



REPUBLIC OF NAMIBIA

ANTI-CORRUPTION COMMISSION

Tel: (061) 4354000
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P.O. Box 23137
Windhoek
Namibia

Request for Quotations for Non-Consultancy Services

Hiring of tents, chairs, tables, table cloths and portable air cooler for the tents (International Anti-Corruption day in Rundu).

Procurement Reference No: NCS/RFQ/30-19/2024/25



BE PART OF THE FIGHT!
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06 November 2024

Letter of Invitation

TO ALL BIDDERS

Dear Sirs/Madam

Request for Quotations for hiring of tents, chairs, tables, table cloths and portable air cooler for the tents for the commemoration of International Anti-Corruption Day in Rundu on 09 December 2024

The Anti-Corruption Commission 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 Ms. Elli-Helena Amutenya **061 435 4000**.

Please prepare and submit your quotation in accordance with the instructions given in this document.

Yours faithfully,

Elli-Helena Amutenya

Head: Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ant-Corruption Commission 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 services mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for 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 bid 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) **have a certificate indicating SME Status (for Bids reserved for SMEs);**
- (f) **Submit signed Bid-securing Declaration.**
- (g) **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 Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process.

6. Services Completion Period

The completion period for services shall be **09 December 2024**. Deviation in completion period shall not be accepted.

7. Documents to be submitted

Bidders shall submit along with their quotation's documents giving company's profile, past experience and evidence of similar services provided together with customers reference details. **Three reference letters as a proof of previous work executed.**

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Anti-Corruption Commission with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *Corner of Monte Blanc and Groot Tiras Street, Eros, Windhoek*, at the reception not later than **15 November 2024, 14H15**. Late quotations will be rejected. **Quotations received by e-mail will not be considered**

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

The Anti-Corruption Commission shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Anti-Corruption Commission. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. Margin of Preference

PRICE AND MARGIN OF PREFERENCE

The Margin of Preference on Price offered will be applied to the qualifying Bidders in accordance with the Code of Good Practice on Preference, issued by the Ministry of Finance and Public Enterprises through the Procurement Policy Unit (PPU).

If a bidder qualifies for margins of preferences on more than one basis, all such margins of preferences must be granted to the bidder and, when considering the bid, the bid price shall be reduced with the amount determined in accordance with the formula below for the price evaluation purposes.

$$\mathbf{A = MP \times BP}$$

100

in which formula

- (a) "A" represents the amount to be determined:
- (b) "MP" represents the total percentage of all margins of preferences granted in respect and
- (c) "BP" represents the bid price.

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
Small and Medium Enterprise	1%	<p>Submit a certified copy of a valid original SME certificate, duly certified by the Commissioner of Oaths as issued by the Ministry of Industrialization, Trade and SME Development</p> <p>Declaration indicating the percentage of Namibian SME ownership.</p> <p>Anti-Corruption Commission reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	a bidder who is an SME, means an enterprise that has a valid Micro, Small and Medium Enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51 % owned by Namibians.

Women owned enterprise	1%	<p>Submit a certified copy of Identification Documents (IDs) of all shareholders</p> <p>Founding statement/company registration indicating ownership structure/shareholder certificate by the Commissioner of Oaths</p> <p>-declaration indicating the percentage of Namibian female ownership.</p> <p>Anti-Corruption Commission reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.
Youth Owned Enterprise	2%	<p>Submit a certified copy Identification Documents (IDs) of all shareholders</p> <p>-Founding statement/company registration indicating ownership structure/shareholder certificate by the Commissioner of Oaths</p> <p>In Namibia, individuals between the ages of 16 and 35 are classified as youth. According to Section 1 of the National Youth Council Act, 2009 Act 3 of 2009, "youth" refers to a person who is between</p>	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths

		<p>the ages of 16 and 35. The age of an individual will be determined based on their Identification Document (ID). Declaration indicating the percentage of Namibian youth ownership.</p> <p>Anti-Corruption Commission reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	
Previously Disadvantaged Person owned enterprise	2%	<p>Submit a certified copy Identification Documents (IDs) of all shareholders</p> <p>Founding statement/company registration indicating ownership structure/shareholder certificates by the Commissioner of Oaths</p> <p>Declaration indicating the percentage of Namibian Previously Disadvantaged Persons (PDP) ownership.</p> <p>Previously Disadvantaged Persons (PDP) is defined and referred to in Article 23(2) of the Namibian Constitution and affirmative Act</p>	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs.
	1%		

Suppliers providing employment to Namibian		<p>Declaration that the bidder employs 50% or more Namibian citizens.</p> <p>Anti-Corruption Commission reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	A bidder who employs 50% or more Namibian citizens.
Total margin of preference	7%		

Award will be given to a bidder whose price is substantially responsive in accordance with the least cost selection method after applying the code of good practices.

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

15. Performance Security

Not applicable

16. Notification of Award and Debriefing

The Anti-Corruption Commission shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to: Anti-Corruption Commission	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

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

We confirm that the prices quoted in the Priced Activity 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 services will commence within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

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	

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

Date:

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: SCOPE OF SERVICES

Hiring of tents, chairs, tables, table cloths and portable air cooler for the tents.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/30-19/2024/25

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation:

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Tent with a seating capacity of 200 people each	3			
2	Plastic Chairs	600			
3	Tables and white table cloths	5			
4	High table chairs	10			
5	Portable Air-cooler	6			
6	Green carpets for each tent	3			
7	Tent set- up	3			
				Subtotal	
				VAT @ %	
				Total	

Priced Activity Schedule Authorised By:

Name of signatory:		Signature:	
Position:		Date:	
Company Name:			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/30-19/2024/25

[Bidders should complete columns C and D with the specifications of the services offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Commemoration of International Anti-Corruption day in Rundu on 09 December 2024 Three (3) tents with a seating capacity of 200 people each 600 Plastic Chairs Five (5) tables and white table cloths Ten (10) High table chairs Six (6) Portable Air-cooler Three (3) Green carpets for each tent Tents set-up		

Specifications and Performance Standard Compliance Sheet Authorised By:

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

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No: NCS/RFQ/30-19/2024/25

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
References letter		
Attached quotation		
Warrantee		
<p>To be eligible to participate in this Quotation exercise, you should:</p> <ul style="list-style-type: none"> (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; (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; 		

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.