

# INFORMAL QUOTATION

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**Procurement of removing existing wooden flag poles  
and replacing with new stell poles at Walvis Bay  
office**

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## SMALL VALUE PROCUREMENT

**Procurement Reference No: NCS/IQ/NAMRA/01-93/2023**

**Cost:** Free

**BIDDER NAME:** \_\_\_\_\_

**TOTAL BID AMOUNT – VAT INCLUSIVE:** \_\_\_\_\_

Procurement Management Unit (PMU)  
**P O Box 569**  
Windhoek  
[procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na)

**NamRA**  
**Town Square Building, Upper Retail**  
**Post Street Mall**  
Tel no: 061-2092518

## INFORMAL QUOTATION (OTHER SERVICES)

Procurement Ref. No.  
NCS/IQ/NAMRA/01-93/2023

### 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 Street Mall, NamRA, Town Square Building, Upper Retail** not later than **Thursday, 02 May 2024 at 11:00**. Quotations should be sent back to NAMRA Procurement Management Unit (PMU) by email to [procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na).

FULL NAME OF HEAD OF PMU: **PETRA LISHO - MAYUMBELO**

Date: 24 April 2024

Signature P. Lisho

### Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
	<b>PROCUREMENT OF REMOVING EXISTING WOODEN FLAG POLES AND REPLACING WITH NEW AT WALVIS BAY OFFICE</b>  <b>NB!! COMPULSORY SITE VISIT WILL BE AT WALVIS BAY NAMRA DOMESTIC TAXES OFFICE ON THE 26 APRIL AND 29 APRIL @ 11H00AM. KINDLY CONTACT REBEKKA UUSIKU ON 0811251496</b>				
1.	<b>Demolition and Alteration</b>  <b>Notes:</b> Such materials are to be removed and transported to the nearest office of the Department of Works. The materials delivered to the Department of Works are to be receipted. All other building rubble is to be removed from site to a suitable disposal site to be located by the Contractor.				

2.	<b>Breaking up or breaking down and removing concrete</b>  Concrete footing, bases, and steps.	2	m <sup>3</sup>		
3.	<b>External Works Flagpoles</b>  <b>White powder coated Aluminium.</b>  <b>Notes:</b> Tapered tubular white powder coated aluminium flagpole 7.5m high above ground level complete. (88mm-76mm diameter) with two 100 x 50mm stainless steel channel section stanchions approximately 2000mm high with bottom 700mm cast into concrete base and the flagpole twice bolted to upper portion of stanchions with M12 stainless steel bolts, and including nylon hoisting ropes, aluminium cap, stainless steel eye bolt, nylon pulley with stainless steel covers stainless steel cleat and including 500 x 500 x 700mm deep MPA.  Concrete base, excavation, backfilling, etc. complete	2			
				<b>VAT @%</b>	
				<b>Total</b>	

- (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**.....

**SCHEDULE 1**

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

**Date:** .....

**Procurement Ref No.:** NCS/IQ/NAMRA/01-93/2023

**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.