



Republic of Namibia

Ministry of Urban and Rural Development

Enquiries: Ms. Elmoreyn Howaes
Tel: (+264+61) 297-5285/ 0812878495
Email: pmu@murd.gov.na

Government Office Park
Luther Street

Private Bag 13289
Windhoek, Namibia

Our Ref No.: NCS/IQ/17-52/2025/2026

LETTER OF INVITATION

To: All Bidders

Dear Sir/Madam,

PROCUREMENT REFERENCE NUMBER: NCS/IQ/17-52/2025/2026

DEADLINE FOR SUBMISSION: FRIDAY, 21 NOVEMBER 2025 AT 11H00

SUBJECT: PROCUREMENT FOR: HIRING OF A PA SYSTEM AND DJ/ENTERTAINMENT FOR MINISTRY OF URBAN AND RURAL DEVELOPMENT'S YEAR END FUNCTION, 05 DECEMBER 2025, WINDHOEK

The Ministry of Urban and Rural Development hereby invites you to submit your most competitive quotation for items described in detail in the bid document.

Any contract resulting from this request shall be subject to the terms and conditions stipulated in the bidding document. Any queries should be directed to Head of Procurement Management Unit (PMU) Ms. Tsukhoe IlGaroes or Ms. Elmoreyn Howaes at above-mentioned contact details. You are hereby requested to prepare and submit your quotation in accordance with the instructions given. **Quotations received by e-mail will NOT be considered.**

Yours faithfully,

TSUKHOE ILGAROES
HEAD: PROCUREMENT MANAGEMENT UNIT





Republic of Namibia

***Ministry of Urban and Rural
Development***



**Request for Quotations
Services**

**PROCUREMENT FOR: HIRING OF A PA SYSTEM
AND DJ/ENTERTAINMENT FOR MINISTRY OF
URBAN AND RURAL DEVELOPMENT'S YEAR END
FUNCTION, 05 DECEMBER 2025**

Procurement Reference No: NCS/IQ/17-52/2025/2026

Ministry of Urban and Rural Development

*Private Bag 13289, Government Office Park, Luther Street, Windhoek; Tel: (+264 61) 297 5111;
Fax: (+264 61) 2975154; e-mail: pmu@murd.gov.na*

INFORMAL QUOTATION

Procurement Ref. No. NCS/IQ/17-52/2025/2026

To:

Postal Address:

The **Ministry of Urban and Rural Development** hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent to fax number: +264 61 297 5096 or emailed in PDF format to pmu@mur.d.gov in pdf format or addressed to: Government Office Park, Luther Street, 1st Floor, Room No: 159 attention: Ms. Elmoreyn Howaes in a sealed envelope marked Quotation Reference No: NCS/IQ/17-52/2025/2026.

Your quotation should reach the **Ministry of Urban and Rural Development** on or before the **21 November 2025**, by 11H00 am at latest.

Procurement initiated by: Ms. Elmoreyn Howaes

Date: 10/11/2025

Signature: 

Full Name of Head of Procurement Management Unit: Ms. Tsukhoe IlGaroes

Date: 10/11/2025

Signature: 

User: Directorate: FHRA&IT

Item No	Description: Procurement For: Hiring of a PA System and DJ/Entertainment for Ministry of Urban and Rural Development's Year End Function, 05 December 2025	Quantity *	Unit of Measure	Rate N\$	VAT - NAD	Total NAD	Make & Model	Country of Origin
1	DJ and Sound. PA system suitable for 150 people for indoor/outdoor event. Including 2x mics	1 day						

Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order.

- The **Ministry of Urban and Rural Development** requests delivery within 5 day as from the date of placement of order.
- I/We agree to supply the abovementioned goods/services (s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Date:

Bidder's signature and seal

(Please see overleaf)

SCHEDULE

BID SECURING DECLARATION

(Section 45 of Act)
(Regulation 37(1) (b) and
37(5))

Date:.....
(insert (Day|month|year))

Procurement Ref No. NCS/IQ/17-52/2025/2026

To: Ministry of Urban and Rural Development

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*

General Terms and Conditions Applicable

1. Purchaser

The Public Entity inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. Rights of the Public Entity

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

A Purchaser shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid or certified copy of good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) have a valid certified copy 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;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) [public entity to select appropriate] Submit bid valid security/Submit signed Bid-securing Declaration.
- (g) *Additional eligibility criteria: None*

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 Schedule 1 of this document.

6. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. The Contract

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

8. Purchase order

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) may not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the goods on or before the date set in the purchase order for delivery of the goods.
- (c) the purchase order shall be valid for 30 days only and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No. - G/RFQ-GCC posted in the website of the Ministry of Urban and Rural Development website: www.mof.gov.na/procurement-policy-unit

10. Warranty

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

11. Payment

The Purchaser undertakes to effect payment within 30 days after supply of the goods/services items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.