



MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

# Procurement Management Unit

(Established under section 25 (1) (a) of the Public Procurement Act, 2015)

Procurement Ref: *G/IQ/14-09/2022*

## STANDARD FORM *for*

## Informal Quotation (IQ)

[Issued in terms of section 7(1)(1) of the Public Procurement Act, 2015]  
(GOODS)

### *DESCRIPTION:*

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**Request for Quotation: Supply and Delivery of D-Link Network Switches – PA**

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**Ministry Of Labour, Industrial Relations And Employment Creation  
Procurement Management Unit**

**Bidding document  
Procurement Reference Number: G/IQ/14-09/2022**

**Issued on 07 June 2022  
Closing date, 10 June 2022 @10H00**

**Business Name:.....**

**Person Signing the document.....**

**Postal Address:.....**

**Contact Number:.....**

**Email Address:.....**

## INFORMAL QUOTATION (GOODS)

Procurement Ref. No. **G/IQ/14-09/2022**

To .....

The **Ministry of Labour, Industrial Relations and Employment Creation** hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form and should be deposited in the Bid Box located at **Block A, Room Number A216** in a sealed envelope marked Quotation Reference No. Your quotation should reach the **Ministry of Labour, Industrial Relations and Employment Creation** on or before the **10 day of June 2022**, by **10 H00** at latest.

Queries, if any, should be addressed to Mr. Lazarus Emvula at 061 2066208

Full Name of Head of Procurement Management Unit: Joseph Mwanyangapo

Date: 07.06.2022 .....

Signature  .....

| Item No            | Description  | Quantity | Unit of Measure | Rate NS | Amount without VAT-NAD | VAT NAD | Country of Origin |
|--------------------|--|----------|-----------------|---------|------------------------|---------|-------------------|
| 1                  | D-Link Network Switches. 24-Port 10/100/1000 Mbps Unmanaged Switch | 2        |                 |         |                        |         |                   |
|                    |  |          |                 |         |                        |         |                   |
| <b>TOTAL</b>       |  |          |                 |         |                        |         |                   |
| <b>VAT</b>         |  |          |                 |         |                        |         |                   |
| <b>GRAND TOTAL</b> |  |          |                 |         |                        |         |                   |

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

- (a) The Ministry requests delivery within **5 days** as from the date of placement of order.
- (b) Delivery Date: within (*Bidders proposed delivery period*)..... days from date of placement of order.
- (c) The tests and inspections will be carried/ conducted on the goods at delivery
- (d) Validity of offer: **30 days** as from closing date set for submission of quotations.

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us.

Date.....

Bidder's signature and seal .....

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

**Date:** .....

**Procurement Ref No.:** .....

**To: Ministry of Labour, Industrial Relations and Employment Creation**

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 \_\_\_\_\_, \_\_\_\_\_

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**

| Qualification requirements attached  | Mark |       |
|--|------|-------|
|  | No/X | Yes/√ |
| 1. Certified copy of valid company registration certificate (Founding statement);  |      |       |
| 2. Original or certified copy of valid good standing tax certificate;  |      |       |
| 3. Original or certified copy of valid good standing Social Security Certificate;  |      |       |
| 4. Certified copy of valid affirmative action compliance certificate; in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from Employment Equity Commission indicating that did submit the report for the period following from the date when the certificate was issued; or proof from Employment equity Commission that the bidder is not relevant employer; or an exemption was issued in terms of Section 42 of the Affirmative Action Act 1998; |      |       |
| 5. All Forms fully completed   |      |       |
|  |      |       |