Erf 209 Industria Road, Lafrenz Industrial Area Enquiries: A Nelenge 061 2023300 Tel: +264 61 202 3300 PO Box 350, Windhoek, Namibia www.amta.na



# REQUEST FOR QUOTATION For Supply and delivery of swiping rolls, thermal till rolls and scale labels pre-printed for WCH

## Procurement Reference No: G/RFQ/AMTA WCH-01/2022

RFQ Issue Date: 15<sup>th</sup> September 2022 RFQ Submission Date: 22<sup>nd</sup> September 2022 @10H00 Strictly Email RFQ to: pmu@amta.na Contact No: +264-61-202 3300 PMU Contact Name: Aletta Nelenge User Division Contact Name: Mr. Sakeus Enkono

Procurement Management Unit (PMU) Agro Marketing and Trade Agency (AMTA) Erf 209 Industria Road Lafrenz industrial Area P.O. BOX 350 Windhoek, Namibia

Board of Directors: Lorna Shikongo-Kuvare (Chairperson), Rosemary Shippiki (Deputy-Chairperson), Astrid Feris, Jason Hailonga, Heinrich Lesch Interim Managing Director: Louise Shixwameni Company Secretary: Lineekela Hatutale Registration Number: 21/2013/0853

#### NB: Below is the list of details which we require to quote on. Prices received are subject to negotiations.

#### THIS REQUEST OF QUOTATION MUST BE COMPLETED AND ACCOMPANIED BY AN OFFICIAL QUOTATION

### QUOTATION FOR: Supply of swiping rolls, thermal till rolls and scale labels pre-printed for WC Procurement Ref No: G/RFQ/AMTA WCH-01/2022

					/							
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. [ <i>To be filled by the Public Entity</i> ]					Bidders shall fill-in columns E - I and fill the totalE= mark with a *if an equivalent is quotedF= Rate per unitG=Total price for one item (C x F)If an equivalent is quoted, please attach to your quote appropriate technical information & specification							
A	A B C D					Bidders shall fill in and sign the bottom section of this page 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	Deliver y weeks) (days/m onth	Country of Origin			
1	Till Roll 57 x 40	100 EA										
2	ThermalTill Roll 80 x 55	100 EA										
3	Scale Label pre-printed	100 EA										
					TOTAL							

NAME:	POSITION:		SIGNAT	URE			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:

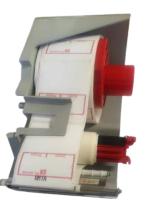
Currency: ..... Exchange Rate: .....

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





For Orders or Information please Call : 98861 61836



-----

- Please respond by the 22<sup>nd</sup> September 2022 @ 10H00.
- Quotation should be valid for 30 days from the submission due date.
- Quotations and mandatory certified documents should be strictly emailed to pmu@amta.na Any quotations send to another email address will not be considered.
- Provide warranty information if there is any.
- Clearly indicate the Estimated Time of Delivery (ETD) on the quotation.
- No goods and/or services should be delivered to AMTA without an official purchase order being emailed from PMU.
- This is not a purchase order but only a request for quotation.
- If you are unable to quote, please email this page back to the sender as a no quote and state the reason for not being able to quote.
- The supplier must inform PMU at least 5 working days in advance should delays in delivery be expected. AMTA reserves the right to cancel the order on non-deliveries.
- Only successful bidders will be contacted.
- Payment terms are 100% after delivery of goods and/ or services.
- All bidding suppliers should be registered for Normal Value Added Tax (VAT) with NAMRA.
- The following documents must be included in the submission:
  - <u>Certified copy</u> of the company registration certificate from the Ministry of Industrialization, Trade and SME Development or Business Intellectual Property Authority (BIPA) as applicable,
  - o have an original good standing Tax Certificate from NAMRA,
  - have an original good standing social security certificate,
  - have a valid <u>certified copy</u> of Affirmative Action Compliance Certificate or Exemption thereof issued by Employment Equity Commission,
  - <u>Certified copy</u> of the company fitness certificate from the municipality/town/village council in which the business operates.