



**Request for Quotations  
for**

**Refilling of water office bottles for the NCAA**

|                               |   |
|-------------------------------|---|
| <b>Bidder<br/>Name:</b> _____ | <b>Bidder<br/>Representative:</b> _____ |
| <b>Tel:</b> _____             | <b>Mobile:</b> _____                    |
| <b>Email:</b> _____           | <b>Fax:</b> _____                       |
| <b>Bid Amount:</b> _____      | <b>Contract period (days):</b> _____    |

**Procurement Reference No: G/IQ/NCAA-21/2023**

**Closing date: 27 September 2023**

**Time: 15H00**

Namibia Civil Aviation Authority  
Head Office  
No.4 Rudolph Hertzog street  
Aussapanplatz  
Windhoek Namibia

|Email: [PMU@ncaa.na](mailto:PMU@ncaa.na)  
|Website: [www.ncaa.com.na](http://www.ncaa.com.na)  
|Tel: +264 832 352166/7/2201

## INFORMAL QUOTATION

Procurement Ref. No. ....

**To**.....

The Namibia Civil Aviation Authority 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 or addressed to Procurement Management Unit at **Namibia Civil Aviation Authority, No. Rudolph Hertzorg Street, ground floor reception area** in a sealed envelope marked Quotation Reference No **G/IQ/NCAA-21/2023** Your quotation should reach the NCAA on or before the 27 September 2023 by 15h00 at latest. **Quotations sent by emailed will be accepted.**

**Full Name of Head of Procurement Management Unit:** Mweutota Shonghela

**Date:** .....

**Signature** .....

### Priced Activity Schedule

| Item No | Brief Description of Services                             | Quantity | Unit of Measure | Unit Price (N\$) | Total Price (N\$) |
|---------|---|----------|-----------------|------------------|-------------------|
|         | Refilling of 20L water bottles                            | 200      | 4000L           |                  |                   |
|         | Delivery is not once off but it will be on NCAA request.  |          |                 |                  |                   |
|         | <b>Delivery will be at Headquarters and Eros Airport.</b> |          |                 |                  |                   |
|         |   |          |                 | Sub Total        |                   |
|         |   |          |                 | <b>VAT @%</b>    |                   |
|         |   |          |                 | <b>Total</b>     |                   |

**Remarks:** (\*) *Quantities may be increased or decreased by 10% at time of placement of order.*

- (a) The NCAA requests delivery within *14* days as from the date of placement of order.
- (b) Delivery Date: within (*Bidders proposed delivery period*).....days from date of placement of order.
- (c) The following tests and inspections will be carried conducted on the goods at delivery:  
*Quantity as per price schedule.*
- (d) Validity of offer: *30* 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 and seal** .....

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

**Date:** .....

**Procurement Ref No.:** .....

**To:** .....

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)



**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.*

## **General Terms and Conditions Applicable**

**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:

- (a) have a valid company Registration Certificate;
- (b) have an original valid/ certified copy good Standing Tax Certificate;
- (c) have an original valid/ certified copy 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;
- (h) Water laboratory test and analyses results (purification certificate)
- (i) Business Physical address (Valid Local Authority fitness certificate)
- (j) Reserved for local SME
- (K) *Bank confirmation letter not older than 3 months.*

**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 30 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.