



REPUBLIC OF NAMIBIA



**MINISTRY OF MINES AND ENERGY
PROCUREMENT MANAGEMENT UNIT (PMU)**

Request for sealed quotation for Supply, replacement and repair of batteries, tyres, windshields, wheel alignment and balancing, number plates and holders and related services to MME Fleet.

Procurement Reference No: NCS/RFQ/15-09/24/25

COMPANY NAME: _____

TOTAL BID PRICE: _____

BID PRICE IN WORDS: _____

CLOSING DATE AND TIME OF BID REQUEST:

DATE: 20 SEPTEMBER 2024

TIME: 10H00

Procurement Management Unit
Ministry of Mines and Energy
Head Office
6 Aviation Road
Windhoek Namibia

Tel: +264 61 284 8111 / 8236

Email: ProcurementManagement@mme.gov.na

Fax: +264 61 235 632

Website: www.mme.gov.na



REPUBLIC OF NAMIBIA

REPUBLIC OF NAMIBIA
MINISTRY OF MINES AND ENERGY

Tel.: +264 61 284-8111
Fax: +264 61 238643 / 220386
E-mail: info@mme.gov.na
Website: www.mme.gov.na

6 Aviation Road
Private Bag
13297
WINDHOEK

Letter of Invitation

TO:

Procurement Reference Number: NCS/RFQ/15-09/24/25

06 September 2024

Dear Bidder,

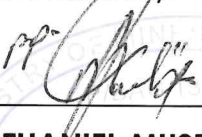
The Ministry of Mines and Energy invites you to submit your best quote for the services described in detail hereunder. Please note that the successful bidder(s) in the respective lot will be required to enter into a Service Level Agreement with the Ministry for a period of 36 months. Three (3) successful Bidders will be selected for each lot.

The resulting contracts shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to ProcurementManagement@mme.gov.na

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,



NATHANIEL MUSENGE
SECRETARY TO THE PROCUREMENT COMMITTEE

WINDHOEK

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Ministry of Mines and Energy** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) 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 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 Contract Data Sheet 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 for **30 days** from the date of submission deadline.

4. Eligibility Criteria

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

- a) have a **valid certified** company Registration Certificate;
- b) have an **original/certified copy of valid** good Standing Tax Certificate; **(Certified by Namibia Police)**
- c) have an **original/certified copy of valid** good Standing Social Security Certificate; **(Certified by Namibia Police)**
- 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; **(Certified by Namibia Police)**
- e) Submit signed Bid-securing Declaration.
- f) Kindly initial all pages of this document and sign where requested.

- g) Incomplete document will be automatically disqualified from the bidding process.
- h) The bidder **MUST HAVE Workshop / Fitment Centre**, and a physical inspection will be conducted before the approval of the successful bidder. Proof of ownership or rental agreement **MUST** be attached to this submission.
- i) Attach a valid fitness certificate issued by the local authority in bidder's name.
- j) Bidders must provide a letter from its supplier(s) in the bidder/company's name for any battery or tyre brand they sell.

5. Bid Security/Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be for a period of 36 months.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, and all relevant documents.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, and addressed to the Public Entity 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 **6 Aviation Road, Ground Floor, Block F1**, not later than **20 September 2024 at 10h00**. Quotations by post or hand delivered should reach **6 Aviation Road** by the same date and time at latest. 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-Securing Declaration will be put available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

The **Ministry of Mines and Energy** 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 and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. 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

- (a) The applicable margins of preference and their application methodology are as follows: The Margin of Preference is applicable to this request for this Bid is: **Preference will only be granted to bidders as per Government notice No.13 in terms of the code of good practice issued on 31 January 2023 in terms of section 71 and 72 of the Public Procurement Act, 2015 and Public Procurement Act, 2022 as amended.** The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is **10%**. Kindly see the table below.

Margins of preferences when evaluating bids for Exclusive Preference

Category	Margin of preference	Documentary evidence
Manufacturer	2 percent	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
MSME	1 percent	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1 percent	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder

		certificate - declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2 percent	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2 percent	-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting environmental protection	1 percent	-declaration and proof that the bidder meets the requirements set out in the bidding document
Service rendered by Namibian citizens.	1 percent	-declaration that the bidder employs 50% or more Namibian citizens
Total	10%	

- (b) Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **Applicable Exclusive Preference**

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related 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 Agreement and General Conditions of Contract.

16. Notification of Award and Debriefing

The Ministry of Mines and Energy shall after award of contract inform all unsuccessful bidders (on request) in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Ministry of Mines and Energy shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

Quotation Addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Services, 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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *forfeiture of the security amount / disqualification on the grounds mentioned in the BDS*.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is **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 bid validity.

Quotation Authorised By:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

Appendix to Quotation Letter

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

Date:

Procurement Ref No.:

To: **Ministry of Mines and Energy
Private Bag 13297
Windhoek
6 Aviation Road (On the way to Eros Airport)
Windhoek**

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 IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/15-10/24/25**

[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 redesigned and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	See the List of tyres and batteries (Page 12)	Multiple			
	Provision of Batteries	Multiple			
	Provision of Tyres	Multiple			
	Provision of rims	Multiple			
	Wheel Alignment	Multiple			
	Wheel Balancing	Multiple			
	Tyre repairs	Multiple			
	Windshield replacement	Multiple			
	Provision of Number plates and holders	Multiple			
	Provision of MME branded disc holders	Multiple			
	Replacement of mirrors and Badges	Multiple			
	Provision of bull bars/nudge bars	Multiple			
<p>1. NB: Two (2) separate detailed quotations should be provided outlining all costs for each product (Batteries and Tyres) for all the 3 years.</p> <p>2. Bidder/company should clearly indicate its preferred lot (s).</p> <p>3. Bidder(s) are required to quote on a price per one item. In case of bull/nudge bars, please quote on all different types for Toyota Hilux (Legend 50, GD6, standard Hilux)</p>				Other additional costs	
Enter 0% VAT rate if VAT exempt.				Subtotal	
				VAT @ %	
				Total	

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By:

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

LOT No:	LOT CLASSIFICATIONS
LOT 1	Khomas and Hardap Regions (Windhoek, Rehoboth, Mariental)
LOT 2	//Kharas Region (Oranjemund, Luderitz, Keetmanshoop, Rosh Pinah)
LOT 3	Erongo Region (Walvis Bay, Swakopmund, Henties bay, Karibib, Omaruru)
LOT 4	Omaheke Region (Gobabis)
LOT 5	Otjozondjupa Region (Okahandja, Otjiwarongo, Otavi, Grootfontein)
LOT 6	Kunene Region (Opuwo, Outjo, Kamanjab, Khorixas)
LOT 7	Kavango West and East Regions (Nkurenkuru, Rundu, Divundu)
LOT 8	Zambezi Region (Katima Mulilo)
LOT 9	Oshikoto Region (Tsumeb, Omuthiya)
LOT 10	Ohangwena Region (Okongo, Eenhana)
LOT 11	Oshana Region (Ondangwa, Ongwediva, Oshakati)
LOT 12	Omusati Region (Outapi, Oshikuku)

NO	Tyre sizes
1	265/65R17
2	245/70/R16
3	185/60R17
4	195/65R15
5	265/70R16
6	175/65/R14
7	265/70R16
8	265/75R16
9	265/60R18
10	215/70/R15
11	245/75/R15
12	205/70R15
13	195/55/R15
14	245/75/R16
15	195/65R18
16	215/75/R15
17	185/65R14
18	235/55R17
19	185/60R15
20	12.00R20
21	245/65R15
22	215/80R15
23	30x9.50R15
24	3x10.50R15

NO	Battery sizes
1	646CE
2	622
3	615
4	620
5	621
6	639C
7	668
8	652C
9	646
10	619
11	650
12	650S
13	650C
14	638
15	619C
16	668C
17	638C
18	618
19	656
20	652
21	652PE
22	612

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/15-10/24/25**

[Bidders should complete columns C and D with the specifications and Performance standards 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)
A*	B*	C	D
1	As Per Section IV		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), **Ref: NCS/RFQ/15-10/24/25** for the procurement of services (time based) available on the website of the Public Entity www.mme.gov.na except where modified by the Special Conditions below.

- **It is entirely the responsibility of the bidder to ensure that precautions are taken to avoid any injuries to persons working on the vehicle.**
- **Any breakage that will be incurred on the vehicles/Truck during the provision of the requested service shall be borne by the contracted Bidder.**
- **Any wrong supplies supplied by the Bidder will be borne by the Bidder and the Ministry shall not be liable for any cost incurred during the exchange of supplies and the initial quotation price shall prevail.**
- **No substandard or low quality of both Batteries and Tyres will be accepted**
- **The Ministry reserves the right to reject any supplies (Batteries/Tyres/related services) deemed not economical viable and no liabilities or whatsoever shall be passed to the Ministry in this case.**
- **The Ministry will not process any payments or whatsoever if the supplies supplied are not accepted.**
- **No subcontracting shall be accepted.**
- **The Ministry will carry out physical business premise(s) inspection for the shortlisted bidders. Clearly indicate the Physical address of the fitment centre**
- **The Bidder/Supplier MUST have a fitment centre from where the business operates.**
- **Bidders should provide proof of similar service provided to any entity in the past and proof must be submitted together with this bid,**
- **Bidder/Supplier MUST be able to provide the tyres and batteries and related services on an adhoc basis where and when needed including weekends and public holidays in their respective slot.**

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/15-10/24/25

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC.

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as from: Not Applicable
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities once off project.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: Mr. Nathaniel Musenge, 6 Aviation Road, Windhoek, Namibia. The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: Not applicable
GCC 2.7 Reporting Obligations	The Service Provider shall report to Mr. Nathaniel Musenge, Head of Management Unit, and 6 Aviation Road, Windhoek.
GCC 2.10 Performance Security	The Performance Security shall be for an amount [5 to 10 %] of the Contract Price or part thereof if the contract is awarded on a split basis: Not applicable
GCC 4.2 Contract Price	The amount payable is: as per the quotation
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider once off within 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall be adjustable based on inflation.

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: NCS/RFQ/15-10/24/25**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	