

NOTICE TO SUPPLIERS

REGISTRATION OF SUPPLIERS TO RENDER GOODS, WORKS AND SERVICES TO THE NAMIBIA STATISTICS AGENCY

1. PURPOSE:

The Namibia Statistics Agency hereby invites all potential suppliers that are aspiring to render goods, works and services in the financial year 2021/2022 to submit the following:

2. THE NEEDS OF THE NSA FOR THE 2021/2022 FINANCIAL YEAR ARE AS FOLLOWS, BUT NOT LIMITED TO:

2.1 GOODS

- 2.1.1 Supply of Newspapers, Periodicals, Books & other Media Publicity Materials.
- 2.1.2 Supply of Stationery/General Office Supplies
- 2.1.3 Supply of Equipment, Tools and related Materials & Supplies
- 2.1.4 Supply of Computer equipment and related goods
- 2.1.5 Supply of Data and Communication Network and related Equipment
- 2.1.6 Supply of Cell phone, iPads and other Computer Accessories
- 2.1.7 Supply of Corporate Gifts
- 2.1.8 Supply of Crockery, Cutlery, Glasses and other related Utensils
- 2.1.9 Supply of Office Furniture
- 2.1.10 Supply of Refreshment
- 2.1.11 Supply of Security Equipment and related Supplies
- 2.1.12 Supply of Promotional Items
- 2.1.13 Supply of materials for Surveys Fieldwork e.g. Uniforms, Bags T-Shirts etc.
- 2.1.14 Supply of Camping Gears for Fieldwork e.g. Tents, Matresses, Gas Cylinder, Torch, Batteries, Car Fridges, and Camping Chairs
- 2.1.15 Hiring of events Tents, Chairs, Table etc.

2.2 WORKS

- 2.2.1 Servicing and Maintenance of Operational & Office Equipment
- 2.2.2 Supply of Electrical and Mechanical Services
- 2.2.3 Partitioning of offices /Construction, carpentry services
- 2.2.4 Services of Elevators, civil & electrical services
- 2.2.5 Pest Control, repairs, plumbing and maintenance (air condition, doors, taps, toilet

2.3 CONSULTANCY SERVICE

- 2.3.1 Architecture Services
- 2.3.2 Statistical Consultancy including Development of Methodologies, System Development, Data Collection and Analysis, Quality Assessment, Evaluation, Training
- 2.3.3 Review of Strategy Policies and NSA Policies
- 2.3.4 Strategic Planning
- 2.3.5 Short Training Courses, Symposiums & Workshops
- 2.3.6 Auditing Services
- 2.3.7 Geographic Information Systems
- 2.3.8 National Spatial Data Infrastructure Activities

- 2.3.9 Data Processing and Management Services
- 2.3.10 Database & Data Warehouse Management
- 2.3.11 2021 Population and Housing Census Activities
- 2.3.12 Population Projections Activities
- 2.3.13 Civil Registration and Vital Statistics Activities (CRVS)
- 2.3.14 Job Grading
- 2.3.15 Psychometric Assessments
- 2.3.16 Document Archiving
- 2.3.17 Pastel Pay-Roll
- 2.3.18 Labour Relations
- 2.3.19 Any Non-Classified Consultancy Services (Animation etc.).

2.4 NON-CONSULTANCY SERVICES

- 2.4.1 Supply of Air Tickets and Transportation Services
- 2.4.2 Provision of IT related Services
- 2.4.3 Services of Security System (Access Control and Surveillance cameras)
- 2.4.5 Advertisements
- 2.4.6 Printing
- 2.4.7 Supply of Events Management and Decoration
- 2.4.8 Hospitality and Catering Services
- 2.4.9 Computer Software and Licensing
- 2.4.10 Rental photocopiers
- 2.4.11 Branding Services
- 2.4.12 Cleaning Services
- 2.4.13 Security Services
- 2.4.14 Entertainment services (live band, cultural groups' performance).

3. The document outlined below are mandatory in order to be eligible to participate in the provision of goods and services.

- Certified copy of a valid Company Registration Certificate
- Certified copy of a valid Good Standing Tax/VAT Certificate
- Certified copy of a valid Good Social Security Certificate
- Certified copy of a valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not relevant employer, or exemption issued in terms of section 42 of the Affirmative Action Act 1998
- A written undertaking as contemplated in section 132(2) of the Labour Act, 2007
- Certified copy of a certificate of registration as an SME (if applicable)
- Company profile Stated the type of goods/works and services rendered, contact details, location, regions.

4. Namibia Statistic Agency shall have the right to:

- A. Reject all company profiles. If the above-mentioned are not adhered to;
- B. Remove non-performing suppliers from the list.

NB: Faxing or emailing of documents will not be accepted. Closing date for Submission: Friday, 30 April 2021 at 11h00.

The supplier Registration form is available for download on NSA's website. Registration form and company profile should be submitted in sealed envelopes clearly marked "REGISTRATION OF SUPPLIERS TO RENDER GOODS, WORKS AND SERVICES TO THE NAMIBIA STATISTICS AGENCY" and must be deposited into the bid box or couriered to; Namibia Statistic Agency, Head Office, FGI House, Post Street Mall, Windhoek, Namibia
Ground floor

Attention: PROCUREMENT MANAGEMENT UNIT

ENQUIRIES: email address: procurement@nsa.org.na.

Namibia Statistics Agency (NSA), FGI House, 44 Post Street Mall, Windhoek, Namibia, P.O.Box 2133, Windhoek, Namibia
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