

# Namibia Institute of Pathology Limited

<b>Bidder's Name:</b>	
<b>Contact Details:</b>	Tel:
	Email:
<b>Total quote amount</b>	<b>Supply and delivery of laboratory consumables for a period of twelve (12) months</b>
	<b>VAT exclusive (N\$)</b>
	<b>VAT inclusive (N\$)</b>

## REQUEST FOR SEALED QUOTATION BIDDING

**G/RFQ/NIP – 6/2024**

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.**

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## **REQUEST FOR SEALED QUOTATION FOR GOODS**

Supply and delivery of laboratory consumables  
for a period of twelve (12) months

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**Procurement Reference No: G/RFQ/NIP-6/2024**



NAMIBIA INSTITUTE OF PATHOLOGY LIMITED

Reg. No. 2000/431

P. O. Box 277. Windhoek. Namibia. Tel: +264-61-295 4200. Fax: +264-61-255 566. [info@nip.com.na](mailto:info@nip.com.na),  
[www.nip.com.na](http://www.nip.com.na)

## Letter of Invitation

To: Prospective Bidder

Date: 14 November 2024

Procurement Reference No: G/RFQ/NIP-6/2024

### Invitation for Bids: Supply and delivery of laboratory consumables for a period of twelve (12) months

The Namibia Institute of Pathology Limited (NIP) invites you to submit your best bid for the items 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. Kaali Kathima, Assistant Procurement Officer, Namibia Institute of Pathology Limited, NIP HOUSE, c/o Hosea Kutako & Rowan Street, Windhoek, Namibia Tel +264 61 295 4064/4200 Email: [Kaali.Kathima@nip.com.na](mailto:Kaali.Kathima@nip.com.na) keep in copy [Procurement@nip.com.na](mailto:Procurement@nip.com.na).

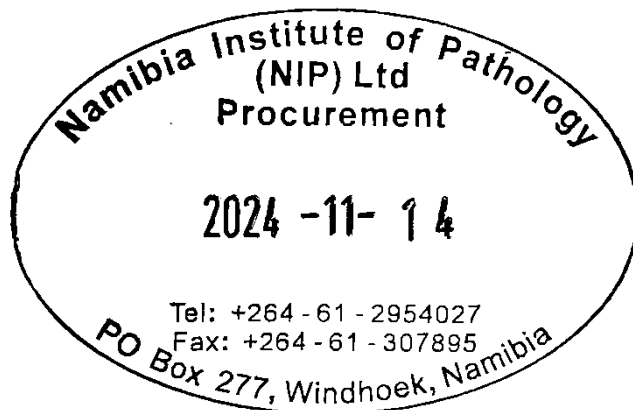
Request for clarifications should be received Three (3) workdays prior to the deadline set for submission of bids.

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,

Ms. Rebecca Haipinge

Head of Procurement Management Unit



Initials: \_\_\_\_\_

## SECTION I: INVITATION FOR BIDS

### 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 per item, or
- (b) to accept or reject any bid; and
- (c) to cancel the bidding process and reject all bids at any time prior to contract award.

### 2. Preparation of Bids

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

- (a) the Bid Letter in Section II with its annex for ***Bid Securing Declaration***, and
- (b) the List of Goods and Price Schedule in 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 Invitation for Bids document, including the Special Conditions of Contract in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### 3. Validity of Bids

The Bid validity period shall be **one hundred and twenty (120) workdays** 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;
- (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.**

Initials: \_\_\_\_\_

- (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.
- (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;
- (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) Written Power of Attorney or make a Close Corporation resolution to self for the signatory of the bid (template on **page 17** to be completed, signed and stamped). Note: **Not Applicable to Sole Owners of entities’.**
- (i) Complete the Company Shareholding Information form on **page 15.**
- (j) Bidder must operate a company registered for **supply and delivery of medical/laboratory/clinical/hospital/consumables** (company documents, registration/founding statement submitted with the bid document must ascertain the services provided).
- (k) Bidder **must include a product catalogue / picture illustration** of the exact product quoted to be offered.
- (l) 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.
- (m) **Bidder must submit at least two (2) reference letters or proof of Purchase Orders substantiated by delivery note(s) for the supply and delivery of Hospital/Laboratory Medical Instruments or Equipment, Medical Supplies or Clinicals/reagents supplies; or**

**Participating bidders that supplied similar goods to NIP should submit a declaration on the company letter head stating the procurement reference number(s) and list of goods delivered for internal reference verifications.**

Initials: \_\_\_\_\_

- (n) 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.

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:

- Republic of Namibia, Procurement Policy Unit  
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>
- 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  
<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, i and n above.**

### **Additional Requirements**

1. The bidder must submit a **detailed quotation on its company letter head**, in addition to Section III: List of Goods and Price Schedule.
2. The bidder must submit a complete bidding document as issued (incomplete bidding documents will not be considered).

### **BIDDERS' CONFLICT OF INTEREST DECLARATION (to be completed by the bidder)**

<b>Mandatory Requirements</b>	<b>Yes</b>	<b>No</b>
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?		

Initials: \_\_\_\_\_

<b>Mandatory Requirements</b>	<b>Yes</b>	<b>No</b>
<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.		

**Note:** *Bidders found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout all the stages of the evaluation process.*

### 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 **four (4) weeks** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted be considered if such deviation is reasonable. The following tests and inspections will be conducted on the goods at delivery:

- **Check if the goods/items are brand new.**
- **Check if the goods/items are damaged.**
- **Check if the goods/items are fully functional.**
- **Check if the goods/items meet the specifications.**

### 7. Sealing and Marking of Bids

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

### 8. Submission of Bids

Bids should be deposited in the Bid Box located at **Namibia Institute of Pathology Limited, NIP HOUSE, c/o Hosea Kutako & Rowan Street, Windhoek, Namibia** not later than **Friday, 22 November 2024 at 11:00am**. Bids by post or hand delivered should reach **Namibia Institute of Pathology Limited, NIP HOUSE, c/o Hosea Kutako & Rowan Street, Windhoek, Namibia** by the same date and time at latest. Late bids will be rejected.

Bids received by e-mail will **not** be considered.

### 9. Opening of Bids

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Bids will be opened internally by the “Public Entity” at the **Namibia Institute of Pathology Limited, located at NIP HOUSE, c/o Hosea Kutako & Rowan Street, Windhoek, Namibia.** The bid opening results will be published on NIP website within three working days.

## 10. Evaluation of Bids

The Public Entity shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, to determine the lowest evaluated bid.

## 11. Documents Establishing Conformity of Goods and Related Services

Bidders shall submit along with their bids the documents marked  hereunder:

(a)	Documents to establish conformity of goods as specified in Schedule of Requirements, highlighting deviations, if any, so as to establish substantial responsiveness of the proposed goods item;	<input checked="" type="checkbox"/>
(b)	A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the Specification and Performance Requirement Sheet, following commencement of the use of the goods.	<input type="checkbox"/>
(c)	Documentary evidence to establish to the satisfaction of the Purchaser that goods proposed, as per other than the brand name, catalogue numbers or standard as specified by the Purchaser, ensures substantial equivalence or are superior.	<input checked="" type="checkbox"/>
(d)	Evidence of the bidder’s technical capacity to be furnished by one or more of the following means: (i) a list of the principal deliveries effected in the past three years, with the sums, dates and recipients, whether public or private, involved; and (ii) Type test certificates drawn up by official quality control institutes or agencies of recognized competence attesting the conformity of the goods with respect to specifications conformity.	<input type="checkbox"/> <input type="checkbox"/>
(e)	Documentary evidence to establish Bidder’s ability to provide the service or to execute the installation with regard to their skills, efficiency, experience and reliability.	<input type="checkbox"/>

## 12. Technical Compliance

Bidders shall submit along with their bids documents, **catalogues** and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity’s requirements.

The Specifications and 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.

## 13. Prices and Currency of Bids

Bids shall be **fixed** in Namibian Dollars.

Goods supplied from overseas delivered to the Public Entity at port of entry shall be on a CIF/CIP basis mentioning the ports of loading and entry with a breakdown in FOB, freight charges and

Initials: \_\_\_\_\_

insurance charges for evaluation purpose. The Purchaser reserves the right to subsequently choose any of the possible INCOTERM'S conditions at placement of order.

#### 14. Margin of Preference

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

NATURE OF PROCUREMENT	MINIMUM LOCAL CONTENT
Goods	40% or more of the manufacturing costs of the goods, if the goods are manufactured in Namibia or if they are grown, mined or extracted in Namibia.
Works	50% or more of the employees for the works must be Namibian citizens.
Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.
Non-Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.

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

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
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

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Suppliers providing employment to Namibian	1%	-declaration that the bidder employs 50% or more Namibian citizens
<b>TOTAL</b>	<b>10%</b>	

### **15. Award of Contract**

The Bidder having submitted the lowest evaluated responsive bid 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 and General Conditions of Contract.

### **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.

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## SECTION II: 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 RB prevail over any attachments. **If your bid is not authorised, it will be rejected**

Bid addressed to: <i>[name of Public Entity]</i>	<b>Namibia Institute of Pathology Limited</b>
Procurement Reference Number:	<b>G/RFQ/NIP-6/2024</b>
Subject matter of Procurement:	<b>Supply and delivery of laboratory consumables for a period of twelve (12) monts</b>

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 Invitation for Bids referenced above.

We confirm that we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of our bid is **one hundred and twenty [120]** workdays from the date of the bid submission deadline.

We confirm that our quoted prices 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 Purchase 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 Quotation:	Position:	Signature:	
Date		Phone No./E-mail	

**Appendix to Quotation Letter**

Initials: \_\_\_\_\_

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

**Date:** .....  
*[Day/month/year]*

**Procurement Ref No.: G/RFQ/NIP-6/2024**

**To:** .....  
*[insert complete name of Public Entity and address]*

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

1. **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
2. **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
3. **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**
4. **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*

Initials: \_\_\_\_\_



**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: .....

Initials: \_\_\_\_\_

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.

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**COMPANY SHAREHOLDING INFORMATION FORM**

**PROCUREMENT REFERENCE NUMBER: G/RFQ/NIP-6/2024**

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
						<b>Total = 100%</b>

Initials: \_\_\_\_\_



Date: \_\_\_\_\_

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: **G/RFQ/NIP-6/2024**: 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: LIST OF GOODS AND PRICE SCHEDULE


**QUOTATION FOR: Supply and delivery of laboratory consumables for a period of twelve (12) months**

**Procurement Ref No. G/RFQ/NIP-6/2024**

- **Delivery to be on an ad hoc basis on request of stock delivery (once off delivery will not be accepted).**
- **Price must be fixed for the duration of the contract (twelve (12) months).**
- **After the initial delivery, future deliveries will be requested in batches the same quantities per respective line item on an ad hoc basis.**

INSTRUCTIONS TO THE PUBLIC ENTITY					INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.					Bidders shall fill-in columns E - I and fill the total. E= mark with a *if an equivalent is quoted F= Rate per unit                      G=Total price for one item (C x F) <ul style="list-style-type: none"> <li>• If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li> <li>• Bidders shall fill in and sign the bottom section of this page</li> </ul>					
A	B	C	D	E	F	G	H	I	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/ months only)	Preferred Brands	NB: Please indicate brand name
1.	<b>3M</b> Disposable Particulate Respiratory Masks N95 (Small) (1860S)	50	20/Box						3M	

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INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				<p align="center"><u>Bidders shall fill-in columns E - I and fill the total.</u></p> <p>E= mark with a *if an equivalent is quoted                      F= Rate per unit                                      G=Total price for one item (C x F)</p> <ul style="list-style-type: none"> <li>If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li> <li>Bidders shall fill in and sign the bottom section of this page</li> </ul>						
A	B	C	D	E	F	G	H		I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/ months only)	Preferred Brands	NB: Please indicate brand name
										
2.	Disposable Theatre Gown Green Medium,	400	Each						No Brand	
3.	Loops Disposable 10 ul <ul style="list-style-type: none"> <li>Loop must come with a calibration certificate.</li> <li>Please submit product information with the bid.</li> </ul>	300	1000/Pack						Not Brand Specific	
4.	Disposable Lab Coat (Small) <ul style="list-style-type: none"> <li>high-quality polypropylene</li> <li>non-woven material,</li> </ul>	360	10/Pack						Not Brand Specific	



Initials: \_\_\_\_\_

INSTRUCTIONS TO THE PUBLIC ENTITY					INSTRUCTIONS TO BIDDERS					
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A	B	C	D	E	F	G	H		I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/ months only)	Preferred Brands	NB: Please indicate brand name
	<ul style="list-style-type: none"> <li>• <b>breathable and latex-free,</b></li> <li>• <b>with simple 4-snap closure</b></li> <li>• <b>knee length</b></li> </ul>									
5.	Disposable Lab Coat (Medium) <ul style="list-style-type: none"> <li>• <b>high-quality polypropylene</b></li> <li>• <b>non-woven material,</b></li> <li>• <b>breathable and latex-free,</b></li> <li>• <b>with simple 4-snap closure</b></li> <li>• <b>knee length</b></li> </ul>	700	10/Pack						Not Brand Specific	
6.	Disposable Lab Coat (Large) <ul style="list-style-type: none"> <li>• <b>high-quality polypropylene</b></li> <li>• <b>non-woven material,</b></li> <li>• <b>breathable and latex-free,</b></li> <li>• <b>with simple 4-snap closure</b></li> <li>• <b>knee length</b></li> </ul>	700	10/Pack						Not Brand Specific	
7.	Disposable Lab Coat (X-Large)	420	10/Pack						Not Brand Specific	


Initials: \_\_\_\_\_

INSTRUCTIONS TO THE PUBLIC ENTITY					INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.					<p align="center"><u>Bidders shall fill-in columns E - I and fill the total.</u></p> <p>E= mark with a *if an equivalent is quoted  F= Rate per unit                      G=Total price for one item (C x F)</p> <ul style="list-style-type: none"> <li>If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li> </ul> <ul style="list-style-type: none"> <li>Bidders shall fill in and sign the bottom section of this page</li> </ul>					
A	B	C	D	E	F	G	H	I		
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/months only)	Preferred Brands	NB: Please indicate brand name
	<ul style="list-style-type: none"> <li>high-quality polypropylene</li> <li>non-woven material,</li> <li>breathable and latex-free,</li> <li>with simple 4-snap closure</li> <li>knee length</li> </ul>									
8	Disposable Lab Coat (2X-Large) <ul style="list-style-type: none"> <li>high-quality polypropylene</li> <li>non-woven material,</li> <li>breathable and latex-free,</li> <li>with simple 4-snap closure</li> <li>knee length</li> </ul>	260	10/Pack						Not Brand Specific	
9.	ESR System Pipettes <ul style="list-style-type: none"> <li>Tubes + Pipette Stopper</li> </ul>	60	1000/Box						Sanguilon or Sedi Plast	
10.	Neubauer Counting Chamber	10	Each						Not Brand Specific	
11.	Fuchs Roshenth Count Chamber <ul style="list-style-type: none"> <li>used for Cerebro-Spinal fluid cell counting. Cell</li> </ul>	10	Each						Not Brand Specific	


Initials: \_\_\_\_\_

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				<u>Bidders shall fill-in columns E - I and fill the total.</u> E= mark with a *if an equivalent is quoted F= Rate per unit                      G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate  technical information & specification • Bidders shall fill in and sign the bottom section of this page						
A	B	C	D	E	F	G	H		I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/ months only)	Preferred Brands	NB: Please indicate brand name
	depth 0.2mm. Grid has 16 x large 1 mm <sup>2</sup> squares, a calibrated grid.									
12.	Durham Tube 8xX35mm 	10	250/Pack						Not Brand Specific	
13.	Rovers Cervic Brush Combi • should enable simultaneous collection of cells of the ectocervix, endocervix and transformation-zone Sample 	600	50/Pack						<b>Rovers Medical Devices</b>	
14.	Loop Wire Holder with metal loop handle	30	Each						Not Brand Specific	

Initials: \_\_\_\_\_



INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				<u>Bidders shall fill-in columns E - I and fill the total.</u> E= mark with a *if an equivalent is quoted F= Rate per unit    G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate  technical information & specification • Bidders shall fill in and sign the bottom section of this page						
A	B	C	D	E	F	G	H		I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/ months only)	Preferred Brands	NB: Please indicate brand name
15.	Squeeze Bottle 500ML <b>With Long Spout. Constructed of durable polyethylene plastic and is a clear squeezable bottle.</b>  	30	Each						Not Brand Specific	
16.	Cryovials 1.5ml 1000/Box • Screw Cap • O-ring for proper sealing of the lid to avoid leakage	10	1000/Pack						<b>Sarstedt</b>	

Initials: \_\_\_\_\_




INSTRUCTIONS TO THE PUBLIC ENTITY					INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.					<p><u>Bidders shall fill-in columns E - I and fill the total.</u></p> <p>E= mark with a *if an equivalent is quoted            F= Rate per unit                              G=Total price for one item (C x F)</p> <ul style="list-style-type: none"> <li>If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li> <li>Bidders shall fill in and sign the bottom section of this page</li> </ul>					
A	B	C	D	E	F	G	H	I		
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/ months only)	Preferred Brands	NB: Please indicate brand name
	<ul style="list-style-type: none"> <li>Conical bottom free standing</li> </ul> <b>(PLEASE PROVIDE A PICTURE/ PRODUCT INFORMATION OF THE PRODUCT OFFERED)</b>									
18.	Urine Container 24hour Plastic 3L Amber Colour  <u>Sample</u> 	300	Each						Beckton Dickinson (BD)	
19.	Anaerobic Jars 12 Plates <u>Sample</u>	5	Each						Not Brand Specific	

Initials: \_\_\_\_\_




INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total. E= mark with a *if an equivalent is quoted F= Rate per unit                                  G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page						
A	B	C	D	E	F	G	H		I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/ months only)	Preferred Brands	NB: Please indicate brand name
										
20.	Anaerobic Jars.42 Plates <b>Sample</b>	5	Each						Not Brand Specific	
										

Initials: \_\_\_\_\_

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				<u>Bidders shall fill-in columns E - I and fill the total.</u> E= mark with a *if an equivalent is quoted F= Rate per unit                                  G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page						
A	B	C	D	E	F	G	H		I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/ months only)	Preferred Brands	NB: Please indicate brand name
										
21.	Forceps Stainless Steel Blunt Sample 	10	Each						Not Brand Specific	
22.	Disc Dispenser 6 Plate Sample 	5	Each						<b>Oxoid</b>	

Initials: \_\_\_\_\_

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				<p>Bidders shall fill-in columns E - I and fill the total.</p> <p>E= mark with a *if an equivalent is quoted  F= Rate per unit                      G=Total price for one item (C x F)</p> <ul style="list-style-type: none"> <li>If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li> <li>Bidders shall fill in and sign the bottom section of this page</li> </ul>						
A	B	C	D	E	F	G	H	I		
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/ months only)	Preferred Brands	NB: Please indicate brand name
23.	Disc Dispenser 8 Plate <b>Sample</b> 	5	Each						Oxoid	
24.	Lens Cleaner Microscope	50	100/Pack						Not Brand Specific	
25.	Pipet Tips (500-1000u1)	100	1000/Pack						Not Brand Specific	
26.	Slide Holder Book <b>Haema</b>	50	Each						Not Brand Specific	
27.	Pipette Tips Univ 5-200ul	300	1000/Pack						Not Brand Specific	
28.	Ph Indicator Strips Ph 5 - 10	20	100/Pack						Not Brand Specific	

Initials: \_\_\_\_\_

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS							
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				<p align="center"><u>Bidders shall fill-in columns E - I and fill the total.</u></p> E= mark with a *if an equivalent is quoted F= Rate per unit    G=Total price for one item (C x F) <ul style="list-style-type: none"> <li>If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li> <li>Bidders shall fill in and sign the bottom section of this page</li> </ul>							
A	B	C	D	E	F	G	H	I			
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/ months only)	Preferred Brands	NB: Please indicate brand name	
29.	Ph Indicator Strips Ph 0.5 - 6.8	10	100/Pack						Not Brand Specific		
30.	Oil For Immersion Lenses	100	100ml Bottle						Merck / Recombigen Laboratories India		
31.	Pasteur Pipette 3ML Sterile	300	500/Pack					No Brand			
32.	Arterial Blood Collection Syringe 3ml 22G1	50	100/Pack					Becton Dickinson			
33.	Scalpel Blades-No.22	50	100/Pack					No Brand			
						<b>TOTAL INCL. VAT</b>					
NAME		POSITION				SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:									

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: ..... Exchange Rate: .....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

Initials: \_\_\_\_\_

## **SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

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

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

- award partially and reject some line items;
- increase and/or decrease the required quantities at the same unit price/cost;
- conduct supplier due diligence prior to final award or at any time during the contract period;
- 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.
- Decrease or increase the quantity of goods at the supplier quoted unit price.

**NOTE:**

- **Delivery to be on an ad hoc basis on request of stock delivery (once off delivery will not be accepted).**
- **Price must be fixed for the duration of the contract (twelve (12) months).**
- **After the initial delivery, future deliveries will be requested in batches the same quantities per respective line item on an ad hoc basis.**

**SAMPLE: DISPOSABLE LAB COAT**



**SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**



Procurement Reference Number: **G/RFQ/NIP-6/2024**

*[Bidders should complete columns C and D with the specification of the goods 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*

Item 14No	Technical Specification Required	Compliance of Specification Offered	Details of Non- Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	<b>3M Disposable Particulate Respiratory Masks N95 (Small) (1860S) Box/20 Each</b>		
2.	<b>Disposable Theatre Gown Green Medium, Each</b>		
3.	<b>Loops Disposable 10 U1 Pack/1000 Each</b> • <b>Loop must come with a calibration certificate.</b> <b>Please submit product information with the bid.</b>		
4.	<b>Disposable Lab Coat (Small) Pack/10 Each</b> • <b>high-quality polypropylene</b> • <b>non-woven material,</b> • <b>breathable and latex-free,</b> • <b>with simple 4-snap closure</b> • <b>knee length</b>		
5.	<b>Disposable Lab Coat (Medium) Pack/10 Each</b> • <b>high-quality polypropylene</b> • <b>non-woven material,</b>		




Initials: \_\_\_\_\_

Section VII Special Conditions of Contract 31

Item 14No	Technical Specification Required	Compliance of Specification Offered	Details of Non- Compliance/ Deviation (if applicable)
A*	B*	C	D
	<ul style="list-style-type: none"> <li>• <b>breathable and latex-free,</b></li> <li>• <b>with simple 4-snap closure</b></li> <li>• <b>knee length</b></li> </ul>		
6.	Disposable Lab Coat (Large) <b>Pack/10 Each</b>		
7.	Disposable Lab Coat (X-Large) <b>Pack/10 Each</b> <ul style="list-style-type: none"> <li>• <b>high-quality polypropylene</b></li> <li>• <b>non-woven material,</b></li> <li>• <b>breathable and latex-free,</b></li> <li>• <b>with simple 4-snap closure</b></li> <li>• <b>knee length</b></li> </ul>		
8	Disposable Lab Coat (2X-Large) <b>Pack/10 Each</b> <ul style="list-style-type: none"> <li>• <b>high-quality polypropylene</b></li> <li>• <b>non-woven material,</b></li> <li>• <b>breathable and latex-free,</b></li> <li>• <b>with simple 4-snap closure</b></li> <li>• <b>knee length</b></li> </ul>		
9.	ESR System Pipettes <b>Box/1000 Each</b> <b>Brand: Sanguilon or Sedi Plast</b> <ul style="list-style-type: none"> <li>• <b>Tubes + Pipette Stopper</b></li> </ul>		
10.	Neubauer Counting Chamber		
11.	Fuchs Roshenth Count Chamb <ul style="list-style-type: none"> <li>• <b>used for Cerebro-Spinal fluid cell counting.</b>  <b>Cell depth 0.2mm. Grid has 16 x large 1 mm<sup>2</sup> squares, a calibrated grid.</b></li> </ul>		
12.	Durham Tube 8xX35mm <b>Pack/250 Each</b> 		
13.	Rovers Cervic Brush Combi Brand: <b>Rovers Medical Devices</b> <ul style="list-style-type: none"> <li>• <b>should enable simultaneous collection of cells of the ectocervix, endocervix and transformation-zone</b></li> </ul> Sample 		
14.	Loop Wire Holder <b>with metal loop handle</b>		
15.	Squeeze Bottle 500ML		

Initials: \_\_\_\_\_





Section VII Special Conditions of Contract 32

Item 14No	Technical Specification Required	Compliance of Specification Offered	Details of Non- Compliance/ Deviation (if applicable)
A*	B*	C	D
	<p><b>With Long Spout. Constructed of durable polyethylene plastic and is a clear squeezable bottle.</b></p> 		
16.	<p>Cryovials 1.5ml 1000/Box Brand: <b>Sarstedt</b></p> <ul style="list-style-type: none"> <li>• Screw Cap</li> <li>• O-ring for proper sealing of the lid to avoid leakage</li> <li>• Conical bottom free standing</li> </ul> <p><b>(PLEASE PROVIDE A PICTURE/ PRODUCT INFORMATION OF THE PRODUCT OFFERED)</b></p>		
18.	<p>Urine Container 24hour Plastic 3L Amber Colour Brand: <b>Beckton Dickinson (BD)</b> <b><u>Sample</u></b></p> 		
19.	<p>Anaerobic Jars 12 Plates <b>Sample</b></p> 		

Initials: \_\_\_\_\_




Section VII Special Conditions of Contract 33

Item 14No	Technical Specification Required	Compliance of Specification Offered	Details of Non- Compliance/ Deviation (if applicable)
A*	B*	C	D
			
20.	Anaerobic Jars.42 Plates <b>Sample</b> 		
21.	Forceps Stainless Steel Blunt <b>Sample</b> 		
22.	Disc Dispencer 6 Plate Brand: Oxoid <b>Sample</b> 		
23.	Disc Dispencer 8 Plate Brand: Oxoid <b>Sample</b>		

Initials: \_\_\_\_\_

Section VII Special Conditions of Contract 34

Item 14No	Technical Specification Required	Compliance of Specification Offered	Details of Non- Compliance/ Deviation (if applicable)
A*	B*	C	D
			
24.	Lens Cleaner Microscope <b>Pack/100 Each</b>		
25.	Pipet Tips (500-1000u1) <b>Pack/1000 Each</b>		
26.	Slide Holder Book Haema		
27.	Pipette Tips Univ 5-200ul <b>Pack/1000Each</b>		
28.	Ph Indicator Strips Ph 5-10 <b>Pack/100 Each</b>		
29.	Ph Indicator Strips Ph 0.5-6.8 <b>Pack/100 Each</b>		
30.	Oil For Immersion Lenses Bot/100 Ml <b>Brand: Merck / Recombigen Laboratories India</b>		
31.	Pasteur Pipette 3ML Sterile <b>Pack/500 Each</b>		
32.	Arterial Blood Coll. Syringe Pack/100 Each <b>Brand: Becton Dickinson</b>		
33.	Scalpel Blades-No.22 <b>Pack/100 Each</b>		
34.	Did the bidder quote as per the unit of measurements indicated in Column D of Section III: List of Goods and Price Schedule. If not, did the bidder mark with a * in Column D of Section III: List of Goods and Price Schedule and indicate the unit of measurement quoted for? Also indicate equivalent unit of measurement quoted offered, if applicable.		
35.	Insurance coverage shall be DDP (Delivery Duty Paid).		

\* Columns A and B to be completed by Public Entity.

**Specifications and Compliance Sheet Authorised By:**

Name:		Signature:	
Position:		Date:	

Initials: \_\_\_\_\_

Authorised for and on behalf of:		Company	

## 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) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of the Public Entity <https://nip.com.na/wp-content/uploads/2021/09/General-Conditions-of-Contract-for-Request-for-QuotationGoods-4.pdf> except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NIP-6/2024**

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> GCC 1.1(h)	The purchaser is: <b>Namibia Institute of Pathology Limited (NIP)</b>
<b>Site</b> GCC 1.1(m)	The Site/final destination for delivery of the Goods is <b>Namibia Institute of Pathology Limited (NIP), Windhoek Central Hospital Grounds, corner of Florence Nightingale Street, Windhoek, Namibia.</b>
<b>Incoterms Edition</b> GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Initials: \_\_\_\_\_

Subject and GCC clause reference	Special Conditions
<p><b>Notices</b> <b>GCC 8.1</b></p>	<p>Any notice shall be sent to the following addresses:</p> <p>For the <b>Namibia Institute of Pathology Limited (NIP)</b>, the address and the contact name shall be: <b>Ms. Kapena Tjombonde, P.O. Box 277, Windhoek, Namibia.</b></p> <p><b>Email:</b> Kapena.Tjombonde@nip.com.na.</p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>Disputes</b> <b>GCC 10.2</b></p>	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: As per the laws of the Republic of Namibia.</p>
<p><b>Delivery and Documents</b> <b>GCC 13.1</b></p>	<p>The Goods are to be delivered within <b>six (6) weeks</b> from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed delivery note;</p> <p>(b) Invoice</p>
<p><b>Price Adjustment</b> <b>GCC 15.1</b></p>	<p>The price charge for the Goods supplied and the related Services performed shall not be adjustable.</p> <p>If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used</p>
<p><b>Terms of Payment</b> <b>GCC 16.1</b></p>	<p>The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1</p>
<p><b>Terms of Payment</b> <b>GCC 16.3</b></p>	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
<p><b>Terms of Payment</b> <b>GCC 16.4 (a)</b></p>	<p>The price shall not be adjustable to the fluctuation in the rate of exchange.</p>
<p><b>Payment Period</b> <b>GCC 16.5</b></p>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p><b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (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.</p>

Initials: \_\_\_\_\_

Section VII Special Conditions of Contract 37

Subject and GCC clause reference	Special Conditions
<b>Performance Security GCC 18.1</b>	No performance security is required.
<b>Discharge of Performance Security GCC 18.4</b>	No performance security is required.
<b>Packing GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be according to the manufacturer's instructions
<b>Insurance GCC 24.1</b>	The insurance coverage shall be <b>Carriage and Insurance Paid (CIP)</b> as specified in the Incoterms.
<b>Transportation GCC 25</b>	The Goods shall be delivered: <b>Delivered Duty Paid (DDP)</b>
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be: <ul style="list-style-type: none"> <li>• <b>Check if the goods/items are brand new.</b></li> <li>• <b>Check if the goods/items are damaged.</b></li> <li>• <b>Check if the goods/items are fully functional.</b></li> <li>• <b>Check if the goods/items meet the specifications.</b></li> </ul>
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: <b>Windhoek Central Hospital Grounds, corner of Florence Nightingale Street, Windhoek, Namibia.</b>
<b>Liquidated Damages GCC 27.1</b>	Liquidated damages for the whole contract are <b>10%</b> of the final contract price.
<b>Warranty GCC 28.3</b>	The period of validity of the warranty shall be: <b>twelve (12) months.</b> For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <b>Windhoek Central Hospital Grounds, corner of Florence Nightingale Street, Windhoek, Namibia.</b>
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: <b>seven (7) day(s)</b> for repair and <b>thirty (14) day(s)</b> for replacement

Initials: \_\_\_\_\_

### Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

- 15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[ a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

$$a+b+c = 1$$

in which:

- $P_1$  = adjustment amount payable to the Supplier.
- $P_0$  = Contract Price (base price).
- $a$  = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- $b$  = estimated percentage of labor component in the Contract Price.
- $c$  = estimated percentage of material component in the Contract Price.
- $L_0, L_1$  = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
- $M_0, M_1$  = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

- $a = [insert\ value\ of\ coefficient]$
- $b = [insert\ value\ of\ coefficient]$
- $c = [insert\ value\ of\ coefficient]$

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment =  $[insert\ number\ of\ weeks]$  weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (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

Initials: \_\_\_\_\_

Section VII Special Conditions of Contract 39

Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.

- (b) If the currency in which the Contract Price  $P_0$  is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

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**SCHEDULE 2**

**COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

<b>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</b>		
	<b>NAD</b>	<b>NAD</b>
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	.
• Clerical Wages	.....	.
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs} \times 100}{\text{Total Cost}}$$

- The cost structure should be certified by a Certified Accountant

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### BID CHECKLIST SCHEDULE

**Procurement Reference No.: G/RFQ/NIP-6/2024**

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 <b>Good Standing Tax Certificate</b> as certified by the Commissioner of Oath.		
Valid original or certified copy of <b>Standing Social Security Certificate</b> as certified by the Commissioner of Oath.		
Valid certified copy of <b>Affirmative Action Compliance Certificate</b> as certified by the Commissioner of Oath.		
<b>Valid good standing Confirmation of Registration Certificate with BIPA</b> (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.		
<p><b>Bidder must submit at least two (2) reference letters or proof of Purchase Orders substantiated by delivery note(s) for the supply and delivery of Hospital/Laboratory Medical Instruments or Equipment, Medical Supplies or Clinicals/reagents supplies;</b></p> <p><b>or</b></p> <p><b>Participating bidders that supplied similar goods to NIP should submit a declaration on the company letter head stating the procurement reference number(s) and list of goods delivered for internal reference verifications.</b></p>		
<b>An undertaking</b> 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, page 14.		

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(a) Is the company <b>registered for supply and delivery of medical/laboratory/ clinical/hospital/consumables</b> (company documents, registration/founding statement submitted with the bid document must ascertain the services provided).		
<b>Written Power of Attorney</b> or make a Close Corporation resolution to self for the signatory of the bid (template to be completed, signed and stamped). Note: Not Applicable to Sole Owners of entities.		
Complete the Company Shareholding Information form.		
Complete the <b>Company Shareholding Information form</b> on page 16.		
Did the bidder submit a <b>detailed quotation on its company letter head, in addition to Section III: List of Goods and Price Schedule?</b>		
Is <b>each page of the bid document signed (where applicable) and initialed by such person(s) legally authorized to sign on behalf of the company?</b>		
Did the bidder <b>submit a complete bidding document as issued</b> (incomplete bidding documents will not be considered)?		

**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 bid 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.*

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