



TERMS OF REFERENCE (TOR)

INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS/SERVICE PROVIDERS/CONTRACTORS

IntraHealth Namibia invites Suppliers/Service Providers/Contractors to submit their documents and information required to be part of the organisation's preferred vendors list. Please choose the town/s where you will be able to provide goods and services in.

Towns/sites	
	<ol style="list-style-type: none">1. Windhoek2. Rundu3. Nkurenkuru4. Divundu5. Ncamagoro6. Nyangana7. Katima Mulilo8. Otjiwarongo9. Tsumeb10. Gobabis11. Talismanus12. Otjinene13. Walvis Bay14. Swakopmund15. Oshikango16. Ongwediva17. Oshakati18. Ondangwa19. Mariental20. Luderitz21. Oranjemund22. Rehoboth23. Keetmanshoop24. Rosh Pinah25. Noordoewer26. Karasburg27. Leonardsville

	<p>28. Omitara 29. Witvlei 30. Aussenkehr 31. Epukiro 32. Gibeon 33. Maltahohe 34. Andara</p>
<p>Procurement Categories</p>	<ol style="list-style-type: none"> 1. Refreshments (e.g. groceries specify or give examples) 2. Office furniture 3. Office supplies (stationery and cleaning materials) 4. Medical supplies 5. Nurses uniform supplies 6. Vehicles rentals 7. Vehicle accessories (e.g. tyres etc) 8. Breakdown (Town -in) services 9. Shuttles (airport shuttles, shuttle between town to town) 10. IT equipment and accessories (laptops, tablets, printers, projectors, cartridges etc) 11. Printing services (books, data collection tools, manuals, certificates etc) 12. Branding services (design and layout, car stickers, office signages, promotional items etc) 13. Supply of promotional items (gazebos, t-shirts, banners, etc) 14. Accommodation 15. Accommodation and conference facilities 16. Catering services (tea breaks, lunch, dinner or events catering) 17. Cleaning services 18. Security services 19. Installation, servicing, maintenance and repair of office equipment (electrical) 20. Installation, servicing, maintenance and repair of office equipment (plumbing) 21. Installation, servicing, maintenance and repair of office equipment (air conditioning) 22. Installation, servicing, maintenance and repair of office equipment (Fixtures and Fittings)

	<p>23. Event management and planning</p> <p>24. Auctioneers</p> <p>25. Labour relations (labour consultation, disciplinary hearing chairing services, etc.)</p> <p>26. Teambuilding facilitation services</p> <p>27. HR Consulting, specifically; job evaluation, job grading and salary reviews</p>
Qualification Requirements	<p>Must submit valid documents at the deadline of submission for pre-selection.</p> <p>A Supplier/Service Provider/Contractor must submit the following documents and information at the deadline of submission, failure to submit any document or information will be disqualified: -</p> <p>(a) A valid –</p> <p>(i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia, with members certified copy of identity.</p> <p>(ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia if applicable</p> <p>(b) A valid certificate of good standing with the NamRA.</p> <p>(c) A valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission.</p>
Date of issue	Friday, 06 September 2024
Closing date and time	Friday, 30 September 2024 at 17:00
Submission	<p>Submit on IHN website by uploading the required documents in the designated towns/sites and categories</p> <p>www.intrahealthnamibia.org by clicking on Work With Us, then Procurement and then Apply.</p> <p>Late submissions and submissions received by e-mail will not be considered.</p>
Enquiries	<p>Email: NamibiaProcurement@intrahealthnamibia.org</p> <p>Email: mkazonganga@intrahealthnamibia.org</p>

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