



BE PART OF THE FIGHT!  
REPUBLIC OF NAMIBIA

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ANTI-CORRUPTION COMMISSION

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Tel. No.061-435 4000  
Fax No. 061-4354 124

PO Box 23137  
Windhoek  
Namibia

# Request for Quotations for Services

*Cleaning of outside perimeter*

**Procurement Reference No:** *NCS/IQ/30-82/2022*

*P.O. Box 23137 Windhoek, Tel: 061 4354026 Fax: 061 4354124, [asheelongo@accnamibia.org](mailto:asheelongo@accnamibia.org) 08 March 2022.*

**INFORMAL QUOTATION (OTHER SERVICES)**

**Procurement Ref. No. NCS/IQ/30-82/2021/22**

To: **All Bidders**

The **Anti-Corruption Commission** hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent on fax number **061 4354124** or addressed to Antinette Sheelongo, Corner of Monte Blanc and Groot Tiras Street, Eros, Windhoek in a sealed envelope marked Quotation Reference No: **NCS/IQ/30-82/2021** your quotation should reach the Anti-Corruption Commission on or before the **15** day of February **2022**, by **12:00** at latest.

**Date: 08 March 2022**

Signature ..... 

**Title of Officer: Chief Administrative Officer**

**Priced Activity Schedule**

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1	Cleaning/weeding of office perimeter– ACC HQ outside only	1			
	Site visit allowed				
				Sub Total	
				VAT @%	
				<b>Total</b>	

- (a) *[Insert Public Entities name]* requested works completion period: within *[insert no.]* days as from the date of placement of order.
- (b) Bidder's proposed completion period: within ..... days from date of placement of order.
- (c) Validity of offer: *[.....]* 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 see overleaf)**

Schedule 1

**BID SECURING DECLARATION**  
**(Section 45 of Act)**  
**(Regulation 37(5) and 56(2))**

**Date:**

**Procurement Ref No.: NCS/IQ/30-82/2022**

**To: Anti-Corruption Commission**

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:**.....

## **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.

### **1. Eligibility Criteria**

To be eligible to participate in this Quotation exercise, you should:

- (a) a valid certified copy of company registration certificate, (Certified by the Namibian Police or Commission of Oath)
- (b) a valid original or certified copy of an original (certified by the Namibian Police or Commission Oath) of Good Standing Tax Certificate;
- (c) a valid original or certified copy of an original (certified by the Namibian Police or Commission Oath) of 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;

### **4. 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, a Bid Securing Declaration as per the format contained in Schedule 1 of this document.

### **5. Prices**

Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

**6. 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.

**7. 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 *[insert no.]* days only and will be cancelled there after

**8. General Conditions of Contract**

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.- NCS/IQ/30-82/2022 posted in the website of the Policy Unit and on the *[insert public entities name]* subject to the data provided hereunder.

**9. Project Manager**

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

**10. Advanced payment**

Advance payment is not applicable.

**11. Payment**

The Employer undertakes to effect payment within *[insert number of 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.

**12. Insurance Covers** *[Public Entity to insert insurance covers requirements where applicable].*

**13. Performance Security** *[Public Entity to insert the amount/percentage in respect of Performance Security if applicable]*

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