



## PROCUREMENT MANAGEMENT UNIT

Namibia Wildlife Resorts is a State owned enterprise, mandated to run all the tourism facilities within the protected areas of Namibia (currently 23 facilities). The only shareholder is the Government of the Republic of Namibia; hence, it belongs to the Namibian people. The company was established through an Act of Parliament, the Namibia Wildlife Resorts Company Act, (Act 3 of 1998), hereinafter referred to as the Act. Other legislation that has an impact on NWR are the Companies Act (Act 61 of 1973 as amended), the Public Enterprise Act (2 of 2006 as amended), the Public Enterprises Governance Amendment Act (Act 8 of 2015) and Public Procurement Act (Act No:15 of 2015).

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### ***Request for sealed quotations: Supply & delivery of First Aid Boxes***

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**PROCUREMENT REFERENCE NO:** NCS/RFQ/NWR03/FY24-25

**ISSUED ON:** 31 January 2025

**BID SUBMISSION DUE DATE:** 19 February 2025

**ENQUIRIES:** [pmu@nwr.com.na](mailto:pmu@nwr.com.na) / + 26461 285 7106/7301

<b>Name of Bidder</b>	
<b>Contact Person</b>	
<b>Contact number</b>	
<b>E-mail Address</b>	
<b>Total bid amount (Incl. VAT):</b>	

**NB: submission of fraudulent documents may lead to the blacklisting of the bidder/s**



## Letter of Invitation

[Name of Bidder \_\_\_\_\_]

Procurement Reference Number: NCS/RFQ/NWR03/FY24-25

27 January 2025

Dear Bidder,

### ***Supply & delivery of First Aid Boxes***

Namibia Wildlife Resorts invites you to submit your best quote for the services described in detail hereunder. **This bid is reserved for Namibian registered entities as required in terms of the amended section 29 (1) (b), the entity(ies) is/are incorporated or registered in Namibia in terms of the Public Procurement Act, 2015 (Act No. 15 of 2015)."**

Any resulting contract shall be subject to the terms and conditions referred to in the document.

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

Yours faithfully,

Dr Matthias Ngwangwama  
Accounting Officer

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

NWR reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

## 2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for *Bid Securing Declaration*
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract 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 120 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 company Registration Certificate;
- (b) have an original/Certified good Standing Tax Certificate;
- (c) have an original/certified 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) Bidders are required to provide a valid Fitness Certificates from Municipalities or Town Councils and title deed or lease agreement to confirm the location where the bidder operates
- (f) Submit at least **three** Reference letters from reputable entities where the similar services were rendered
  
- (g) Submit signed Bid-securing Declaration; and
- (h) 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.

**5. Bid Security/Bid Securing Declaration**

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

**6. Delivery**

Delivery shall be within *30 days* after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted*.

**7. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

**8. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at

Procurement Management Unit

Namibia Wildlife Resorts,

Independence Avenue

NB: not later than **19 February 2025 @11:00**.

Quotations by post or hand delivered should reach NWR by the same date and time at latest. Late quotations will be rejected.

*NB: Quotations received by e-mail will not be considered.*

**9. Opening of Quotations**

Quotations will be opened **internally** by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## 11. Technical Compliance

Bidders shall submit along with their quotations documents, reference letters and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements. Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

## 13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

- **Not Applicable**

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

- **Not Applicable**

## 14. 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.

## 15. Performance Security

- **Not Applicable**

## 16. Notification of Award and Debriefing

The Public Entity shall after award of contract promptly inform all unsuccessful bidders 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 Public Entity 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)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorized, it will be rejected.**]

<b>Quotation addressed to</b>	Namibia Wildlife Resorts
<b>Procurement Reference Number:</b>	NCS/RFQ/NWR03/FY24-25
<b>Subject matter of Procurement:</b>	Supply & Delivery of First Aid Boxes

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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: Instruction to Bidders.

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 BD]*.

The validity period of the Quotation is \_\_\_\_\_ days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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 quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### Quotation Authorized by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
			Date:

**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

**Witten 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: **NCS/RFQ/NWR03/FY24-25**

Procurement Description: Supply & delivery of First Aid Boxes

Anticipated Contract Duration: Once off contract

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

## 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/license/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 III: BID LETTER

*(to be completed by Bidders)*

*[Complete this form with all the requested details and submit it as the first page of your bid with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the EOI prevail over any attachments. **If your bid is not authorised, it will be rejected.**]*

Bid addressed to	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the service listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Bids referenced above.

We confirm that we are eligible to participate in this bid exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

The validity period of the Bid is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

**Bid Authorised by:**

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Bid:	Position:	Signature:	
		Date:	

### SECTION III: SCOPE OF SERVICE & LIST OF GOODS AND PRICE SCHEDULE

NWR is seeking to appoint one or more qualified bidders to supply and deliver 120 new First Aid Boxes.

If you are interested in this opportunity, please provide your quotation and proof of experience in conducting similar services.

**Each First Aid Box is required to have the following items:**

Item description	Quantity
CPR Mouthpiece	2
Gloves non sterile /Pair	4
Tweezers blunt	1
Tourniquet - buckle type	2
Plaster fabric assorted 40's DP	1
Plaster Assorted 20's	1
Elastic Adhesive Bandage 25mmx3m- Rapmor	1
Eye Pad, STERILE	1
Contour Bandage 75mm	4
Contour Bandage 100mm	4
Cotton Wool Roll 50g	2
Burn shield Dressing 10 x 10cm	1
Finger dressing 25mmx25mmx250mm	2
FAD 4 (First Aid Dressing 150mmx200mm)	4
FAD 5 (First Aid Dressing 150mmx200mm)	4
Gauze swabs n/s 75x75x8ply	1
Gauze swabs sterile 100x100 x8Ply/5 (F)	2

Triangular Bandage cotton	4
Antiseptic Cream, Septadine 25g	1
Savlon Liquid 125ml	1
Scissors, resque - 16cm	1

### Price Schedule

• **The bidder is required to attach additional quotation on their company letter head** (failure to do so will lead to disqualification of the bidder)

Item Descriptions	Quantity	Unit price	Total price
Supply & delivery of First Aid Boxes	120		
Delivery fees	Insert distance (KM)		
Contingencies	5%		

<b>Quotation compiled by:</b>	<b>Total Excl. VAT</b>	
	<b>15% VAT</b>	
	<b>Total Incl. VAT</b>	
<b>POSITION:</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>NAME OF BIDDER:</b>		<b>Contact no:</b>

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

*[The Namibia Wildlife Resorts Ltd shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]*

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NWR03/FY24-25**

<b>Item No</b>	<b>Technical Specification Required</b> <i>(Please confirm if your quotation complied with the below)</i>	<b>Compliance of Specification Offered</b>	<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
1.	CPR Mouthpiece		
2.	Gloves non sterile /Pair		
3.	Tweezers blunt		
4.	Tourniquet - buckle type		
5.	Plaster fabric assorted 40's DP		
6.	Plaster Assorted 20's		
7.	Elastic Adhesive Bandage 25mmx3m- Rapmor		
8.	Eye Pad, STERILE		

9.	Contour Bandage 75mm		
10.	Contour Bandage 100mm		
11.	Cotton Wool Roll 50g		
12.	Burn shield Dressing 10 x 10cm		
13.	Finger dressing 25mmx25mmx250mm		
14	FAD 4 (First Aid Dressing 150mmx200mm)		
15	FAD 5 (First Aid Dressing 150mmx200mm)		
16	Gauze swabs n/s 75x75x8ply		
17	Gauze swabs sterile 100x100 x8Ply/5 (F)		
18	Triangular Bandage cotton		
19	Antiseptic Cream, Septadine 25g		
20	Savlon Liquid 125ml		
21	Scissors, resque - 16cm		

*[Bidders should complete columns C, D and E with the price 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*

## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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) for the Procurement of non-consultancy services - Ref. **G/EOI-GCC** on the website of the Namibia Wildlife Resorts Ltd (*insert website address*) except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NWR03/FY24-25**

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser</b> <b>GCC 1.1(h)</b>	The purchaser is: <b><i>Namibia Wildlife Resorts Ltd</i></b>
<b>Site</b> <b>GCC 1.1(m)</b>	The Site/final destination for delivery of the service is <b>Head Office</b>
<b>Notices</b> <b>GCC 8.1</b>	Any notice shall be sent to the following addresses: For Namibia Wildlife Resorts Ltd, the address and the contact name shall be: <b>Procurement Management Unit</b> <b>P/Bag 13378, Windhoek, Namibia</b> <b>Tel: +264 61 285 7106/7301</b> <b>Email: <a href="mailto:pmu@nwr.com.na">pmu@nwr.com.na</a></b>  For the Supplier, the address and contact name shall be: _____
<b>Disputes</b> <b>GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: <b>Namibia applicable laws</b> _____

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> <b>GCC 13.1</b>	<p>The service is to be delivered with SLA within 30 calendar days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <ul style="list-style-type: none"> <li>(a) Signed delivery note;</li> <li>(b) Written Acceptance of Goods based on full compliance with EOI requirements by the Resort Manager.</li> </ul>
<b>Price Adjustment</b> <b>GCC 15.1</b>	<p>The price charge for the service supplied and performed <b>shall not be adjustable</b>.</p>
<b>Terms of Payment</b> <b>GCC 16.1</b>	<p>The structure of payments shall be: full payment following delivery of the services and submission of an invoice and the documents listed in clause 13.1</p>
<b>Terms of Payment</b> <b>GCC 16.3</b>	<p>Payments shall be made not later than thirty days after submission of the statement and its certification by the Purchaser.</p>
<b>Terms of Payment</b> <b>GCC 16.4 (a)</b>	<p>The price <b>shall not be</b> adjustable to the fluctuation in the rate of exchange.</p>
<b>Payment Period</b> <b>GCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <ul style="list-style-type: none"> <li>i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the service upon submission of the statement (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</li> </ul>
<b>Performance Security</b> <b>GCC 18.1</b>	<ul style="list-style-type: none"> <li>(i) No performance security is required*</li> </ul>
<b>Inspection and Test</b> <b>GCC 26.1</b>	<p>The inspection and tests shall be: done on a quarterly basis [according to NWR terms and Condition].</p>
<b>Location of Inspection and Tests</b> <b>GCC 26.2</b>	<p>Not Applicable</p>



Subject and GCC clause reference	Special Conditions
<b>Liquidated Damages GCC 27.1</b>	Not Applicable
<b>Warranty GCC 28.3</b>	Not Applicable
<b>Repair and Replacement GCC 28.5</b>	The period for claim shall be: <i>Preferably seven [7] day(s)</i>

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
  
- (b) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

# ***BID CHECKLIST SCHEDULE***

**Procurement Reference No.: NCS/RFQ/NWR03/FY24-25**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Bid Letter		
List of service and Price Schedule Section		
Specification and Compliance Sheet		
A valid company Registration Certificate;		
Reference letters from reputable entities where similar service was rendered		
Valid original/Certified good Standing Tax Certificate;		
Valid original/certified good Standing Social Security Certificate;		
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;		
Fitness Certificates from Municipalities or Town Councils and title deed or lease agreement to confirm the location where the bidder operates		
Bid-securing Declaration; and		
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		

***NB: Failure to submit any of the above documents will lead to automatic disqualification.***