



INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS /SERVICE PROVIDERS – FYI 2024/2025

The National Commission on Research, Science and Technology (NCRST) is a Public Enterprise established by an Act of Parliament, the Research, Science and Technology Act (RST), Act No. 23 of 2004 with the mandate of coordinating, developing, and facilitating the promotion of Research, Science, Technology, and Innovation in Namibia.

No.	<i>NCRST in accordance with the Public Procurement Act (Act 15 of 2015), as amended, section 42 invites Suppliers /Service Providers to submit documents and information required to conduct pre-qualification proceedings for a period of twelve (12) months, for the 2024/2025 Financial Year.</i>
CATEGORY A: GOODS	
1.	Laboratory Reagents, Equipment and Consumables (specific to GMO laboratory)
2.	Supply and Delivery of office Stationery
3.	Supply and Delivery of Computer Hardware
CATEGORY B: NON-CONSULTANCY SERVICES	
1.	International Travel Management
2.	Shuttle Services
3.	Installation, Servicing, Maintenance and Repair of Office Air Conditioner
4.	Event Management/Catering and Hospitality Services
5.	Printing, Editing, Design and Layout services
6.	Language Editing Services
7.	Services and Maintenance of Laboratory Equipment
8.	Clearing Of Reagents & Consumables (Import clearance of GMO Laboratory consignments)
9.	Disposal Of GMO Laboratory Waste
10.	Subcontracting Of GMO Laboratory Samples
11.	Cleaning Of GMO Laboratory Coats
12.	Calibration of Equipment
13.	Plumbing Services
14.	Electrical Services
15.	Car Hire
16.	Domestic and International Transport, Freight and Logistics Services
17.	Fumigation Services
Qualification Requirements	
<i>All potential Suppliers/Service Providers must submit valid documents at the deadline of submission for pre-qualification. The documents and information must be arranged and marked in the order as indicated below:</i>	
1.	A cover letter on the company letter head, ranging the company experience and preference of "Procurement Categories" in a sequence of choice.
2.	Company profile depicting the experience for the goods and services for the respective categories applied for pre-qualification.
3.	Valid company registration certificate clearly indicating shareholders and principal business
4.	An original valid good standing Tax Certificate

5.	An original valid good standing Social Security Certificate or in the case where a company has no employees, a confirmation letter from the Social Security Commission.
6.	As required by the Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998): I. A valid affirmative action compliance certificate issued under section 41 of that Act, II. An exemption issued under section 42 of that act; or III. A proof from Employment Equity commissioner that the bidder or supplier is not a relevant employer as defined in that Act
4.	A written undertaking as contemplated in section 138 (2) of the Labour Act, 2007(Act No. 11 of 2007), downloadable on the NCRST website at https://www.ncrst.na/procurement/procurement-bids/ .
5.	A valid- I. certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia II. certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia III. document serving as evidence of registration as a trust and the trust deed for a registered under the laws regulating trusts in Namibia IV. partnership agreement in the case of a partnership, a valid joint venture agreement in the case of joint venture or a valid agreement in case of other similar arrangements, but a bidder or supplier who is a sole proprietor only needs to comply with provisions of paragraph (3) to (6)
7.	A valid good standing Confirmation of Registration Certificate with BIPA (Business Intellectual Property Authority). This certificate validates the existence of the entity as well as that the entity is in good standing with BIPA in as far as it relates to the payment of annual duties.
8.	Past performance evidence of at least a minimum of three (3) or more Purchase Orders with their delivery notes/job card for each respective category applied for pre-qualification. <i>Evidence should not be older than twelve (12) months.</i>
9.	Fitness Certificate from the local authority (procurement preference shall be sourced from Suppliers/Service Providers based and operating in the region where the goods/services are required, or the closest region in the absence of no Supplies/Service Providers in the region).
10.	Declaration of closure on any matter where the Suppliers/Service Providers had been taken to court or before arbitration proceedings for performing/delivering substandard goods /services, on the company letter head.
Date of Issue	Wednesday, 13 November 2024
Closing Date	Wednesday, 11 December 2024
Submission	Sealed in a single envelope, clearly marked "PRE-QUALIFICATION" and indicate the "CATEGORIES" applied for, to be submitted at the Reception at NCRST, Cnr. Louis Raymond & Grant Webster Street, Olympia
Enquiries	Procurement Management Unit: pmu@ncrst.na