



REPUBLIC OF NAMIBIA

## MINISTRY OF FISHERIES AND MARINE RESOURCES

### PROCUREMENT MANAGEMENT UNIT NOTICE TO ALL POTENTIAL SUPPLIERS

**REQUEST FOR THE SUBMISSION OF COMPANY PROFILES FOR PROVISION OF GOODS, WORKS AND SERVICES TO THE MINISTRY OF FISHERIES AND MARINE RESOURCES.**

**1. PURPOSE:**

To obtain company profiles from suppliers interested in conducting business with the Ministry of Fisheries and Marine Resources in respect of supplying of goods and services to be procured through the 2019/2020 Financial Year. Companies are requested to submit the relevant documentations, and clearly indicate the types of goods and services they used to render and it should correspond with the nature of business stated in the company founding statement or amendment. The following mandatory documents must accompany the company profiles:

NO.	DOCUMENT NAME/TITLE
1.	Company Profile (should have contact details, location and supplier's goods / services)
2.	Certified copy of a valid Certificate of Good Standing with Social Security Commission
3.	Certified copy of a valid Good Standing Tax Certificate (Value Added Tax)
4.	Certified Copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended; or Letter from the Employment Equity Commission.
5.	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other
6.	SME certificate

**2. THE NEEDS OF THE MINISTRY OF FISHERIES AND MARINE RESOURCES FOR THE 2019/2020 FINANCIAL YEAR ARE AS FOLLOWS, BUT NOT LIMITED TO:**

**GOODS:**

- Supply of tyres & batteries and accessories Repair of tyre puncture and wheel alignment
- Supply of cleaning materials and equipment or related cleaning supplies Supply of fuel, oil and lubricants
- Supply of flags
- Supply of fleet (Vehicles)
- Supply of rescue and fire extinguishing equipment
- Supply of security equipment (Surveillance cameras, scanners etc.)
- Supply of spare parts for vehicles, motor bikes, boats, farming equipment etc.
- Supply of vehicle accessories (strobe lights, spotlights, rails, towbars, etc.)
- Supply of periodicals, books & other media publicity materials
- Supply of stationery/general office supplies
- Maintenance of equipment, tools and related materials
- Supply of building materials
- Supply of air conditioner/ installation of air conditioner
- Supply of building construction equipment/plants
- Supply of safety clothes / equipment
- Supply and delivery of industrial workshop machinery
- Supply and delivery of agricultural equipment
- Supply of Computers equipment/accessories such as 4Gs computer, printers' projector, shredder machine, earphone and headphone
- Supply of Data and Communication network and related equipment
- Supply of Cell phone, tablets and other accessories
- Supply of kitchen equipment
- Supply of beddings
- Supply of souvenirs
- Supply of crockery, cutlery, glasses and other related utensils
- Supply of office furniture
- Supply of cleaning materials
- Supply of refreshment/entertainment
- Supply of Security equipment and related supplies
- Supply of promotional items
- Supply and delivery of food rations
- Supply and delivery of uniforms
- Supply and delivery of packaging materials
- Supply and delivery of insecticides and pest control
- Supply of cleaning of fleets (car wash services)

**WORKS:**

- Repair of engines gearbox and cylinder blocks for vessels,
- Repair of engines, gearbox and cylinder blocks for vehicles,
- Repair of hydraulic components
- Supply of electrical and mechanical engineering services/maintenance, installation services
- Supply and installation of pre-fabricated structure and materials
- Supply maintenance services for standby generator/ workshop equipment and tools
- Supply of panel beat services (repair of accident / damages)
- Supply of operational equipment & office equipment
- Construction and renovation of office infrastructure

**CONSULTATIVE SERVICES:**

- Architecture services
- 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
- Service of fire extinguishers
- Service of fleets and machineries
- Supply insurance for fleets
- Supply of air tickets and transportation services
- Service of operational equipment (escalators, elevators, intercom system)
- Service of air conditioners, fire extinguishers and standby generator set
- Service of security system (access control and surveillance cameras)
- Advertisements
- Printing
- Supply of event management and decor
- Hospitality and catering services
- Software licenses, computer software and hardware
- Refuse removal services
- Rental of photocopiers
- Laundry services
- Hiring of venues for conferences, workshops and trainings
- Hiring of tents, chairs and tables
- Rental of mobile toilets
- Pumping of septic tanks
- Supply and installation of telecommunications services

**The Public Entity shall have the rights to:**

- Seek for clarifications at evaluation of company profiles and
- Reject company profiles, if the above mentioned is not adhered to
- Due to security reasons, some services may require vetting
- Conduct site inspections at company's premise.

Kindly take note that, the companies may submit electronic profiles to procurement@mfmr.gov.na. Suppliers that are expected to submit are those that have the above-mentioned goods/services, listed on their founding statements / company registration documents. Each supplier is required to indicate the goods / services (maximum 3) that they would like to be pre-qualified for. There's no closing date, as this is a continuous process. Company profiles to be delivered at the Ministry of Fisheries and Marine Resources, Head Office, Windhoek, Room no 100. First floor, Brendan Simbwaye Square, Block C.

**For administrative enquiries, contact:**

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