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: 15th September 2022 RFQ Submission Date: 22nd 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 ¹	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:

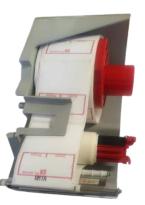
Currency: Exchange Rate:

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 22nd 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.