

INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS

Namibia Wildlife Resorts is a state-owned enterprise, mandated to run the tourism facilities within the protected areas of Namibia. Its only shareholder is the Government of the Republic of Namibia; hence, it belongs to the Namibia people. The company was created through an Act of Parliament, the Namibia Wildlife Resorts Company Act, and has been in existence since 1998. Other legislation that has an impact on NWR are the Companies Act (Act 61 of 1973 as amended), the Public Enterprise Act (2 of 2006 as amended), the Public Enterprises Governance Amendment Act (Act 8 of 2015) and Public Procurement Act (Act No:15 of 2015).

Purpose:

NWR wishes to update its list of suppliers for the year ending 31st Oct 2019 to 2022. Thus, we hereby invite sealed applications from interested and eligible, competent and reputable contractors/suppliers and service providers to be considered for pre-qualification to supply various goods, works and services listed hereunder.

NO	CATEGORY A - GOODS	NO	CATEGORY B - NON-CONSULTANCY SERVICES	NO	CATEGORY C - CONSULTANCY SERVICES
01	Supply and delivery/installation of security equipment (CCTV, scanners, etc.)	38	Provision of generator services and maintenance	75	Provision of actuarial valuation services
02	Supply and delivery of ICT equipment (Computers, laptops, printers, servers, scanners, UPS other related ICT equipment)	39	Provision of training - Local guides, national guides, river guides, skippers etc.	76	Provision of consultancy - community forums
03	Supply and maintenance of fire suppression and fire fighting equipment	40	Printing layout and design of pamphlets, booklets etc.	77	Provision of fleet management and monitoring services
04	Supply and delivery of guest room amenities	41	Provision of landscaping	78	Provision of human resource services, i.e. job grading and evaluations etc.
05	Supply and delivery of tires, fitments and wheel alignment	42	Provision of licences and related computer software	79	Provision of internal audit services
06	Supply and delivery of staff uniforms - Shoes and protective clothing/gear/shoes	43	Provision of auctioneering services	80	Provision of internet & telephone services
07	Supply and delivery of marketing promotional materials (including design, artworks & printing)	44	Provision of maintenance of office furnishings, e.g. vertical blinds and curtains.	81	Provision of payroll services (administration, AccSys system)
08	Supply and delivery of souvenirs, curios/crafts, books	45	Provision of courier services/mail delivery	82	Provision of quality control (Engineering services, operating standards)
09	Supply and delivery of wine and hard liquor products	46	Provision of pests control services	83	Provision of travel agent services
10	Supply and delivery of groceries/dry food	47	Provision of employee wellness services	84	Provision of WIFI services
11	Provision of document printing services – (Receipts/invoice books, diaries, corporate newsletter, certificates, business cards etc.)	48	Provision of accommodation services (Oshakati, Ongwediva, Ondangwa, Swakopmund, Windhoek and Lüderitz)	85	Provision of environmental impact assessment services
12	Supply and delivery of cleaning material	49	Provision of corporate wellness services	86	Provision of external audit services
13	Supply and delivery/installation of air-conditioners and consumables	50	Provision of indoor plants & maintenance	87	Provision of interior design/decorating services
14	Supply and delivery of books, newspapers, other publicity material	51	Provision of banking services	88	Provision of legal services
15	Supply and delivery of fuel supply	52	Provision of team building services	89	Provision of marketing and advertising services
16	Supply of computer equipment, audiovisual - equipment, sound systems	53	Provision of pool cleaning material & Services	90	Provision of property evaluation services, PPE
17	Computer hardware & software equipment	54	Provision of security guarding services (including alarm services, access control etc.)	91	Provisioning of project management services - civil engineering, structural, architectural, electrical etc.)
18	Supply and delivery of beverages (Soft drinks, beer, ciders etc.)	55	Provision of branding services		
19	Supply and delivery of spa products	56	Provision of health and safety training (first aider, evacuation, fire, and representatives)	NO	CATEGORY D - PROVISION OF WORKS
20	Supply and delivery of general office stationeries	57	Provision of health and safety services (food handlers, etc.)	92	Provision of alternative house solutions
21	Supply and delivery of office equipment, i.e. furnitures	58	Provision of medical aid services	93	Provision of renewable energy
22	Supply and delivery of office refreshments	59	Provision of motor vehicle maintenance and repairs (Approved garages/dealers only)	94	Provision of small building works, e.g. renovations, partitioning, painting, plumbing and related services
23	Supply and delivery of small tools (garden and maintenance)	60	Provision of refuse/waste removal services	95	Provision of thatch replacement & repairs
24	Supply and delivery of firewood	61	Provision of transportation services	96	Provision of wooden/polymer replacement & repairs
25	Supply and delivery of communication devices (Two-way radios)	62	Provision of photography and videography Services	97	Provision of canvas replacement & repairs
26	Supply and delivery of kitchenware (Crockery, cutlery & small equipment)	63	Provision of asset valuation services	98	Provision of vehicles conversions
27	Supply and delivery of fishing gear and related products	64	Provision of defensive driving training services	99	Supply, installation and maintenance of air conditioners
28	Supply and delivery of camping, outdoor and leisure equipment	65	Provision of event management services (Hospitality services, outside catering)	100	Provision of swimming pool motor repairs
29	Supply and delivery of flowers and gifts	66	Provision rental/hiring of photocopy machines		
30	Supply and delivery of frozen food	67	Services of air conditioners, fire extinguisher, fax machines, photocopy machines	NB:	THE DOCUMENTS OUTLINED BELOW ARE MANDATORY IN ORDER TO BE ELIGIBLE TO PARTICIPATE:
31	Supply and delivery of ice cubes	68	Services of operational equipment (ICT equipment, video conferencing equipment etc.)		
32	Supply and delivery of kitchen fuel and gas	69	Supply and delivery of ICT computer system related services i.e. Innkeeper	a.	Valid company registration certificate clearly indicating shareholders and principle business
33	Supply and delivery of meat products	70	Supply and maintenance of communication/telephone equipment and accessories	b.	An original valid good standing tax certificate
34	Supply and delivery of motor vehicles	71	Supply and maintenance of signage and advertising	c.	An original valid good standing social security certificate
35	Supply and delivery of towels and linens	72	Supply of air tickets and transportation services (Hiring of vehicles, buses)	d.	Certified copy of original affirmative action compliance certificate/proof from Employment Equity
36	Supply of computer stationery and computer-related consumables	73	Supply of event management, hospitality and catering services and decorations.	e.	A written undertaking as contemplated in section 138 (2) of the Labour Act, 1998
37	Supply of plumbing, electrical and any other maintenance material or equipment	74	Provision of upholstery services	f.	Certified copy of valid certificate of registration as an SME (for bids reserved for SMEs)

The Public entity shall have the right to:

- Ask for clarifications at the time of evaluating company profiles
- Conduct site inspection at the company's premises. Thus, a clear physical address and contact details must be provided
- Reject all company profiles, if the above-mentioned is not adhered to

Notes:

Local suppliers from various regions are encouraged partake in this pre-qualification
Faxed or emailed of documents will not be accepted

Bidders who are currently doing business with NWR are required to reapply to be considered for pre-qualification

All interested and eligible suppliers'/service providers are invited to apply for pre-qualification by submitting detailed company profiles and mandatory documents. They should clearly indicate the code number and sub-category of goods or services they wish to supply.

The request for pre-qualification will close on **Friday, 27 September 2019** at the Head Office of Namibia Wildlife Resorts, Gathemann Building (2nd Floor), 344 Independence Avenue, Windhoek at 12h00.

Delivery: Courier or by hand or registered mail

The Secretary
Procurement Committee
Private Bag 13378
181 Gathemann Building
1st Floor
NWR Building

Enquiries: Should be forwarded in writing to Procurement Management Unit
Email: PMU@nwr.com.na