery:

*Check if it is correct delivery as specified on the request for quotation*

*If delivery is on time*

*If delivery note is attached*

5.1. Local bidders that bid with ex-stock should state physical address where stock is available for technical teams to do inspections.

## 6. Sealing and Marking of Quotations

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

## 7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *The Ministry of Health and Social Services – Main building, COVID-19 Logistics office (Basement), Harvey Street, Windhoek West*, not later than *Friday, 5<sup>th</sup> June 2020, Time: 11H00*.

## 8. Opening of Quotations

Quotations will be opened internally by the Ministry immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, will be posted on the website of the Ministry and available to any bidder on request within three working days of the Opening.

## 9. 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.

## 10. Technical Compliance

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

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

**11. Prices and Currency of Payment**

*Prices shall remain fixed for the duration of the period and quoted in Namibian Dollars or RSA. The Ministry **shall not** consider price increases due to exchange rates, therefore bidders are advised to make their own projections.*

**12. 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 in accordance with terms and conditions contained in Section III: General Conditions of Contract and Contract Agreement.

**13. Notification of Award and Debriefing**

Only Successful bidders will be notified.



14.								
	<b>Grand Total N\$</b>							
NAME:		POSITION:		SIGNATURE			DATE	
NAME OF BIDDER:				ADDRESS:				

**Please note: Every region should be on its own Pricing Schedule, please reprint a new price schedule for each region**

**Please indicate the number of rooms available**

The price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

**NB! BIDDERS SHOULD TAKE NOTE THAT ONLY COMPANIES THAT ARE LINE WITH BUSINESS PRINCIPLES WILL BE CONSIDERED.**

### SECTION III: SPECIFICATIONS AND COMPLIANCE SHEET

Bidders should complete columns C and D with the specification of the goods offered. Attach detailed technical literature as stated in the requirements. Authorise the specification offered in the signature block below.

Item No	Technical Specification Required	Compliance of Specification Offered Indicate comply/not comply	Details of Non-Compliance / Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Accommodation should include the following: Three meals per day Breakfast/Lunch/Dinner 5x bottles of water p/d for each 3x soft drinks/Juice Snacks/high tea once a day		
2	Please provide menus that you offer		
3	The sharing of toilet and showers are not allowed		

#### Specifications and Compliance Sheet Authorised By:

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