

Namibia Revenue Agency
PO Box 569
Windhoek, Namibia



INFORMAL QUOTATION

Procurement of PA system and podium

SMALL VALUE PROCUREMENT

Procurement Reference No: G/IQ/NAMRA/01-11/2024

Cost: Free

BIDDER NAME: _____

TOTAL BID AMOUNT – VAT INCLUSIVE: _____

Procurement Management Unit (PMU)

P O Box 569

Windhoek

procurementclarification@namra.org.na

NamRA

**Town Square Building, Upper
Retail**

Post Mall Street

Tel no: 061-2092518

INFORMAL QUOTATION (OTHER SERVICES)

Procurement Ref. No.
G/IQ/NAMRA/01-11/2024

To: Prospective Bidder

The Namibia Revenue Agency hereby invites you to submit your quotation for the services listed hereunder. The Quotation/Bid Box located in **Post Mall Street, NamRA, Town Square Building, Upper Retail** not later than **Friday, 26 April 2024 at 11:00**. Quotations should be sent back to NAMRA Procurement Management Unit (PMU) by email to procurementclarification@namra.org.na.

FULL NAME OF HEAD OF PMU: PETRA LISHO - MAYUMBELO

Date: 22/04/2024 Signature: [Handwritten Signature]

Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
	Procurement of PA system and podium				
1	Suitable PA System Set (including 2 portable mics, 2 speakers and mic tripods/stands and Yamaha Mixer Console)	1			
2	Podium	1			
3	Camera Tripod Size: 67 inch Colour: Black Brand: Any Brand Compatible Devices: DSLR Camera/Action Camera, iPhone 13/ 13 pro/ 13 pro max, iPhone 12 / 12 pro/ 12 pro max/ 12 mini, iPhone 11/ 11 Pro Max/ 11 pro/ X/ XS max/ XR/10, iPhone 8 plus/ iPhone 8/ 7/ 7 plus, Samsung galaxy S22/S21/S20/ S20+/S10/S10+/S9, iPad Pro 9.7"/10.5"/ 11", iPad Mini 1/2/3/4/5/6DSLR Camera/Action Camera, iPhone 13/ 13 pro/ 13 pro	1			

max, iPhone 12 / 12 pro/ 12 pro max/ 12 mini, iPhone 11/ 11 Pro Max/ 11 pro/ X/ XS max/ XR/10, iPhone 8 plus/ iPhone 8/ 7/ 7 plus , Samsung--- Special Feature: Portable, Lightweight, Adjustable Material Aluminium Weight Limit 9.26 Pounds Maximum 67 Inches Height Tripod Head Pan Heads Type Minimum 16.9 Inches Height				
				VAT @%
				TOTAL

- (a) Namibia Revenue Agency completion period: within 1 day as from the date of placement of order.
- (b) Bidder's proposed completion period: within *[insert no.]* days from date of placement of order.
- (c) The following tests and inspections will be conducted: Proof reading and verifying.
- (d) Validity of offer: 14 days as from closing date set for submission of quotations.

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

Bidder's signature.....

Bidder's company stamp

Date.....

**BID SECURING DECLARATION
In line with NamRA Policy**

Date:

Procurement Ref No.: G/IQ/NAMRA/01-11/2024

To:

In accordance to the NamRA Procurement Policy, 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]

Bidder company stamp:



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2007

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. Employer

NamRA inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

2. Service Provider

The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Service Provider.

3. Rights of NamRA

NamRA shall have the rights to

- (a) ask for clarifications at time of evaluating quotations and
- (b) reject all quotations.

NamRA 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 an original or copy certified valid good Standing Tax Certificate for NAMRA.

(b) have an original or copy certified valid good Standing Social Security Certificate.

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 Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. The Contract

The letter of award/Purchaser Order Form together with this bidding form shall constitute the contract between NamRA and the Service Provider

8. Purchase Order

A service provider to whom a purchase order or letter of award is issued must confirm the purchase order within One (1) day 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 services on or before the date set in the purchase order or letter of award for delivery of the services.
- (c) the purchase order or letter of award shall be valid for 30 days only and will be cancelled thereafter.

9. Payment

The Employer undertakes to effect payment within 14 days after completion of the services to the satisfaction of the Client subject to the Service Provider making goods all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any non-compliance in the execution of the contract.

10. Advanced payment

Advance payment is not applicable.