

Namibia Institute of Pathology Limited

REQUEST FOR SEALED QUOTATIONS

Bidder's Name:		
Contact Details:	Tel:	
	Email:	
Total quote amount Inclusive of VAT:	Provision of International Courier Services for transportation of samples from Windhoek Central Referral Laboratory (WCRL) to referral laboratories in South Africa for a period of thirty-six (36) months.	N\$

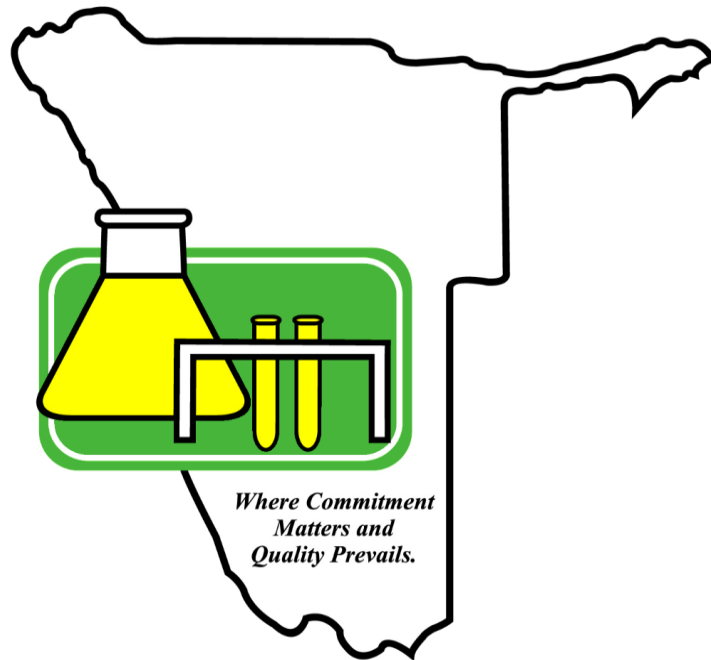
Procurement Reference No: NCS/RFQ/NIP-6/2023

Initials: _____

NOTICE TO BIDDERS

- Please take note of initializing all pages of the standard bidding document and initial all the supporting documents including company profiles, brochures, etc.**
- Take note to sign all relevant pages as stipulated in the bidding standard document.**
- Take note to stamp all pages where it is indicated that a stamp is required in addition to the signatures.**
- A receipt and/or prove of application on a requirement will not be accepted as being in good standing on the respective requirement(s).**
- Copies of documents not certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act. 1963 (Act No. 16 of 1963) will not be accepted.**

Initials: _____



Namibia Institute of Pathology Limited

BIDDING DOCUMENTS
Issued on: 15 September 2023

for

Provision of International Courier Services for transportation of samples from Windhoek Central Referral Laboratory (WCRL) to referral laboratories in South Africa (Johannesburg, Cape Town, Durban, Bloemfontein, and Pretoria) for a period of thirty-six months (36) months.

Procurement Reference No: NCS/RFQ/NIP- 6/2023

Initials: _____



NAMIBIA INSTITUTE OF PATHOLOGY LIMITED

Reg. No. 2000/431

Tel: +264-61-295 4200. Fax: +264-61-255 566. P. O. Box 277. Windhoek. Namibia.
info@nip.com.na, www.nip.com.na

Letter of Invitation

To: The Prospective Bidder

Procurement Reference Number: **NCS/RFQ/NIP – 6/2023**

Date: **15 September 2023**

Dear Sir/Madam,

Request for Quotations: Provision of International Courier Services for transportation of samples from Windhoek Central Referral Laboratory (WCRL) to referral laboratories in South Africa (Johannesburg, Cape Town, Durban, Bloemfontein, and Pretoria) for a period of thirty-six months (36) months.

The Namibia Institute of Pathology Limited invites you to submit your best quote for the services described in detail hereunder.

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

Queries, if any, should be addressed to **Mr. Kathima Kaali, Assistant Procurement Officer, Namibia Institute of Pathology Limited, HEAD OFFICE Erf 4937, Corner of Rowan Street and Hosea Kutako Drive, Windhoek, Namibia. Tel + 264 61 295 4064, Email: Kaali.Kathim@nip.com.na / Procurement@nip.com.na**

Request for clarifications should be received **fourteen (14) days** prior to the deadline set for submission of bids.

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,

Ms. Rebecca Haipinge
Head of Procurement Unit

Initials: _____

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Namibia Institute of Pathology Limited reserves the right:

- (a) to split the contract as per the lowest evaluated cost, 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 **one hundred and twenty (120) working days** from the date of submission deadline.

4. Eligibility Criteria

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

- (a) Have a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a full valid **company Registration Document**.

The company registration document must also clearly indicate ownership.

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- (b) Have an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a **valid good Standing Tax Certificate**, as certified by the Commissioner of Oath; **Certificate should be valid as at the date of bid submission.**
- (c) Have an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a **valid good Standing Social Security Certificate**, as certified by the Commissioner of Oath; **Certificate should be valid as at the date of bid submission.**
- (d) Have a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), 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 or a valid certified copy of the original document, as certified by the Commissioner of Oath; **Certificate should be valid as at the date of bid submission.**
- (e) Submit a signed **Bid Securing Declaration** on **page 13**.
- (f) 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 General conditions of Contract if it is awarded the contract or part thereof on **page 12**.
- (g) Have an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a **valid good standing Confirmation of Registration Certificate** with BIPA (Business and Intellectual Property Authority). This certificate validates the existence of the entity as well as that the entity is in good standing with BIPA in as far as it relates to the payment of annual duties. **Certificate should be valid as at the date of bid submission.**
- (h) **Submit at least three (3) reference letters or proof of Purchase Order with delivery note for the provision of Transportation/courier services or other related services not older than five (5) years.**
- (i) **Proof of Namibian bank account** (in the case of Joint Ventures, where a joint venture account is not yet opened, proof by one of the joint venture partner).
- (j) **Written Power of Attorney** or make a Close Corporation resolution to self for the signatory of the bid (template on **page 15** to be completed, signed and stamped). Note: Not Applicable to Sole Owners of entities’;

Initials: _____

- (k) Complete the **Company Shareholding Information form** on **page 14**.
- (l) The company must be 100% Namibian owned SME's or an entity of which 51% or more equity is owned by Namibian citizens. In case of Joint Ventures, must an entity have incorporated in Namibia with no less than 51% equity that is owned by Namibian citizens of which no less than 30% is owned by previously disadvantaged persons.
- (m) The bidder must submit a detailed quotation on its company letter head, in addition to Section III: List of Goods and Price Schedule.
- (n) Each page of the bid document must be signed (where applicable) and initialled by such person(s) legally authorized to sign on behalf of the company.
- (o) The bidder must submit a complete bidding document as issued (incomplete bidding documents will not be considered).
- (p) Bidder must operate a company registered for the provision of **transportation/ courier services or other related services** (company documents, registration/founding statement submitted with the bid document must ascertain the services provided).
- (q) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.
- Republic of Namibia, Procurement Policy Unit
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>

Bids from service providers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- African Development Bank
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- Asian Development Bank
<http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999>
- European Bank for Reconstruction and Development

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<http://www.ebrd.com/pages/about/integrity/list.shtml>

- Inter-American Development Bank Group

<http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html>

- World Bank Group

<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>

Note: In the case of Joint Ventures (JV), each JV partner must comply with item a, b, c, d, k and q above.

BIDDERS' CONFLICT OF INTEREST DECLARATION (To be completed by the bidder)

Mandatory Requirements	Yes	No
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder participated in more than one bid in this bidding process? <i>Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid</i>		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		
Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process.		
Is the bidder a member of the Board, Bid Evaluation Committee, Procurement Committee, an Accounting Officer, or staff member of Procurement Management Unit of NIP.		

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 Appendix to Quotation Letter of this document.

6. Documents to be submitted

Initials: _____

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided with customers' reference details.

7. 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.

8. Submission of Quotations

Quotations should be deposited in the Bid Box located at ***Namibia Institute of Pathology Limited (NIP) HEAD OFFICE Erf 4937, Corner of Rowan Street and Hosea Kutako Drive, Windhoek, Namibia***, not later than ***Thursday, 26 October 2023***. Quotations by post or hand delivered should reach ***Namibia Institute of Pathology Limited (NIP) HEAD OFFICE Erf 4937, Corner of Rowan Street and Hosea Kutako Drive, Windhoek, Namibia*** by the same date and time at latest. Late quotations will be rejected.

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 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 on the website of the Public Entity and available to any bidder on request within three (3) 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 evaluated cost to determine the lowest evaluated quotation.

11. 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.

12. Price and Currency of Payments

Initials: _____

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.

13. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

14. Margin of Preference

14.1 The applicable margins of preference applicable for **Exclusive Preferences to Local Suppliers** and their application methodology as follows:

$$A = \frac{\text{Margin of Preference} \times \text{Bid}}{100}$$

14.2 **Bidders applying for the Margin of Preference shall submit, evidence of:**

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Manufacturer	2%	-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
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1%	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%	IDs of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate declaration indicating the percentage of Namibian youth ownership

Initials: _____

Previously Disadvantaged Person owned enterprise	2%	-IDs of all shareholders -Founding statement / company registration indicating ownership structure / shareholder certificates. -Declaration indicating percentage of Namibian PDPs ownership.
Suppliers providing environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	1%	-declaration that the bidder employs 50% or more Namibian citizens
TOTAL	10%	

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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 and General Conditions of Contract.

16. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

Initials: _____

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 Priced Activity Schedule 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 authorised, it may be rejected.]***

Quotation Addressed to:	Namibia Institute of Pathology Limited
Procurement Reference Number:	NCS/RFQ/NIP – 6/2023
Subject matter of Procurement:	Provision of International Courier Services for transportation of samples from Windhoek Central Referral Laboratory (WCRL) to referral laboratories in South Africa (Johannesburg, Cape Town, Durban, Bloemfontein, and Pretoria) for a period of thirty-six months (36) months

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 Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[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 **one hundred and twenty (120) working 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.

The service will commence within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

Initials: _____

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	

Initials: _____

Appendix to Quotation Letter

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

Date:[Day|month|year].....

Procurement Ref No.: NCS/RFQ/NIP – 6/2023

**To: Namibia Institute of Pathology Limited
P.O. Box 277
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**

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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:

Initials:_____

.....
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.*

Initials: _____

COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: NCS/RFQ/NIP – 6/2023

List all persons who are OWNERS, PARTNERS, SOLE PROPRIETORS, TRUSTEES AND BENEFICIARIES (whichever is/are applicable) in the business/trust, who are involved in the management thereof and who exercise control over the business/trust commensurate with their degree of ownership/interest.

Name of Shareholder	Namibian (Yes/ No)	Previously Disadvantaged Namibian (Yes/ No)	Non-Namibian Citizen (Yes/ No) If not Namibian, State Nationality	Full time employed by the bidder (Yes/No)	Percentage shares owned by woman and youth	Percentage shares
						Total= 100%

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Date: *[insert day, month, and year]*

Note: Not Applicable to Sole Owners of entities

The Chief Executive Officer

Namibia Institute of Pathology (NIP)
PO Box 277
Windhoek
Namibia

Dear Sir/Madam,

RE: PROCUREMENT REFERENCE NUMBER: NCS/RFQ/NIP – 6/2023: SPECIAL POWER OF ATTORNEY

The undersigned person is herewith granted a special power of attorney to initial and sign the standard bidding document for the purposes of procurement process *[insert procurement reference number]*.

Title, Name and Signature _____

Such authorization has been conferred by the Board of Directors by way of a Board Resolution/ Member's Resolution *[delete where appropriate]* dated *[insert date of board/member's resolution]* attached hereto, to act on our behalf and in our name. The actions and representations of the aforementioned person shall be binding upon the grantors.

Place

Date

Name

Signature and Company Stamp

(Duly authorized to confirm such Special Power of Attorney)

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SECTION III: SCOPE OF SERVICES/ TERMS OF REFERENCE

This RFQ document, General Conditions of the Contract, specifications, and bidders' submitted documents shall constitute the performance of the contract.

The Namibia Institute of Pathology Limited (NIP) is seeking the services of a reputable service provider for the **Provision of International Courier Services for transportation of samples from Windhoek Central Referral Laboratory (WCRL) to referral laboratories in South Africa (Johannesburg, Cape Town, Durban, Bloemfontein, and Pretoria) for a period of thirty-six months (36) months.**

The Namibia Institute of Pathology Limited (NIP) reserves the right to:

- a partial procurement award and reject some line items;
- increase and/or decrease the required quantities at the same unit cost;
- conduct supplier due diligence prior to final award or at any time during the contract period;
- initiate necessary action against defaulting suppliers and contracts;
- not permit a bidder or supplier to receive a procurement award / contract on grounds of outstanding delivery default (failure by a bidder or supplier, for any reason not excused by the applicable provisions of the award/contract to deliver;
- to award based on faster delivery time; and
- terminate if the supplier fails to deliver any or all the Goods within the period specified.

Background:

The Namibia Institute of Pathology Limited requires the services of a Transport/courier service provider with permanent establishment in Namibia to facilitate international transport/ courier services to offer sample transportation from Windhoek Central Reference Laboratory to the NIP Referral Laboratories in South Africa Johannesburg and Durban for a period of three (3) years on need basis. These services must be of Freight services to allow quickest transit time.

General Requirements:

One pick up of 5-10 specimen hampers daily from Windhoek Central Reference Lab NIP Mondays to Fridays including public holidays. No pick-ups expected on weekends, however if possible this would be an desirable added advantage

Scope of Work:

The international courier service provider is expected to deliver the following services:

Initials: _____

- Proper picking and transportation of samples from WCRL and deliver at the referral laboratories (South Africa) within the agreed TAT.
- Provision of own couriers and Personal Protective Equipment (PPE).
- Cold chain maintenance of samples from picks up at WCRL to final referral lab in RSA
- Clearance of Customs within the shortest time frame.
- Amicable working relationship with currier team, consistent communication, and transparency of unforeseen occurrences.
- Waybill's provision to NIP.
- Provision for emergency flight arrangements to South Africa (example bone marrow cases and communicable/notifiable diseases over weekends)
- Hands on customs clearance to allow clearing of parcels in shortest allowable time frame:
 - All parcels marked same day delivery should be delivered on the same day.
 - All priority samples should be handled as such.
 - Any issues expected to delay customs e.g. public holidays in South Africa must be communicated to the NIP no less than 48 Hours.
- Tracking system to track parcels in transit **online**.
- Train the NIP LSS staff to track the parcels in transit.
- Same day delivery system and 24-hour delivery system.
- In cases of hampers switched or in accidents, to obtain those hampers in the shortest time frame and deliver at correct destinations.
- Monthly Invoicing by the 4th of the next month, with invoices referencing the waybill numbers, date picked up, who signed for the parcels and destination.
- Monthly invoices should state the charges and weight of hampers in kgs.
- Compliance to IATA regulations
- Capacity to deliver samples hampers at Laboratories in: Johannesburg, Cape town, Durban, Bloemfontein, and Pretoria

The usage of electronic scanners and tracking devices where implemented this must be stated in the proposal response.

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SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NIP – 6/2023**

[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 (Service Fee Rate)	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
A*	B*	C*	D*	E	F	G
1	Provision of International Courier Services for transportation of samples from Windhoek Central Referral Laboratory (WCRL) to referral laboratories in South Africa for a period of thirty-six (36) months.	5-10 Specimen hampers daily	Each			
2	Air flight rate					
3	Road flight rate					
				Subtotal		
				VAT @	%	
				Total		

Enter 0% VAT rate if VAT exempt

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

Priced Activity Schedule Authorised By:

Name:		Signature:	
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Initials: _____

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

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SECTION V: SPECIFICATIONS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NIP – 6/2023**

[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
	Does the bidder have 5 years' experience in transportation, courier service and related services (<i>Reference verification will be done by Bid Evaluation Committee by calling or emailing</i>) <i>These references should include the name of the entity, nature of contract, contact person and office telephone number and email address)</i>		
	Availability of Office premises (Head Office) in Namibia <i>Owned (Bidders are requested to provide Title Deed if owned by the bidder)</i> <i>Leased (Bidders are requested to provide a lease Agreements)</i>		
	Does the bidder Complied to IATA regulations		
	The bidder should provide commitment letter as evidence to get insurance after award, equipment in-transit and third-party insurance.		
	The bidder is required to submit at least three (3) reference letters or proof of Purchase Order with delivery note for the provision of Transportation/courier services or other related services not older than five (5) years.		
	Does the bidder have a tracking system to track parcel in transit.		
	Does the bidder have facility to transport cold chain in transit.		

* 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	

Initials: _____

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-TB/RFQ-GCC** for the procurement of services (time based) available on the website of the Public Entity (<https://nip.com.na/wp-content/uploads/2021/08/GCC-Non-Consultancy-Services-Time-Based-1.pdf>) except were modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/NIP –6 /2023

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 intended starting dates for the commencement of Services is as follows: Date service required: To be communicated.
GCC 1.3.1 Contract Term:	Three (3) years
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: Kapena Tjombonde Chief Executive Officer Namibia Institute of Pathology Limited Windhoek, Namibia Kapena.Tjombode@nip.com.na The Authorized Representative of the Service Provider is: _____ _____ _____ _____ _____

Initials: _____

GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: be equal to the value of the transaction(s).
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Kapena Tjombonde Chief Executive Officer Namibia Institute of Pathology Limited Windhoek, Namibia Kapena.Tjombode@nip.com.na
GCC 2.10 Performance Security	Not applicable.
GCC 4.2 Contract Price	The amount payable is: <i>as invoiced</i> per month.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis <i>within thirty (30) working days</i> after receipt of invoice.
GCC 4.5 Price Adjustment	Prices <i>shall not be</i> adjustable.

Initials: _____

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/NIP – 6/2023

Description	Attached	Not Attached
Duly completed Quotation Letter		
Duly completed List of Goods and Price Schedule		
Duly completed Specification and Compliance Sheet		
Duly completed Bid Securing Declaration.		
Valid certified copy of the full company Registration document clearing indicating ownership		
Valid original or certified copy of good Standing Tax Certificate as certified by the Commissioner of Oath.		
Valid original or certified copy of Standing Social Security Certificate as certified by the Commissioner of Oath.		
Valid certified copy of Affirmative Action Compliance Certificate as certified by the Commissioner of Oath.		
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 the General conditions of Contract if it is awarded the contract or part thereof.		
Have an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a valid good Confirmation of Registration Certificate with BIPA (Business and Intellectual Property Authority). This certificate validates the existence of the entity as well as that the entity is in good standing with BIPA in as far as it relates to the payment of annual duties. Certificate should be valid as at the date of bid submission.		
Written Power of Attorney or make a Close Corporation resolution to self for the signatory of the bid (template on page 15 to be completed, signed and stamped). Note: Not Applicable to Sole Owners of entities.		
Complete the Company Shareholding Information form on page 14.		
Proof of Namibian bank account (in the case of Joint Ventures, where a joint venture account is not yet opened, proof by one of the joint venture partner).		

Initials: _____

Has the bidder submitted a detailed quotation on its company letter head, in addition to Section III: List of Goods and Price Schedule.		
Is each page of the bid document signed (where applicable) and initialled by such person(s) legally authorized to sign on behalf of the company.		
Did the bidder must submit a complete bidding document as issued (incomplete bidding documents will not be considered).		
Bidder must operate a company registered for the provision of Transportation/courier service or other related field (company documents, registration/founding statement submitted with the bid document must ascertain the services provided).		
Submit at least three (3) reference letters or proof of Purchase Order with delivery note for the provision of Transportation/courier services or other related services not older than five (5) years.		
Did the bidder submit Bidders' Conflict of Interest Declaration on Page 7 .		

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*

Initials: _____