



REPUBLIC OF NAMIBIA

Ministry of Health and Social Services

Private Bag 13198

Ministerial Building

Tel: (061) 203 2547

Windhoek

Harvey Street

Fax: (061) 30 10 18

Namibia

Windhoek

procurement@mhss.gov.na

PROCUREMENT MANAGEMENT UNIT

Request for Sealed Quotations (Goods)

*Supply and Delivery of Materials and Tools for the
Workshop and General Maintenance for the Directorate:
Health Technology and Infrastructure Management
(Khomas Region)*



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Reference: 4/5/4

Letter of Invitation

Procurement Ref. number:

Dear Sirs/Madams,

Supply and Delivery of Materials and Tools for the Workshop and General Maintenance for the Directorate: Health Technology and Infrastructure Management

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 do not hesitate to contact the following people:

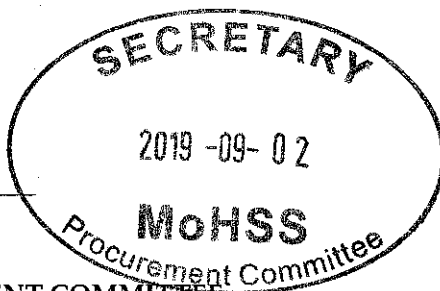
1. Technical enquiries: *Ms. Lineekela (061-2032061)*
2. Administrative enquiries: *Ms. Olivia Shitumbe (061 203 2547)*

Please prepare and submit your quotation (by 11h00 on Tuesday, 10 September 2019), 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 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 Quotation Letter in Section II
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V;
- (d) any other attachment deemed appropriate; and
- (e) all pages must be initialled and every blank (provided) space must be completed
- (f) corrections should be signed/initialled;
- (g) the use of correctional fluid is strictly prohibited; and
- (h) 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 not be retyped for completion.

3. Validity of Quotations

The Quotation validity period shall be 60 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:

	Document name / title	Please tick
1	Original Company Profile (should have contact details, location, information on the company owner(s) and supplier's goods/services)	
2	Original valid Certificate of Tax Good Standing for Procurement Purposes , issued by the Ministry of Finance: Inland Revenue.	
3	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).	
4	Original valid Good Standing Certificate with the Social Security Commission.	
5	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.	
6	Certified copy of a valid Certificate of Registration as an SME, issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).	
7	A written undertaking, as contemplated in section 138(2) of the Labour Act No 11 of 2007.	

5. Delivery

Delivery shall be *seven (7) 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

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 Security/entrance of *the Ministry of Health and Social Services – Finance and HR building, Procurement Management Unit, Harvey Street, Windhoek west*, not later than *Tuesday, 10 September 2019, 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 (N\$). 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 VI: General Conditions of Contract and Contract Agreement.

13. Notification of Award and Debriefing

The Public Entity shall, after award of contract, promptly publish on the website, of the name of the successful bidder and the contract amount.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

Complete this form with all the requested details and submit 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:	The Ministry of Health and Social Services
Procurement Reference Number:	
Subject matter of Procurement:	

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.

The validity period of the Quotation is 60 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 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	

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and Delivery of Materials and Tools for the Workshop and General Maintenance for the Directorate: Health Technology and Infrastructure Management

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS						
				Bidders shall fill-in columns E - I and fill the total						
				E= mark with a *if an equivalent is quoted						
				F= Rate per unit G=Total price for all items (CxF)						
								<ul style="list-style-type: none"> • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page • Under column F bidders must choose to fill either (Unit Price (Incl. VAT) or (Unit Price Excl. VAT) but not fill both fields 		
A	B	C	D					E	F	
Item code	Description	Qty	UOM	*	Unit Price (Incl. VAT)	Unit Price (Excl. VAT)	Total price (Incl. VAT)	Total price (Excl. VAT)	Delivery Period(days)	
LOT										
1	Scissor heavy duty	1	Pack							
2	Welding rod Vitemax size 2.50mm	6	P/6							
3	Welding rod Vitemax size 3.15	4	Box							
4	Wooden Brieter Kit (wooden chisel kit)	1	Each							
5	Carpenter Hummer	1	Each							
6	Tape measure heavy duty (PR11) heavy duty 5m	2	Each							
7	Level Spirit LL8 DIY LL8 DIY (1000mm) Ross	1	Each							
8	Wrench adjust gedore (6368270 62 250mm Gedore)	2	Each							
9	Wrench pipe Gedore (645346 227 350mm Gedore)	2	Each							

10	Wrench basin ADJ monument tools (Basin 345V)	2	Each						
11	Plunger Basin (basin mm3 125 monument)	2	Each						
12	Trade packer plumber (water pump adjustable wrench will	1	Each						
13	Plier water pump (250mm titan)	1	Each						
14	Plier Waterpump (150mm titan)	1	Each						
15	Hand wooden scurf machine	1	Each						
16	Air staple 5000pcs 1010J	6	P/6						
17	Air staple RAC (843011019J)	3	P/box						
18	POP Rivets size 4.15mm	2	P/box						
19	POP Rivets (4.8x18mm)	2	P/box						
20	Sanding paper wet/dry latex paper (P/120)	10	P/120						
21	Sanding it all size P100	10	P/100						
22	Vitex sanding paper (KK504XP40 498)	10	Each						
23	Grinding plate metal cutter (Size 230)	10	Each						
24	Grinding plate metal cutter (Size 3x22.23)	10	Each						
25	Metal Saw blade/teeth (24 per 25mm)	10	Each						
26	Electrical Caber (Size 9mm 100 meter)	3	Each						
27	Electrical adapter (Code: AOK-12B max 16A 250 2x16A plug)	10	Each						
28	Ball pen drill metal (Size 5mm)	10	Each						
29	Ball pen drill metal (Size 4.0x15mm)	10	Each						
30	Ball pen drill metal (Size 11mm)	2	Each						
31	Ball pen drill metal (Size 12mm)	2	Each						
32	Ball pen drill metal (Size 6mm)	8	Each						
33	Ball pen drill metal (Size 9mm)	8	Each						

34	Ball pen drill metal (Size 4mm)	10	Each						
35	Ball pen drill metal (Size 7mm)	10	Each						
36	Ball pen drill metal (Size 8mm)	10	Each						
37	Ball pen drill metal (Size 5mm)	3	Each						
38	Ball pen drill metal (Size 4.0x 15 mm)	2	Each						
39	Ball pen drill metal (Size 11mm)	4	Each						
40	Ball pen drill metal (Size 12mm)	1	Each						
41	Fitting size small (Size small)	20	Each						
42	Fitting size large (Size large)	20	Each						
43	Fitting size medium (Size medium)	20	Each						
44	Contact adhesive glue 5L	2	5L						
45	Special thinners 5 litre	4	5L						
46	POP river gun	1	Each						
47	Welding helmet	1	Each						
48	Sink mix top mounted	10	Each						
49	15mm Head part 15mm head part	40	Each						
50	20 mm Head part	40	Each						
51	CD Washer	100	Each						
52	15mm Angle valve	20	Each						
53	15mm Flex pipe	20	Each						
54	LL Cistern Kit (LL Cistern Kit)	40	Each						
55	LL Bottom inlet FF Cistern KIT	40	Each						
56	Pillar tap	40	Each						
57	Urinal flushing master valve	10	Each						

58	WC pan flushing master valve	10	Each									
59	Sewing thread GC6-D Sewing thread upholstery	10	Each									
60	Machine needle	1	Pack									
61	Machine oil 5L	1	5L									
62	Superior tailoring measure tape (0.150cm)	2	Each									
63	4-80 Starter	4	Pack									
64	Cylinder lock	60	Each									
65	Bulb 26watt/840PL	150	Each									
66	Bulb 11 Watt ES	50	Each									
67	Bulb Watts BC	50	Each									
68	Bulb PL 9 watts	50	Each									
69	58 watts tubes	2	Box									
70	36 watts tubes	4	Box									
COMPANY NAME:											GRAND TOTAL	N\$
NAME OF STAFF:											ADDRESS:	
POSITION:											SIGNATURE:	
											DATE:	

NB! BIDDERS SHOULD TAKE NOTE THAT ONLY COMPANIES THAT ARE IN LINE WITH BUSINESS PRINCIPLE 'S (HARDWARE AND RELATED BUSINESS).

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

PROCUREMENT REFERENCE NO.:

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

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

Item No	Technical Specification Required	Compliance of Specification Offered Indicate comply/not comply	Details of Non- Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Scissor heavy duty		
2	Welding rod Vitemax size 2.50mm		
3	Welding rod Vitemax size 3.15		
4	Wooden Bieter Kit (wooden chisel kit)		
5	Carpenter Hammer		
6	Tape measure heavy duty (PR11) heavy duty 5m		
7	Level Spirit LL8 DIY LL8 DIY (1000mm) Ross		
8	Wrench adjust gedore (6368270 62 250mm Gedore)		
9	Wrench pipe Gedore (645346 227 350mm Gedore)		
10	Wrench basin ADJ monument tools (Basin 345V)		
11	Plunger Basin (basin mm3 125 mnument)		
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13	Plier waterpump (250mm titan)		
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15	Hand wooden scurf machine		
16	Air staple 5000pcs 1010J		
17	Air staple RAC (843011019J)		
18	POP Rivets size 4.15mm		
19	POP Rivets (4.8x18mm)		
20	Sanding paper wet/dry latex paper (P/120)		

Item No	Technical Specification Required	Compliance of Specification Offered Indicate comply/not comply	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
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22	Vitex sanding paper (KK504XP40 498)		
23	Grinding plate metal cutter (Size 230)		
24	Grinding plate metal cutter (Size 3x22.23)		
25	Metal Saw blade/teeth (24 per 25mm)		
26	Electrical Caber (Size 9mm 100 meter)		
27	Electrical adapter (Code: AOK-12B max 16A 250 2x16A plug)		
28	Ball pen drill metal (Size 5mm)		
29	Ball pen drill metal (Size 4.0x15mm)		
30	Ball pen drill metal (Size 11mm)		
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32	Ball pen drill metal (Size 6mm)		
33	Ball pen drill metal (Size 9mm)		
34	Ball pen drill metal (Size 4mm)		
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36	Ball pen drill metal (Size 8mm)		
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38	Ball pen drill metal (Size 4.0x 15 mm)		
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40	Ball pen drill metal (Size 12mm)		
41	Fitting size small (Size small)		
42	Fitting size large (Size large)		
43	Fitting size medium (Size medium)		
44	Contact adhesive glue 5L		
45	Special thinners 5 litre		
46	POP river gun		
47	Welding hermete		
48	Sink mix top mounted		

Item No	Technical Specification Required	Compliance of Specification Offered Indicate comply/not comply	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
49	15mm Head part 15mm head part		
50	20 mm Head part		
51	CD Washer		
52	15mm Angle valve		
53	15mm Flex pipe		
54	LL Cistern Kit (LL Cistern Kit)		
55	LL Bottom inlet FF Cistern KIT		
56	Pillar tap		
57	Urinal flushing master valve		
58	WC pan flushing master valve		
59	Sewing thread GC6-D Sewing thread upholstery		
60	Machine needle		
61	Machine oil 5L		
62	Superior tailoring measure tape (0.150cm)		
63	4-80 Starter		
64	Cylinder lock		
65	Bulb 26watt/840PL		
66	Bulb 11 Watt ES		
67	Bulb Watts BC		
68	Bulb PL 9 watts		
69	58 watts tubes		
70	36 watts tubes		

Detailed technical literature as stated in the requirements. 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 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 VI: CONTRACT AGREEMENT

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SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number:

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

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is: Health Care Technology and Infrastructure Management (Khomas) Region
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Subject and GCC clause reference	Special Conditions
<p>Notices GCC 8.1</p>	<p>Any notice shall be sent to the following addresses:</p> <p>For the Ministry, the address and the contact name shall be: Private Bag 13198, Windhoek Attention: Secretary: Procurement Committee</p> <p>For the Supplier, the address and contact name shall be: _____</p>
<p>Delivery and Documents GCC 13.1</p>	<p>The Goods are to be delivered within <u> 7 </u> days from the date of the Purchase Order. The bidder to ensure that goods are received undamaged.</p> <p>The documents to be furnished by the Supplier are: (a) signed delivery note; and first Invoice for payment.</p>
<p>Terms of Payment GCC 16.1</p>	<p>The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice.</p>
<p>Terms of Payment GCC 16.3</p>	<p>Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.</p>
<p>Terms of Payment GCC 16.4</p>	<p>The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.</p>
<p>Performance Security GCC 18</p>	<p>(i) No performance security is required</p>
<p>Packing GCC 23.2</p>	<p>The packing, marking and documentation within and outside the packages shall be: product name, quantities</p>
<p>Insurance GCC 24</p>	<p>The bidder bears the cost of insurance</p>
<p>Transportation GCC 25</p>	<p>The Goods shall be delivered: Delivery Duty Paid</p>
<p>Inspection and Tests GCC 26.</p>	<p>Testing and commissioning of goods shall be at the supplier's expense</p>
<p>Liquidated Damages GCC 27</p>	<p>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.</p>
<p>Warranty GCC 28.3</p>	<p>For item 1, the minimum period of warranty/shelf life shall be _____</p> <p>For item 2, the minimum period of warranty/shelf life shall be _____</p> <p>For item 3, the minimum period of warranty/shelf life shall be _____</p>

SCHEDULE 2: COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION		
PER PRODUCT		
	N\$	N\$
Raw Materials, Accessories (clinical supplies) & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour	
• Clerical Wages	
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	

Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

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

Supplier/Bidder Name: _____

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Expression of Interest Document		
Mandatory Documentations		

***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.*