

REPUBLIC OF NAMIBIA
NATIONAL ASSEMBLY

Tel: (065) 244 800

Private Bag 13323 Windhoek Email: parliament@parliament.na
BID OPENING REGISTER



Procurement Reference No:

G/RFO/03 - 17/2022/2023

Supply and delivery of stationaries

Date of Advertisement:

27 December 2022

Closing Date:

31 January 2023

Opening Date:

01 February 2023

No	Company Name	Bidding amount	Bid securing declaration	Company Registration Certificate	Good Standing Certificate: Tax	Social Security Good standing	Affirmative	
							Action	
1	Hawick Investment cc	N\$ 69 872.37	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid	Submitted and valid
2	Ngodji One Trading cc	N\$ 109 756.00	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid	Submitted and valid
3	Windhoek Stationaries	N\$ 56 625.20	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid	Submitted and valid
4	Aakulu Trading cc	N\$ 146 800.00	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid	Submitted and valid
5	BlueSky Technologies cc	N\$ 64 193.00	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid	Submitted and valid
6	Somartha Investment Group cc	N\$ 256 676.00	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid	Submitted and valid

Supply and delivery of stationaries

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7	Marco Investment cc	N\$ 58 324,98	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
8	Mzaluane Investment cc	N\$ 102 465,00	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
9	Nashua Namibia	N\$ 52 390,76	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
10	Gee & Sons Trading cc	N\$ 66 862,15	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
11	Hina Investment cc	N\$ 78 717,50	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
12	Broc Investment cc	N\$ 83 674,00	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
13	HRP Trading Enterprise cc	N\$ 69 747,50	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
14	Twin Power Investment cc	N\$ 123 740,00	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
15	S&S Consulting Services cc	N\$ 72 316,03	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
16	Precious & Gracious Investment cc	N\$ 95 750,00	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
17	Wer-Na Empire Trading cc	N\$ 109 365,00	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
18	Saga Trading enterprise cc	N\$ 79 982,50	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
19	KK Target Trading cc	N\$ 67 829,30	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
20	Nunga Investment cc	N\$ 72 565,00	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
21	Nsivi Investment cc	N\$ 85289,75	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid

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22	Digital edge Investment cc	N\$ 91 477.96	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
23	Bellane Investments cc	N\$ 55 841.00	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
24	Waltons Namibia	N\$ 55 370.00	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
25	JN Trading enterprise cc	N\$ 77 426.80	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid

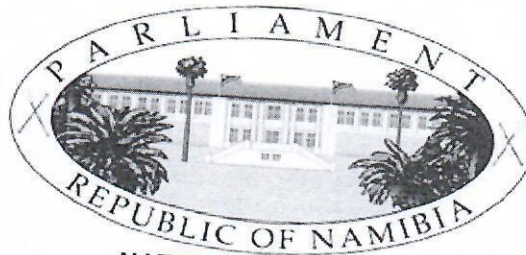
ATTENDANCE LIST OF MEMBERS OF THE PROCUREMENT MANAGEMENT UNIT

	Name	Signature
1.	<i>Emilia Moku</i>	<i>[Signature]</i>
2.	Linda Pretsen	<i>[Signature]</i>
3.	(Kesa Moku) Kesa Moku	[Signature]
4.	Victoria Victor	<i>[Signature]</i>
5.		

Supply and delivery of stationaries



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NATIONAL ASSEMBLY

PROCUREMENT MANAGEMENT UNIT

Tel: (061) 288 2541

Fax: (061) 226899

Enquiries: Rosemary Uusizi

Private Bag 13323
Windhoek

15 NOVEMBER 2022

The Accounting Officer
National Assembly

Dear Ms Kandetu

**REQUEST FOR RECOMMENDATION TO USE THE REQUEST FOR SEALED
QUOTATIONS PROCUREMENT METHOD AS PER THE PUBLIC PROCUREMENT
ACT, 2015 ACT NO. 15 OF 2015), SECTION 32 (1) TO PROCURE STATIONERIES**

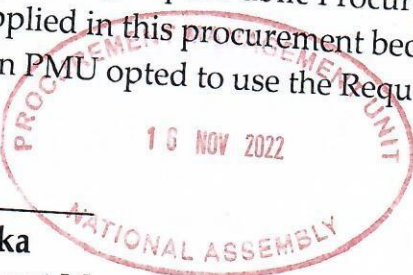
The aim of this request is to seek the recommendation from the Procurement Committee and the approval of the Accounting Officer to purchase stationeries for use at the National Assembly using the Request for Sealed Quotations procurement method.

There is a shortage of photocopy papers in the store room. As a result, there is an urgent need to procure reams of paper for office use at the National Assembly. Attached is a Request Form from the User Department: General Services.

Open National Bidding as per Public Procurement Act, 2015 (Act No. 15 of 2015), Section 27 (4) cannot be applied in this procurement because it is too costly and requires sufficient time, hence the reason PMU opted to use the Request for Sealed Quotations procurement method.

Emeritha Mofuka

Head: Procurement Management Unit



JS

PROCUREMENT COMMITTEE MEMBERS

APPROVED / ~~NOT APPROVED~~

Date

1. ~~Deputy Chairperson~~ / Alternate

Ali ab

7/12/2022

APPROVED / ~~NOT APPROVED~~

Date

2. Member / ~~Alternate~~

[Signature]

07/12/2022

FINANCIAL ADVISOR

APPROVED / ~~NOT APPROVED~~

Date

3. Financial Advisor

Vote No:

03/02/2022

Ex-Officio member

07/12/2022

4. Secretary

[Signature]

Date

07.12.2022

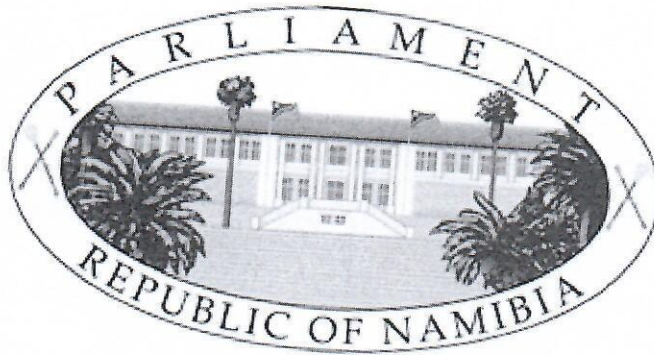
APPROVED / ~~NOT APPROVED~~

[Signature]

Chairperson / ~~Deputy Chairperson~~
PROCUREMENT COMMITTEE



REQUEST FOR RECOMMENDATION TO USE THE REQUEST FOR SEALED QUOTATIONS PROCUREMENT METHOD AS PER THE PUBLIC PROCUREMENT ACT, 2015 ACT NO. 15 OF 2015, SECTION 32 (1) TO PROCURE STATIONERIES



**PROCUREMENT REQUEST
PROCUREMENT MANAGEMENT UNIT**

TITLE: SUPPLY AND DELIVERY OF STATIONERIES

Prepared: Rebecca Guasira Approved: Ementha Mafuka

Signature: [Signature] Signature: [Signature]

Date: 10/11/2022 Date: 10.11.2022

USER DEPARTMENT

HEAD OF DEPARTMENT

Note: Procurement request(s) must be take into account the procurement timelines.

1. **USER DEPARTMENT**

1.1 Requesting user department:
General services

1.2 User department planned for the procurement: ☐ Yes / ☐ No If no, justify:
NO, the National assembly is out of office supplies

2. **BACKGROUND**

There aren't any office supplies at the National Assembly.

3. **SPECIFICATIONS/TERMS OF REFERENCE/STATEMENT OF WORKS**

Table below contains the information for numbers 3.1 to 3.4

ITEM NO:	DESCRIPTION	UNIT OF MEASURE	QUANTITY/DURATION	ADDITIONAL REQUIREMENTS
1.	Photocopy reams	Reams	500	None
2.	VARTA long life AA batteries	Each	50	None

3.5 Expected date of delivery 30 November 2022

FUNCTIONAL

The stationery is needed for office use.

PERFORMANCE

NONE

TECHNICAL

NONE

4. **CONTRACT TERM**

The proposed contract term is *once off*.

5. SOURCE OF FUNDING

6. CURRENT/PREVIOUS SUPPLIER(S)

Government stores Windhoek

7. SUPPORT DOCUMENTS

NONE