



REPUBLIC OF NAMIBIA

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

PROCUREMENT MANAGEMENT UNIT

Tel (061) 2706209
Fax (061) 2706236
Enquiries: Mrs L Tjatindi

Government Office Park, Luther Street
Private Bag 13391
Windhoek, Namibia

Request for Sealed Quotations

Supply and delivery of Kindergarten Materials (Including Transport Fees) for Adolescent Girls and Young Women (AGYW) and Adolescent Boys and Young Men (ABYM) Small Business Tool Kits to be delivered at Kunene x1,

Ministry of Sport, Youth & National Service.

Procurement Reference Number: G/RFQ/027-87/2024

Closing date: **24 September 2024**

Bidders Name:

Total Quotation Amount.....



REPUBLIC OF NAMIBIA

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

Letter of Invitation

Supply and delivery of Kindergarten Materials (Including Transport Fees) for Adolescent Girls and Young Women (AGYW) and Adolescent Boys and Young Men (ABYM) Small Business Tool Kits to be delivered at Kunene x1

Ministry of Sport, Youth & National Service.

04 September 2024

Procurement Reference Number: G/RFQ/027-87/2024

To: **Prospective Bidders**

The Ministry of Sport, Youth and National Service 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 do not hesitate to contact the following person:

1. Administrative enquiries: Mrs L Tjatindi (061-270 6209)
2. Technical enquiries: : Petrus Shilongo (0812322712)

Please prepare and submit your quotation on **Tuesday, 24 September 2024** at 11h00, in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully


13.9.2024

MS L VAN WYK
HEAD OF PROCUREMENT MANAGEMENT UNIT



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 Quotation Letter in Section II
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V;
- (d) the Supplier's Business principal must be in line;
- (e) the use of correctional fluid is prohibited;
- (f) corrections should be signed/initialled;
- (g) all pages must be initialled and every blank (provided) space must be completed; and
- (h) Any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may not be retyped for completion.

3. Validity of Quotations

The Quotation validity period shall be 30 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 documents is attached:

	Document name / title	Please tick
1	Signed Bid Securing Declaration	
2	Valid certified copy of Certificate of Tax Good Standing for Procurement Purposes , issued by the Ministry of Finance: Inland Revenue.	
3	Valid 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).	
4	Valid certified copy of Good Standing Certificate with the Social Security Commission.	
5	Valid 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.	
6	Valid Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).	
7	A written undertaking , as contemplated in section 138(2) of the Labour Act No 11 of 2007.	

NB: PREFERENCES WILL BE GIVEN TO LOCAL BASED SUPPLIERS