



**BUSINESS AND INTELLECTUAL  
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation



## Request for Quotations

**Procurement of spare keys and locks and installation of locks**

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**Procurement Reference No: G/IQ/BIPA-27/2023**

**NB!!! Site inspection on Wednesday, 24 January 2024 at 10h00**

*3 Ruhr street, Northern Industry, Windhoek: [Kalengas@bipa.na](mailto:Kalengas@bipa.na): 061 2994415*

## INFORMAL QUOTATION (GOODS)

Procurement Ref. No. G/IQ/BIPA-27/2023

To: All Bidders

**Business and Intellectual Property Authority** 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 should be or addressed to PMU, 3 Ruhr street Northern Industry, in a sealed envelope marked Quotation Reference No **G/IQ/BIPA-27/2023**. Your quotation should reach Business and Intellectual Property Authority on or before the **30 January 2024 by 11h00** at latest.

  
Mr. Jakob Mwaala Shaanika  
Secretary: Procurement Committee



Item No	Description <b>LOT A – BIPA Wanahenda Office</b>	Quantity*	Unit of Measure	Unit Price Excl VAT N\$	Total Price Excl VAT	Delivery period (e.g days, weeks)
1	Main door entrance of keys (copies)	3	Each			
2	HR Office entrance keys (copies)	4	each			
3	Supply & installation of lock office no.043	1	each			
4	Supply & installation of lock office no.044	1	each			
5	Supply & installation of lock office no.045	1	each			
6	Supply & installation of lock office no.046	1	each			
7	Supply of keys for the back office toilet (copies)	2	each			
8	Supply of keys for the back office store room (copies)	2	each			
9	Supply of keys for the sliding door (copies)	2	each			
10	Supply of keys for the server room office (copies)	2	each			
11	Supply of keys for office no.037 (copies)	1	each			
12	Key holders	11	each			
<b>Total Price Excl. VAT</b>						
<b>Total VAT 15%</b>						
<b>Total Price Incl VAT</b>						

Item No	Description <b>LOT B – BIPA PZN Office</b>	Quantity*	Unit of Measure	Unit Price Excl VAT N\$	Total Price Excl VAT	Delivery period (e.g days, weeks)
1	Supply of office keys (copies) for office no.108	2	each			
2	Supply & installation of lock & key copies for office G-12	4				
3	Supply and installation of lock and office keys copies for Statement Office	3				
4	Supply of office keys for the Reception Main Entrance	2				

5	Supply of key copies for the ground floor toilet	5				
6	Supply and installation of lock and office keys copies for office no.107	5				
7	Supply and installation of lock and office keys copies for office no.106	3				
8	Supply and installation of lock and office keys copies for office no.212	4				
9	Supply and installation of lock and office keys copies for office no.215	2				
10	Supply of lock spare keys copies for office no.216	5				
11	Supply of lock spare keys copies for office no.217	5				
12	Supply of lock spare keys copies for office no.207	6				
13	Supply of lock spare keys copies for office no.206	5				
14	Supply and installation of lock and spare keys copies for office no.204	4				
15	Supply and installation of lock and spare keys copies for office no.202	5				
16	Supply and installation of lock no. 309	1				
17	Supply and installation of male toilet lock at the top floor	1				
18	Supply of spare keys copies	2				
19	Supply and installation of lock and spare keys copies	7				
20	Supply and installation of lock and spare keys copies	5				
21	Supply of spare keys for back office ground floor for the main door	2				
22	Supply of spare keys for back office main entrance	2				
<b>Total Price Excl. VAT</b>						
<b>Total VAT 15%</b>						
<b>Total Price Incl VAT</b>						

- (a) Business and Intellectual Property Authority requests delivery period within 7 days as from the date of placement of order.
- (b) The following tests and inspections will be carried on the goods at delivery:  
Inspection of **goods printed** will be conducted before final delivery.
- (c) 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: .....

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Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

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## 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 as underneath 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

	Document name / title	Please tick
1	<b>Original valid certified copy Certificate of Good Standing Tax for Procurement Purposes</b> , issued NAMRA	
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 or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.</b> (letter should be on letterhead, stamped and signed by the EEC).	
3	<b>Original Certificate of valid Good Standing Certificate with the Social Security Commission.</b>	
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 Company Registration Certificate.</b> <i>These Certificates should clearly indicate the goods / services that the Supplier is registered to render.</i> <b>Submit BIPA Good standing Certificate will be added advantage</b>	
5	<b>Certified copy of a valid Certificate of Registration as an SME</b> , issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).	
	<b>Signed Bid-securing Declaration &amp; Written Undertaking (these forms are part of the bid document)</b>	

### 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. 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.

**10. 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.