



## Municipality of Walvis Bay

Civic Centre · Nangolo Mbumba Drive · Private Bag 5017 · Walvis Bay · Namibia  
Phone +264 (0)64 201 3111 · Fax +264 (0)64 204 528 · [www.walvisbaycc.org.na](http://www.walvisbaycc.org.na)

# Request for Informal Quotation (Goods)

## Supply and delivery of Business cards

Name of Bidder: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Postal address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Total Bid Amount (VAT exclusive): N\$ \_\_\_\_\_

Total Bid Amount (VAT inclusive): N\$ \_\_\_\_\_

**Procurement Reference No: G/IQ/MWB-01/2024**

Closing Date & Time: 13 May 2025 @ 11h00



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## INFORMAL QUOTATION (GOODS)

Procurement Ref. No. G/IQ/MWB-01/2024

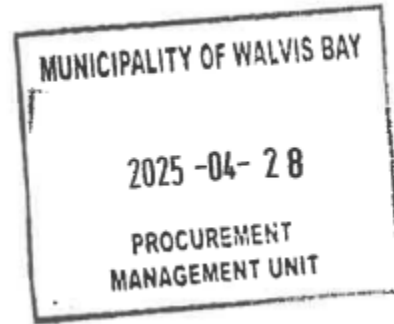
To:

The Municipality of Walvis Bay hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and addressed to The Municipality of Walvis Bay in a sealed envelope marked Quotation Reference No G/IQ/MWB-01/2024 Your quotation should reach the Municipality of Walvis Bay on or before 13 May 2025, by 11h00 at latest.

For any enquiries, please contact the following staff members:

Technical enquiries: Ms. Beverly Bamm (064) 201 3270 [bbamm@walvisbaycc.org.na](mailto:bbamm@walvisbaycc.org.na)  
Administrative enquiries: Ms. Ruusa Ilonga (064) 201 3275 [rilonga@walvisbaycc.org.na](mailto:rilonga@walvisbaycc.org.na)

Secretary: Procurement Committee



Item No	Description	Quantity*	Unit of Measurement	Unit Price (VAT excl.)	Subtotal (VAT exclusive)	VAT NAD	Total Price with VAT	Country of Origin
1	Business cards for the GM: CED	100	Each					
2	Business cards for the Manager: Procurement	50	Each					
Total (VAT exclusive)							N\$	
Grand Total (VAT inclusive)							N\$	

**Remarks: (\*) Quantities may be increased or decreased at time of placement of Purchase Order.**

- (a) The Municipality of Walvis Bay requests delivery within seven (7) days as from the date of placement of order.
- (b) Delivery Date: within seven (7) days from date of placement of order.
- (c) The following tests and inspections will be carried conducted on the goods at delivery:  
None
- (d) Validity of offer: 14 days as from closing date set for submission of quotations.

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

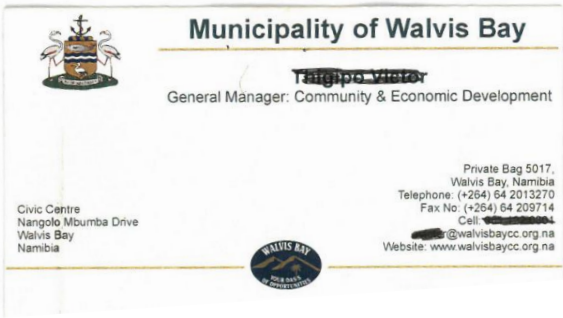
**Date** \_\_\_\_\_

**Bidder's signature** \_\_\_\_\_

## SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Procurement Reference Number: **G/IQ/MWB-01/2024**

*[Bidders should complete columns C and D with the specification of the goods 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	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A	B*	C	D
1.	<p>Sample of the business cards must be attached to the bid:</p>  <p>Detailed wording will be provided to the successful bidder.</p>		

### Specifications and Compliance Sheet Authorised By:

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

**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***

### **General Terms and Conditions Applicable**

*[The Public Entity may amend or supplement the General Terms and Conditions mentioned hereunder to suit better its procurement requirements]*

**1. Purchaser**

The Public Entity inviting the Informal Quotation is the Purchaser 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 the Public Entity**

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

A Purchaser 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 submit the following documents that must be valid by the date of submission:

	<b>Description</b>
1	<b>Certified copy of a valid Certificate of Good Standing for Procurement Purposes</b> , issued by <b>NAMRA</b> .
2	<b>Certified copy of a valid Affirmative Action Compliance Certificate</b> (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or <b>Letter from the Employment Equity Commission</b> (letter should be on letterhead, stamped and signed by the EEC).
3	<b>Certified copy of a valid Good Standing Certificate with the Social Security Commission</b> , issued within 30 days before closing date of submission of bid.
4	<b>Certified Copy of the Close Corporation Certificate</b> (issued in terms of Act 26 of 1988) or <b>Founding Statement or any other relevant Company Registration Certificate</b> . These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render.
5	A written 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;
6	Certified copy of the Good Standing Certificate from BIPA.
7	All pages of the bidding document should be fully completed, initialled and principal business should be in line (printing and designing).

8	Attach proof of confirmation of account from a <b>Namibian Banking Institution</b> , issued within the past 6 months with date stamp.
9	Bidders with more than two Awards / Purchase Orders pending / outstanding, with the Municipality of Walvis Bay, will not be considered.
10	Bidders with records of poor service delivery, turning down of awards/purchase orders with the Municipality of Walvis Bay will not be considered.
11	Attached an original or certified copy of proof of one (1) reference letter/ completion certificate of rendering similar services/delivering similar goods.
12	Bidders should submit samples with their bid document.  <b>NB:</b> Unsuccessful bidders will be informed to collect their samples after the bid is awarded. The sample of successful bidders will be retained until delivery of goods has been delivered. (if applicable)

## **5. 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

## **6. Prices**

Prices shall be quoted in Namibia Dollars. 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 Supplier.

## **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 goods on or before the date set in the purchase order for delivery of the goods.
- (c) the purchase order shall be valid for *seven (7)* days only and will be cancelled thereafter.

## **9. General Conditions of Contract**

The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No.- G/RFQ-GCC posted in the website of the Policy Unit and on the [insert public entities name] website.

## **10. Warranty**



- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

**11. Payment**

The Purchaser undertakes to effect payment within 30 days after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.



## **Republic of Namibia**

### **Ministry of Justice and Labour Relations**

**Written undertaking in terms of Section 138 of the Labour Act, 2007 (Act No. 11 of 2007) and Section 50(2)(d) of the Public Procurement Act, 2015 (Act No. 15 of 2015)**

#### **1. EMPLOYERS DETAILS**

Company Trade Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Vat Number: \_\_\_\_\_

Industry/Sector: \_\_\_\_\_

Place of Business: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cellphone: \_\_\_\_\_ 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, 2007 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(s) as stipulated in Section 138 of the Labour Act, 2007, which includes (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.*