

# **MINISTRY OF HEALTH AND SOCIAL SERVICES**

## **Request for Informal Quotation for Goods**


---

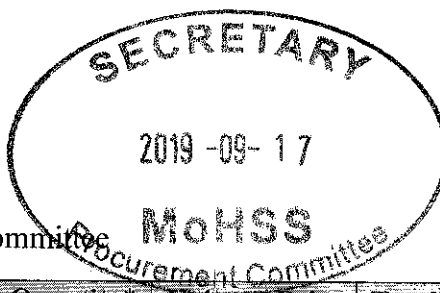
**REQUEST FOR QUOTATION FOR THE PROCUREMENT FOR  
FOAM KIT MEDIUM TO BE USED IN 3 WEST, WINDHOEK  
CENTRAL HOSPITAL**

---

To .....

The **Ministry of Health and Social Services** 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 sent to Procurement Management Unit, addressed to **Mr. Da Costa Hidengua**, Tel: 061 203 2744 Finance and Procurement: Your quotation should reach the **Ministry of Health and Social Services** on or before **Tuesday 24 of September 2019**, by **11:00** at latest.

Signature 



Title of the Officer: Secretary: Procurement Committee

Item No	Description	Quantity*	Unit Price (NS) Excluding VAT)	Total Price (Excluding VAT)
1	FOAM KIT MEDIUM	3		
			Sub Total	
			VAT @	
			Total	

- (a) The **Ministry of Health and Social Services** requests delivery within one (7) days as from the date of placement of order.
- (b) Validity offer: 60 days from the closing date set for submission of quotations

Remarks [if any from Bidder]:

.....  
.....

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** .....

## **General Terms and Conditions Applicable**

- 1. Employer**  
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 Purchaser shall have the right to

  - (a) Ask for clarifications at time of evaluating quotations,
  - (b) Split the contract on an item basis or
  - (c) Reject all quotations.

A Purchaser 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 company Registration Certificate;
  - (b) have an original valid good Standing Tax Certificate;
  - (c) have an original valid 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 certificate indicating SME Status (for Bids reserved for SMEs);
- 5. Bid Securing Declaration**  
Bidders are not required to subscribe to a Bid Securing Declaration for this procurement process.
- 6. Prices**  
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 Contractor.
- 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 *[insert no.]* 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/RFQ-GCC posted in the website of the Policy Unit and on the *[insert public entities name]* 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]* 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.