



# MINISTRY OF FINANCE

## Procurement Policy Unit

(Established under section 6 of the Public Procurement Act, 2015)

### STANDARD BIDDING DOCUMENTS

*for*

### Request for Sealed Quotations

[Issued in terms of section 7(1)(1) of the Public Procurement Act, 2015]

**(Goods)**

THE SUPPLY DELIVERY OF SPECIALIZED FURNITURE AND EQUIPMENT FOR THE NEWLY CONSTRUCTED PREFABRICATED ISOLATION UNITS AT HOSEA KUTAKO INTERNATIONAL AIRPORT, KATIMA MULILO DISTRICT HOSPITAL, INTERMEDIATE HOSPITAL OSHAKATI, ENGELA DISTRICT HOSPITAL AND RUNDU DISTRICT HOSPITAL.



# REPUBLIC OF NAMIBIA

## Ministry of Health and Social Services

Private Bag 13198  
Windhoek  
Namibia

Ministerial Building  
Harvey Street  
Windhoek

Tel: (061) 203-2529  
Fax: (061) 222558  
Email: [procurement@mhss.gov.na](mailto:procurement@mhss.gov.na)

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### PROCUREMENT MANAGEMENT UNIT

#### Letter of Invitation

Reference 4/5/4

Dear Sirs, /Madam

**THE SUPPLY DELIVERY OF SPECIALIZED FURNITURE AND EQUIPMENT FOR THE NEWLY CONSTRUCTED PREFABRICATED ISOLATION UNITS AT HOSEA KUTAKO INTERNATIONAL AIRPORT, KATIMA MULILO DISTRICT HOSPITAL, INTERMEDIATE HOSPITAL OSHAKATI, ENGELA DISTRICT HOSPITAL AND RUNDU DISTRICT HOSPITAL**

The Ministry of Health and Social Services invites 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.

Queries, if any, should be addressed to the following Officers:

Technical enquiries: Mr. T. Mbeeli, 0612032529

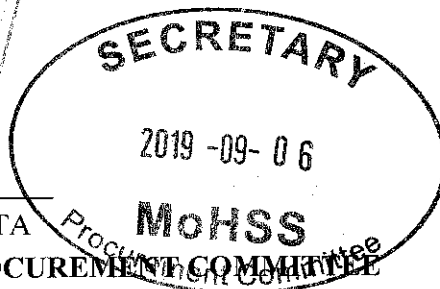
Administrative enquiries: Ms. A. Tobias, 0612032172

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

MR. EVARISTUS IITA

SECRETARY: PROCUREMENT COMMITTEE



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The [Public Entity] 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.

### 2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### 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:

- (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) Submit signed Bid-securing Declaration.
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

## 5. Bid Security/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, valid up to 90 days

## 6. Delivery

Delivery shall be **4-6 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

6.1. The following tests and inspections will be conducted on the goods at delivery:

- Confirmation of specifications to comply with the technical data sheets

## 7. Sealing and Marking of Quotations

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

## 8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Ministry of Health and Social Services, Head Office Harvey Street, Procurement Management Unit, Finance and Human Resource Building**, not later than Friday, 13 September 2019 at 11H00. Quotations by post or hand delivered should reach *the Ministry of Health and Social Services – Finance and HR building, Procurement Management Unit, Harvey Street, Windhoek West* by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

## 9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## 10. 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.

## 11. 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 Public Entity'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.

## **12. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

## **13. Margin of Preference**

13.1. The applicable margins of preference and their application methodology are as follows:

*[N/A]*

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

*[N/A]*

## **14. 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/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

## **15. Notification of Award and Debriefing**

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

## SECTION II: QUOTATION LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]

Quotation addressed to: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	<b>Supply and Delivery of Specialized Furniture and Equipment's for the newly constructed Prefabricated Isolation Units at Hosea Kutako International airport (land and Air side), Katima Mulilo District Hospital, Intermediate Hospital Oshakati, Rundu District Hospital and Engela District Hospital</b>

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the *Bid Security / Bid Securing Declaration (BSD)* attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date		Phone No./Fax	

*[This form is to be deleted if Bid Securing Declaration is not applicable.]*

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

**Date:** .....*[Day|month|year]*.....

**Procurement Ref No.:** .....

**To:** .....*[insert complete name of Public Entity and address]*.....

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: .....  
*[insert signature of person whose name and capacity are shown]*

Capacity of:  
*[indicate legal capacity of person(s) signing the Bid Securing Declaration]*

Name: .....  
*[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
*[insert date of signing]*

Corporate Seal (where appropriate)

*[Note\*:* In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

*\*delete if not applicable / appropriate*



**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]*

hereby 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:**.....

*Please take note:*

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: Supply and Delivery of Specialized Furniture and Equipment's for the newly constructed Prefabricated Isolation Units at Hosea Kutako International airport (land and Air side), Katima Mulilo District Hospital, Intermediate Hospital Oshakati, Rundu District Hospital and Engela District Hospital**

INSTRUCTIONS TO THE PUBLIC ENTITY		INSTRUCTIONS TO BIDDERS							
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]		Bidders shall fill-in columns E - J and fill the total							
A	B	C	D	E	F	G	H	I	J
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD (incl. VAT)	Total price (incl. VAT) NAD	Delivery weeks) (days/month	Country of Origin	Manufacture r price
1.	I.C.U Hospital Bed 3 function, Manual with cot sides back rest 0-700 knee rest 0-35 and height position size L 2140mm x W 940mm x H 530-720mm adjustable height, two easy fit guardrails (one on each side) which are safe and reliable and can be fixed upward and downward, removable & interchangeable high quality plastic head panel and foot panel. Epoxy coated mild steel framework and 4 section perforated top. 125 mm dia. noiseless castors with central braking system, provision for intravenous therapy rod on both sides of the bed.	25	Each						
2.	HF932: Foam Mattress to fit 4 section bed Cordoba cover-waterproof.	25	Each						

3.	Emergency trolley code: HF2245 two side Trolley designed to supply medicines (front & back same) size:850 x 515 x 985 mm. 4 drawers with dividers suitably designed for keeping medicines, 1 multipurpose drawer equipped with intravenous therapy pole, waste bin, needle, disposable container, file cassette & guard rails. Equipped with lock key system. 4 swivel castor (2 with brakes)	25	Each						
4.	Stretcher trolley 1950L x 650W x 680/900 H mm. height adjustable 600-950 mm framework made of stainless steel. Stainless steel safety guard rails on both sides. Mounted on four castor (all with individual brakes) provision for intravenous therapy rod, supplied completely with ss side railings and iv rod.	6	Each						
5.	HF1932: Bedside cabinet ABS Bedside cabinet blue color size, 474 x 470 x 755 mm 1 drawer and 1 storage cabinet with hidden pull-out tray for cups and articles with 2 towel holders (one on each side)	25	Each						
6.	Instrument Cabinet -HF2500 Size 960x400x1750 epoxy coated mild steel framework with stainless steel bottom	25	Each						
7.	Working table with stainless steel surface and bottom overall size 1500x700x800mm	6	Each						
8	Swivel chair ske 013-2;H-51-70cm/safe	5	Each						

	loading weight 150kg/Aluminium/Stainless Steel frame/high density foam seat top and back									
	<b>TOTAL</b>									
NAME:	POSITION:		SIGNATURE		DATE					
NAME OF BIDDER:	ADDRESS:									

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: ..... Exchange Rate: .....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

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

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

### SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	I.C.U Hospital Bed 3 function, Manual with cot sides back rest 0-700 knee rest 0-35 and height position size L 2140mm x W 940mm x H 530-720mm adjustable height, two easy fit guardrails (one on each side) which are safe and reliable and can be fixed upward and downward, removable & interchangeable high quality plastic head panel and foot panel. Epoxy coated mild steel framework and 4 section perforated top. 125 mm dia. noiseless castors with central braking system, provision for intravenous therapy rod on both sides of the bed.		
2.	HF932: Foam Mattress to fit 4 section bed Cordoba cover-waterproof.		
3.	Emergency trolley code: HF2245 two side Trolley designed to supply medicines (front & back same) size:850 x 515 x 985 mm. 4 drawers with dividers suitably designed for keeping medicines, 1 multipurpose drawer equipped with intravenous therapy pole, waste bin, needle, disposable container, file cassette & guard rails. Equipped with lock key system. 4 swivel castor (2 with brakes)		
4.	Stretcher trolley 1950L x 650W x 680/900 H mm. height adjustable 600-950 mm framework made		

	of stainless steel. Stainless steel safety guard rails on both sides. Mounted on four castor (all with individual brakes) provision for intravenous therapy rod, supplied completely with ss side railings and iv rod.		
5.	HF1932: Bedside cabinet ABS Bedside cabinet blue color size, 474 x 470 x 755 mm 1 drawer and 1 storage cabinet with hidden pull-out tray for cups and articles with 2 towel holders (one on each side)		
6.	Instrument Cabinet -HF2500 Size 960x400x1750 epoxy coated mild steel framework with stainless steel bottom		
7.	Working table with stainless steel surface and bottom overall size 1500x700x800mm		
8	Swivel chair ske 013-2;H-51-70cm/safe loading weight 150kg/Aluminium/Stainless Steel frame/high density foam seat top and back		

*[Bidders should complete columns C and D with the specification of the goods offered.*

*Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature (Mandatory). Authorise the specification offered in the signature block below.]*

**Specifications and Compliance Sheet Authorised By:**

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

## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
<b>Site</b> <b>GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is: <b>The Newly Constructed Prefabricated Isolation Units at Hosea Kutako International Airport (Land side and Air side), Katima Mulilo District Hospital, Intermediate Hospital Oshakati, Engela District Hospital and Rundu District Hospital.</b>
<b>Incoterms Edition</b> <b>GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> <b>GCC 8.1</b>	Any notice shall be sent to the following addresses: For the Ministry of Health and Social services, the address and the contact name shall be: Private Bag 13198, Windhoek Attention: <b>Ms. A. Tobias</b> For the Supplier, the address and contact name shall be:

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> GCC 13.1	The Goods are to be delivered within 7 Weeks from the date of Purchase Order or Letter of Acceptance. The Bidder to ensure that the goods are received in good order with no damages. The documents to be furnished by the Supplier are: (a) signed delivery note; and first invoice for payment.
<b>Terms of Payment</b> GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice.
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> GCC 16.4	The currency of payments shall be the currency of order specified in the List of Goods, Price schedule and Product details in the statement of requirements.
<b>Performance Security</b> GCC 18	(i) No performance security is required
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Product Name, Quantities
<b>Insurance</b> GCC 24.1	The Bidder Bears the Cost of Insurance
<b>Transportation</b> GCC 25	The Goods shall be delivered: Delivery Duty Paid
<b>Inspection and Test</b> GCC 26	The inspection and tests shall be: at supplier's expenses
<b>Liquidated Damages</b> GCC 27	Liquidated damages for the whole contract are 1% per Week. The maximum amount of liquidated damages for the whole contract is 5% of the final contract price.
<b>Warranty</b> GCC 28.3	The period of validity of the warranty shall be: 365 day(s)  For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>Windhoek/Oshakati / Engela/ Rundu/ Katima Mulilo</i>

**SCHEDULE 2:**



**COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

<b>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</b>		
	<b>NS</b>	<b>NS</b>
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	
• Clerical Wages	.....	
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

Local Value Added =  $\frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$

**NB! The cost structure should be certified by a Certified Accountant**

**SCHEDULE 3**

**QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.:**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
Mandatory Documents		

***Disclaimer:** The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*