Procurement Management Unit

Reference: 4/5/4

Emergency Procurement of Full PPE Kits for COVID-19 response
Dear Sirs/Madams,

Emergency Procurement of Full PPE Kits for COVID-19 response

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 contact the following people:

1. Technical enquiries: Mr. Augustine Kasterody (061 203 2314)
2. Administrative enquiries: Mr. Erasmus Amadhila (061 203 2314)

Please prepare and submit your quotation (by 11h00 on Monday, 17 August 2020), in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

COVID-19 LOGISTICS
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 List of Goods and Price Schedule Section II;
   (b) the Specifications and Compliance Sheet in Section III; and
   (c) any other attachment deemed appropriate.
   (d) All pages must be initialled, every blank space (provided) must be completed and use of correction fluid is strictly prohibited
   You are advised to carefully read the complete the document, before preparing your quotation. The standard forms in this document may be retyped for completion.

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 please tick below, to indicate whether each of the following document is attached:

<table>
<thead>
<tr>
<th>Document name / title</th>
<th>Please tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Original valid Certificate of Good Standing for Procurement Purposes, issued by the Ministry of Finance: Inland Revenue.</td>
<td></td>
</tr>
<tr>
<td>2 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).</td>
<td></td>
</tr>
<tr>
<td>3 Original Certificate of valid Good Standing Certificate with the Social Security Commission.</td>
<td></td>
</tr>
<tr>
<td>4 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.</td>
<td></td>
</tr>
<tr>
<td>5 Certified copy of a valid Certificate of Registration as an SME, issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).</td>
<td></td>
</tr>
<tr>
<td>6 A written undertaking, as contemplated in section 138(2) of labour Act No 11 of 2007.</td>
<td></td>
</tr>
</tbody>
</table>
5. **Delivery**

Delivery shall be ............ *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*

5.1. Local bidders that bid with ex-stock should state physical address where stock is available for technical teams to do inspections.

5.2. The Bid is subjected to local bidders and collusion will lead to disqualification of both bidders.

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 Ministry of Health and Social Services – Main building, COVID-19 Logistics office (Basement), Harvey Street, Windhoek West*, not later than *Monday, 17 August 2020, 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.

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. 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 III: General Conditions of Contract and Contract Agreement.

13. Notification of Award and Debriefing

Only Successful bidders will be notified.
## SECTION II: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR:** Emergency Procurement of Surgical Disposable Gowns and Head Covers for COVID-19 response

<table>
<thead>
<tr>
<th>INSTRUCTIONS TO THE PUBLIC BODY</th>
<th>INSTRUCTIONS TO BIDDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>At time of preparation of the RFQ, Columns A to E shall be filled in by the Ministry.</td>
<td>Bidders shall fill-in columns E to J</td>
</tr>
</tbody>
</table>

- E= mark with a *if an equivalent is quoted
- C= Rate per unit
- C=Total price for one item
- 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

<table>
<thead>
<tr>
<th>Item code</th>
<th>Description</th>
<th>Qty.</th>
<th>UOM</th>
<th>Unit Price N$ (Excl VAT)</th>
<th>Unit Price N$ (Including VAT)</th>
<th>Total price ( N$ Excl VAT)</th>
<th>Total price ( N$ including VAT)</th>
<th>Delivery Period</th>
<th>Quantities of Ex-Stock Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PPE kit 1 (Isolation Gown Level III, Apron, Gloves Nitrile powder free, KN95 Respirator Mask and Isolation Goggle)</td>
<td>60,000</td>
<td>Set</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2.</td>
<td>PPE kit 2 (Protective Disposable Coverall Level II, Gloves Nitrile Powder free, KN95 Respirator Mask and Face Shield)</td>
<td>20,000</td>
<td>Set</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Theater PPE Kit 3 (Sterile Surgical Reinforced Gown level III or high, Glove Surgical, Nitrile, sterile, powder free, KN95 Respirator Mask and Isolation Goggle)</td>
<td>20,000</td>
<td>Set</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td>Body bag</td>
<td>1,000</td>
<td>Each</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total N$</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Name of Bidder:

- NAME: 
- POSITION: 
- SIGNATURE: 
- DATE: 
- ADDRESS:

The Ministry may apportion the products in quantities of 5,000 pending the prices offered being fair and reasonable, and the delivery period offered.

The price shall be treated as firm in Namibian Dollars for all intent and purpose and Bidders that are not eligible for VAT and still quote for VAT will be disqualified from the bidding process.

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

**NB! BIDDERS SHOULD TAKE NOTE THAT ONLY COMPANIES THAT ARE IN LINE AS MAIN BUSINESS PRINCIPLES (CLINICAL SUPPLIES/CONSUMABLES OR MEDICAL SUPPLIES/CONSUMABLES) WILL BE CONSIDERED.**
# SECTION III: SPECIFICATIONS AND COMPLIANCE SHEET

<table>
<thead>
<tr>
<th>Item No</th>
<th>Technical Specification Required</th>
<th>Compliance of Specification Offered</th>
<th>Indicate comply/not comply</th>
<th>Details of Non-Compliance/Deviation (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td><strong>PPE Kit 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Item</strong></td>
<td><strong>Specifications</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Isolation Gown level III | Single use, fluid resistant, disposable, length mid-calf to cover the top of the boots, light colors preferable to better detect possible contamination, thumb/finger loops or elastic cuff to anchor sleeves in place.  
Option 1: fluid penetration resistant: EN 13795 high performance, or AAMI PB70 level 3 performance or above, or equivalent  
Option 2: blood borne pathogens penetration resistant: AAMI PB70 level 4 performance, or (EN 14126-B) and partial body protection (EN 13034 or EN 14605), or equivalent | | | |
| Apron | Polyester with PVC coating or 100% PVC or 100% rubber. Waterproof.  
Minimum basis weight: 250g/m².  
Adjustable neck strap (reusable).  
Covering size: 70-90 cm (width) X 120-150cm (height), or standard adult size. | | | |
| Glove Examination, Nitrile, non-sterile, powder free | Gloves, examination, nitrile, powder-free, non-sterile. Cuff length preferably reach mid-forearm (e.g. minimum 280mm total length.  
Different sizes  
EU standard directive 93/42/EEC Class I, EN 455, EU standard directive 89/686/EEC Category III, EN 374 ANSI/ISEA 105-2011, ASTM D6319-10 or equivalent | | | |
| KN95 Respirator Mask | “KN95” respirator/ “FFP2” according to EN 149N95 Good breathability with design that does not collapse against the mouth (e.g. duckbill, cup shaped)  
95% Filter efficiency level | | | |
| Isolation Goggle | Good seal with the skin of the face, Flexible PVC frame to easily fit with all face contours with even pressure, Enclose eyes and the surrounding areas, Accommodate wearers with prescription glasses,  
Clear plastic lens with fog and scratch resistant treatments,  
Adjustable band to secure firmly so as not to become loose during clinical activity, Indirect venting to avoid fogging, May be re-usable (provided appropriate arrangements for decontamination are in place) or disposable. EU standard directive 86/686/EEC, EN 166/2002, ANSI/ISEA Z87.1-2010, or equivalent | | | |
## PPE Kit 2

<table>
<thead>
<tr>
<th>Item</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Protective Disposab le Clothing, Coverall level III</strong></td>
<td>Coverall, protection, CattI, type 6b, M Spray/aerosol-penetration resistant, biohazard-protective coverall, for use in EVD patient-isolation units for infection prevention and control against viral penetration. Elasticated hood around face. Elasticated cuffs and ankles. Elasticated sleeves. Preferably bound seams. Zipper with re-sealable flap protecting leakage through seams. Stitched-in neck label indicating the type and performance of the suit against the below mentioned standards. Color: White Material: Lightweight, do not contain rubber/latex. Antistatic treated on both sides. Fabric is Infective agent tested against viral penetration at minimum 1.75kPa (class 2) (or equivalent international standard) Non-sterile Single Use, disposable</td>
</tr>
<tr>
<td><strong>Glove Examination, Nitrile, non-sterile, powder free</strong></td>
<td>Gloves, examination, nitrile, powder-free, non-sterile. Cuff length preferably reach mid-forearm (e.g. minimum 280mm total length. Different sizes EU standard directive 93/42/EEC Class I, EN 455, EU standard directive 89/686/EEC Category III, EN 374 ANSI/ISEA 105-2011, ASTM D6319-10 or equivalent</td>
</tr>
<tr>
<td><strong>KN95 Respirator Mask</strong></td>
<td>“KN95” respirator/“FFP2” according to EN 149N95 Good breathability with design that does not collapse against the mouth (e.g. duckbill, cup shaped) 95% Filter efficiency level</td>
</tr>
<tr>
<td><strong>Face Shield</strong></td>
<td>Made of clear plastic and provides good visibility to both the wearer and the patient, Adjustable band to attach firmly around the head and fit snugly against the forehead, Fog resistant (preferable), Completely cover the sides and length of the face, May be re-usable (made of robust material which can be</td>
</tr>
</tbody>
</table>

## Theatre PPE Kit 3

<table>
<thead>
<tr>
<th>Item</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sterile Surgical Reinforce d Gown level III or high</strong></td>
<td>Single use, fluid resistant, disposable, length mid-calf to cover the top of the boots, light colors preferable to better detect possible contamination, thumb/finger loops or elastic cuff to anchor sleeves in place. Level 3 or higher, sterile with reinforcement at the chest and arm</td>
</tr>
<tr>
<td><strong>Glove Surgical, Nitrile, sterile,</strong></td>
<td>Gloves, surgical, nitrile, powder-free, single use. Gloves should have long cuffs, reaching well above the wrist, ideally to mid-forearm. EU standard directive 93/42/EEC Class I, EN 455, ANSI/ISEA 105-2011, ASTM 6319-10 or equivalent</td>
</tr>
<tr>
<td>Powder free</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>KN95 Respirator Mask</strong></td>
<td>“KN95” respirator/ “FFP2” according to EN 149N95 Good breathability with design that does not collapse against the mouth (e.g. duckbill, cup shaped) 95% Filter efficiency level</td>
</tr>
<tr>
<td><strong>Isolation Goggle</strong></td>
<td>Good seal with the skin of the face, Flexible PVC frame to easily fit with all face contours with even pressure, Enclose eyes and the surrounding areas, Accommodate wearers with prescription glasses, Clear plastic lens with fog and scratch resistant treatments, Adjustable band to secure firmly so as not to become loose during clinical activity, Indirect venting to avoid fogging, May be re-usable (provided appropriate arrangements for decontamination are in place) or disposable. EU standard directive 86/686/EEC, EN 166/2002, ANSI/ISEA Z87.1-2010, or equivalent</td>
</tr>
</tbody>
</table>

### Item Specifications

<table>
<thead>
<tr>
<th><strong>Body bag:</strong></th>
<th>Made of linear enforced, U-shape zipper and 2 zipper pulls with tie ribs. Adult size 250x120cm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Protector Body Bag specifications: 6 handles</td>
</tr>
<tr>
<td></td>
<td>“Impermeable, linear reinforced LLDPE, LDPE, EVA, PEVA, (avoid PVC), minimum thickness 400 microns;</td>
</tr>
<tr>
<td></td>
<td>Should be able to hold 100-125 kilos (200-250 lbs),</td>
</tr>
<tr>
<td></td>
<td>Should contain no chlorides: burning of chlorides pollute the environment and can cause damage to retort chambers. Body bags should be non-carcinogenic to health of funeral workers when used for cremations.</td>
</tr>
<tr>
<td></td>
<td>At least 6 handles included in the body bag to allow burial team to hand carry it safely</td>
</tr>
<tr>
<td></td>
<td>Heat-sealed: insure superior strength and safety</td>
</tr>
<tr>
<td></td>
<td>Provide full containment of blood borne pathogens</td>
</tr>
<tr>
<td></td>
<td>Cracking point of 25 - 32 degrees below zero</td>
</tr>
<tr>
<td></td>
<td>Shelf life: minimum 10 years</td>
</tr>
<tr>
<td></td>
<td>Bag and hands should be of white color</td>
</tr>
</tbody>
</table>

5 Physical samples to be provided

6 Each Item in the PPE Kit should be Individually Sealed

**Outer Minimum:** 15”x13”

**Material:** Transparent

**Thickness:** 25 mic

**Labelling:**

**Front:** Manufacturer

**Back:** The content in the Kit

7 Quality Assurance with contact details and address of Issuing institution

8 Certificate of Origin

9 Test result of the contents of the kit
Bidders should complete columns C and D with the specification of the goods offered. Attach detailed technical literature as stated in the requirements. Authorise the specification offered in the signature block below.

**Specifications and Compliance Sheet Authorised By:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Date:</td>
</tr>
<tr>
<td>Authorised for and on behalf of:</td>
<td>Company</td>
</tr>
</tbody>
</table>
Witten 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.