



MINISTRY OF DEFENCE

PROCUREMENT MANAGEMENT UNIT

NOTICE TO SUPPLIERS

RE: REQUEST FOR THE SUBMISSION OF COMPANY PROFILES FOR PROVISION OF GOODS, WORKS AND SERVICES TO THE MINISTRY OF DEFENCE.

1. PURPOSE

To obtain company profiles from suppliers interested in conducting business with the Ministry of Defence in respect of the supplying of goods and services to be procured through the 2018/2019 Financial year. Companies are requested to submit the relevant documentations and clearly indicate the types of goods, works and services they used to render and it should correspond with the nature of business stated in the founding statement.

2. THE NEEDS OF THE MINISTRY OF DEFENCE FOR THE 2018/2019 FINANCIAL YEAR ARE AS FOLLOWS:

➤ **GOODS:**

- Supply of insulated food containers
- Supply of Curtains and blinds
- Supply of newspapers, periodicals, books & other media publicity materials
- Supply of Stationary/General Office Supplies
- Supply of cleaning materials and equipment or related cleaning supplies
- Supply of maintenance, equipment, tools and related materials and supplies
- Supply of sport wear and related sport supplies
- Supply of computer supplies and related goods
- Supply of equipment, tools and materials
- Supply of gifts
- Supply of crockery, glasses and related kitchen utensils
- Supply of hygiene related supplies
- Supply of refreshment
- Supply of security equipment and related supplies
- Supply of promotional items
- Supply of vehicles
- Supply of Tyres & Batteries and accessories
- Repair of Tyre punches and wheel alignment
- Supply of fuel, oil and lubricants
- Supply of Flags
- Supply of new fleets

- Supply of marine services
- Supply of Spare Parts for vehicles, motor bikes, boats helicopter, tractors, farming equipments
- Supply of tools, Equipments and related materials
- Supply of vehicles accessories (Blue Lights, Spotlights, Rail)
- Supply of building materials
- Supply of air conditioner/Installation of air conditioner
- Supply of building construction equipment/plants
- Supply of safety clothes/equipment
- Supply of industrial workshop machinery
- Supply of Computers equipment such as G4s Computer, printers' projector, shredder machine.
- Supply of Data and Communication network and related equipment
- Supply of Cell phone, ipads, tabs and other accessories
- Supply of Field Kitchen and its equipment
- Supply of target systems
- Supply of barrack equipments, beddings (beds, mattress, bed sheets, pillows etc)
- Supply of Folding Table, Folding Bench, Field Toilet, Mobile Air Conditioner
- Supply of Field Camouflage Netting
- Supply of Flood Light sets with generator/Mask
- Supply of Two Men Tent (Bow)
- Supply of One Men Tent (Bow)
- Supply of Tent Canvas rip stop 5mx5m hip roof
- Supply of Tent Canvas rip stop 5m x 10m hip roof
- Supply of dry rations
- Supply of Electrical material
- Supply of mosquito nets
- Supply of various toiletries
- Manufacture of rank insignias
- Supply of garden tools
- Supply of pantyhose
- Supply of medical supplies
- Supply of panel beat services (repair of accident/damages)
- Supply of operational equipment and office equipment
- Construction and Renovations of office infrastructure
- Maintenance and bakery and kitchen equipment
- Maintenance of security equipment
- Hiring equipment
- Maintenance and servicing of Band equipment
- Supply of Boats and its accessories

➤ **WORKS:**

- Supply of electrical and mechanical services
- Engineering services
- Interior design services
- Repair of engines, gearbox and cylinder blocks
- Repair of hydraulic components
- Supply of branding

- Maintenance, Installation services
- Supply maintenance services for standby generator/workshop equipment and tools
- Maintenance, repair, overhaul, supply of spare parts, for hydraulic machinery, refrigeration, ventilation equipment, and related systems on Vessels/Boats
- Servicing, maintenance of swimming pools and pools equipment
- Maintenance, repair of hull-superstructure, maintenance of on board accommodation and de-bunkering of fuel, maintenance fuel farm
- Maintenance, repair, overhaul, supply of spare parts for propellers and propeller shafts, rudders on Vessels/Boats
- Maintenance and repair, servicing and overhaul of communication, navigation, surveillance /monitoring, rescue, electrical and electrical equipment, jetties and jetty-fenders on vessels/boats
- Maintenance, repair, overhaul and delivery of spare parts for general machinery and related systems, upholsteries, caterpillar engine, auxiliary machineries, systems and supply of tubs, fittings and components on Vessels/Boats

➤ **CONSULTANCY SERVICE:**

- Architecture service
- Quantity survey services
- Engineering services (Civil, Electrical and Mechanical)
- Interior design services
- Other consultancy services

➤ **NON-CONSULTANCY SERVICES**

- Refilling of compressed gas bottles
- Rental & hiring of fleets
- Servicing of fire extinguishers
- Service of fleets and machineries
- Supply of number plates, plate holders, logos and badges
- Tinting of vehicles windows
- Supply insurance fleets
- Supply of air tickets and transportation services
- Service of operational equipment (escalators and elevators)
- Service of security system (access control and surveillance cameras)
- Short training courses, symposiums and workshops
- Hiring of venue for conferences ,workshop and trainings
- Pumping of Septic tank
- Advertisements
- Printing
- Supply of flowers
- Supply of events management and decorations
- Hospitality and catering services
- Replacement/refilling of gas bottles
- Supply of computer equipment (computers, servers, switchboard and printers)
- Supply and Installation of telecommunications services
- Licensed and computer software
- Refuse removal services
- Rental of photocopiers

- Branding services
- Cleaning services
- Laundry services
- Security services
- Entertainment services (live band, cultural group performance ect.)
- Accommodation for learners and students
- Rental of warehouses and containers
- Hiring of tents, chairs and tables
- Rental of mobile toilets

NB: The documents outline below are mandatory in order to be eligible to participate:

- A valid company Registration Certificate
- An original Valid good Standing Tax Certificate
- An original valid good standing Social Security Certificate
- A valid 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
- A written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- A certificate indicating SME status (for Bids reserved for SMEs)

The Ministry of Defence reserves the rights to:

- Ask for clarifications when evaluating proposals received;
- Reject company profiles, if the above-mentioned are not adhered to;
- Due to security reasons, some services may require vetting.

Closing date for submission: 21 June 2018 Time: 12H00

NB: Submission of profiles are to be submitted in sealed envelopes and should be submitted at the office of the Chief Defence Procurement, Research and Development, Room 010, Bastion 4, Ministry of Defence, 16 TV More Street, Windhoek, Namibia.



R. Adm. Peter H Vilho

PERMANENT SECRETARY

