



Ministry of Health and Social Services

Private Bag 13198
Windhoek
Namibia

Ministerial Building
Harvey Street
Windhoek

Tel: (061) 203 9111
Fax: (061) 301 018
procurement@mhss.gov.na

PROCUREMENT MANAGEMENT UNIT

NOTICE TO ALL POTENTIAL SUPPLIERS

The Ministry of Health and Social Services hereby informs all potential suppliers that are aspiring to render goods and/or services to the Ministry of Health and Social Services, for the 2018 / 2019 Financial Year, to submit at the Head Office, the following:

	Document name / title
1	Original Expression of Interest Document
2	Company Profile (should have contact details, location and supplier's goods / services)
3	Certified copy of a valid Certificate of Good Standing for Procurement Purposes (Value Added Tax), issued by the Ministry of Finance: Inland Revenue.
4	Certified copy of a valid Certificate of Good Standing for Procurement Purposes (Income Tax), issued by the Ministry of Finance: Inland Revenue.
5	Certified Copy 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 Letter from the Employment Equity Commission (letter should be on letterhead, stamped and signed by the EEC).
6	Certified copy of Certificate of valid Good Standing Certificate with the Social Security Commission.
7	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other Company Registration Certificate . These Certificates should clearly indicate the goods / services that the Supplier is registered to render.
8	Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).
9	Certified copy of a valid registration document for a Pharmaceutical Distributor Facility , from the Health Profession Council of Namibia – [applicable to suppliers seeking to supply Pharmaceutical Products to the Central Medical Stores (CMS)].
10	Certified copy of a valid import permit, from the Namibia Medicines Regulatory Council (NMRC) – [applicable to suppliers seeking to supply Pharmaceutical Products to the CMS].
11	Any other necessary documentation(s), as required by the Public Procurement Act, 2015 and Public Procurement Regulations.

The following are the Goods / services that are to be procured using Section 31, 32, 33, 35, 36 and 38 of the Public Procurement Act 15 of 2015:

1. Goods (Supply and delivery of):

- 1.1. Materials and Supplies
- 1.2. Medical and operational equipment
- 1.3. Office furniture and office equipment
- 1.4. Other office related goods
- 1.5. Pharmaceutical products and clinical supplies

2. Works

- 2.1. Building materials and tools
- 2.2. Civil work, electrical, joinery and mechanical services
- 2.3. Development and strengthening of network and hospital infrastructure
- 2.4. Maintenance and minor capital works
- 2.5. Servicing and maintenance of operational equipment and office equipment
- 2.6. Utilities, plumbing services and pumping of septic tanks
- 2.7. Vehicle repairs and maintenance

3. Consultancy Services

- 3.1. Architecture services
- 3.2. Engineering services
- 3.3. Interior design services
- 3.4. Other consultancy services
- 3.5. Quantity survey services

4. Non-Consultancy Services

- 4.1. Air tickets and other transportation services
- 4.2. Cleaning and laundry services
- 4.3. Computer and technological services
- 4.4. Events management and decoration services
- 4.5. Hospitality and catering services
- 4.6. Advertisements and publicity
- 4.7. Other services and expenses
- 4.8. Printing
- 4.9. Property rental
- 4.10. Safety and security services
- 4.11. Transport related services

Kindly take note that, the companies that are expected to submit are those that have the above-mentioned goods/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.

Requirements and detailed information is outlined in the Expression of Interest Document and Instructions to the Potential Suppliers, which is obtainable from the Procurement Head Office, via e-mail: procurement@mhss.gov.na.

Suppliers are expected to complete and submit them together, in a sealed envelope, clearly marked: **Supplier Registration (Internal Procurement Database: 2018 / 2019)** and should be deposited on the Procurement Box, at the Security checkpoint at the entrance of the Head Office (Directorate: Finance and Procurement building). Each supplier should record and sign in, their submission.

There's no closing date, as this is a continuous process.

Thank you !

MS. PETRONELLA MASABANE
ACTING PERMANENT SECRETARY