



MINISTRY OF HEALTH AND SOCIAL SERVICES

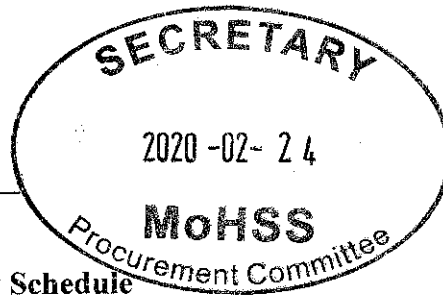
**Request for Informal Quotations
for Goods**

PROCUREMENT OF TABLE CLOTH FOR WINDHOEK CENTRAL HOSPITAL

To:

The **MINISTRY OF HEALTH AND SOCIAL SERVICES** hereby invites you to submit your quotation. Your quotation should be made on this form, with any annex which you may wish to enclose, and should be **hand delivered** to Ministry of Health & Social Services, Private Bag 13198, Windhoek, Head Office, Procurement Management Unit, Finance & Procurement Building, Harvey Street, Attention Ms. M.A.Mbaka, in a **sealed envelope marked procurement of tablet cloth for Windhoek Central Hospital** quotation should reach the Ministry on or before **Tuesday, 28 February 2020 by 11h00** time at latest.

Signature _____
Title of Officer: Secretary: Procurement Committee



Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price Incl.VAT	Total Price Incl.VAT
1	Damask jacquard-white/ table cloth	30 m	Each		
2	Damask check 300cm /royal; blue /tew/ table cloth	30 m	Each		
3	Thread/dortak 500m/3 white and royal blue	6	Each		
				Total NS	

- (a) MINISTRY OF HEALTH AND SOCIAL SERVICES requested works completion period: within seven (7) days as from the date of placement of order.
- (b) Bidder's proposed completion period: within three 3 days from date of placement of order.
- (c) Validity of offer: 30 days as from closing date set for submission of quotations.

Remarks [if any from Bidder]:

.....
.....
I/We agree to supply the abovementioned services at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal

(Please overleaf)

General Terms and Conditions Applicable

1. Employer

The Public Entity inviting the Informal Quotation is the Employer 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 Public Entity

The Public Entity shall have the rights to

- (a) ask for clarifications at time of evaluating quotations and
- (b) reject all quotations.

A Public Entity 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 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);
- (f) A written undertaking, as contemplated in Section 138 (2) of the Labour Act 11 of 2012

5. Bid Securing Declaration

Bidders is 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 services on or before the date set in the purchase order for delivery of the goods or services.
- (c) The purchase shall be valid for 30 days only and will be cancelled them after

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.- NCS/RFQ-GCC14 posted in the website of the Policy Unit and on the Ministry of Health and Social Services subject to the data provided hereunder.

10. Project Manager

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administrating the contract.

11. Advanced payment

Advance payment is not applicable.

12. Payment

The Employer undertakes to effect payment within [30 days] after completion of the services to the satisfaction of the Client subject to the Service Provider making goods all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

13. Insurance Covers [Not applicable].

14. Performance Security [Not applicable]

15. Liquidated damages [insert quantum and conditions attached, applicable].