SWAKOPMUND
MUNICIPALITY

(064) 4104100
(064) 4104105
53 Swakopmund
NAMIBIA
www.swkmun.com.na
pmu@swkmun.com.na

Ref No: **12/4/9**

Enquiries: **Aili Gebhardt**

OFFICE OF THE CHIEF EXECUTIVE OFFICER
FOR FORMAL QUOTATION

PROCUREMENT REFERENCE NO.:	**NCS/RFQ/SM-034/2026**
SUBJECT MATTER:	**BRANDING OF TWELVE (12) MUNICIPAL VEHICLES**
INVITATION:	The Municipality of Swakopmund invites you to submit your sealed quotation with the best offer for the procurement as per specifications in the prescribed document available.
SEALING & MARKING OF QUOTATIONS	Quotations should be **sealed in a single envelope, clearly marked** with the **Procurement Reference Number**, addressed to the Municipality of Swakopmund with the **Bidder's name and contact information at the back of the envelope**
SPECIFICATIONS:	As per specified documentation. Only quotations made on the official document will be accepted.
ENQUIRY	**Aili Gebhardt: Corporate Officer: Marketing and Communication : 064 - 4104218 or pmu@swkmun.com.na**
DOCUMENTATION:	Documents are available on the Municipal website at www.swakopmun.com and **the E-Government Procurement Portal** https://eprocurement.gov.na/. No documents will be handed out or collected from the PMU until further notice.
SUBMISSION OF SEALED QUOTATION	**Wednesday, 07 October 2026 @ 11:00** YELLOW **Box located in the foyer of the Municipal Head Offices, Cnr Rakotoka Street & Daniel Kamho Avenue, Swakopmund**

16 September 2026
DATE OF INVITATION

MPASI HAINGURA
GENERAL MANAGER: CORPORATE SERVICES, HUMAN CAPITAL & ICT

SWAKOPMUND MUNICIPALITY

264 64 410 4111 | swkmun@swkmun.com.na | P O Box 53, Swakopmund, Namibia

Request for Quotations for Non-Consultancy Services

BRANDING OF TWELVE (12) MUNICIPAL VEHICLES

Procurement Reference No:
NCS/RFQ/SM-034/2026

Date of Issue
16 September 2026

Deadline for submission
07 October 2026

BIDDER'S NAME (COMPANY NAME)	
CONTACT DETAILS	TEL:
	Email:
	P O BOX:
TOTAL BID AMOUNT N$ (VAT EXCL) :	
TOTAL BID AMOUNT N$ (VAT INCL) :	

Aili Gebhardt 16 Sep 2026

12/4/9

Company : _____

Contact Number : _____

P O Box : _____

Contact Person : _____

E-mail : _____

PROCUREMENT REFERENCE NO: NCS/RFQ/SM-034/2026

Dear Sir/Madam

REQUEST FOR QUOTATIONS FOR BRANDING OF TWELVE (12) MUNICIPAL VEHICLES

The Municipality of Swakopmund invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Enquiries, if any, should be addressed to **Aili Gebhardt: Corporate Officer: Marketing and Communication (064-410 4218) or pmu@swkmun.com.na**

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

MUNICIPALITY OF SWAKOPMUND 2026-09-15 HEAD OF PROCUREMENT

HOFNEY KANANDJEMBO
HEAD OF PROCUREMENT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Municipality of Swakopmund reserves the right:

(a) to split the contract as per the lowest evaluated cost per item, or

(b) to accept or reject any quotation; and

(c) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing, and returning:

(a) the Quotation Letter in Section II with its annex for Bid Security / Bid Securing Declaration;

(b) the List of Goods and Price Schedule Section III;

(c) the Specifications and Compliance Sheet in Section V; and

(d) any other attachment deemed appropriate.

You are advised to carefully read and complete the entire Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion, but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be **90 days** from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, the bidder shall submit with this bid document:

(a) A certified copy of a **valid company Registration Certificate**.

(b) An original or certified copy of a valid good Standing Tax Certificate; **(Valid at the deadline of submission of bid)**

(c) An original or certified copy of a valid good Standing Social Security Certificate; **(Valid at the deadline of submission of bid)**

(d) A certified copy of a **valid Affirmative Action Compliance Certificate**, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998; **(Valid at the deadline of submission of bid)**

(e) A **written undertaking** as contemplated in section 138(2) of the Labour Act, 2007

(f) A signed **Bid Securing Declaration**.

(g) A certified copy of a valid **"Registration Certificate"** from a Local Authority Health Department or Ministry of Health & Social Services. **(Valid at the deadline of submission of bid)**

(h) Requested certified copies of documents shall only be considered if **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)**

(i) Submit proof of experience confirming that bidder provided similar service within the past period of **4 years** (minimum of **2 certified copies** of reference letters with contact details of clients).

(j) Attach **literature catalogue to substantiate compliance with the required specifications**

(k) Please take note that all pages of the standard bidding document **must be initialled and initial** all the supporting documents including company profiles, brochures, etc.

(l) Take note to sign all relevant pages as stipulated in the bidding standard document.

(m) Only requested documents will be accepted and receipts or proof of application of any such documents will not be accepted. E.g Good standing Tax, social security and fitness certificate

(n) All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.

(o) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

(p) Bids from service providers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit
  https://egp2.gov.na/forms/SearchSuspendedBidders.jsf
- African Development Bank
  https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures
- Asian Development Bank
  http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999
- European Bank for Reconstruction and Development
  http://www.ebrd.com/pages/about/integrity/list.shtml
- Inter-American Development Bank Group
  http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html
- World Bank Group
  http://www.worldbank.org/en/projects-operations/procurement/debarred-firms

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in the Appendix to Quotation Letter of this document.

6. Delivery

The contract period shall be **30 days** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted.

6.1. The following tests and inspections will be conducted on the goods at delivery:

Head Office, Municipality of Swakopmund, c/o Daniel Kamho Ave & Rakatoka Street, Swakopmund

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name, and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Yellow Quotation Box located in the foyer of the Municipal Head Offices, Cnr Rakotoka Street & Daniel Kamho Avenue, Swakopmund not later than

11:00 on Wednesday, 07 OCTOBER 2026

Quotations by post or hand delivered should reach the Municipal Head Offices, Cnr Rakotoka Street & Daniel Kamho Avenue, Swakopmund by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security, will be posted on the website/notice board of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotation's documents, catalogues, and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications must be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars. No price variation and/or escalation shall be considered.

13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

Not applicable

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

Not applicable

14. Enquiries

a. All enquiries in connection with this bid document shall be directed in writing (e-mail is acceptable) to the contact person(s) as listed in the Invitation Letter with a cut-off date of three calendar days before the bid submission deadline.

b. Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.

c. Any verbal information given or perceived to have been given shall not be binding in the Municipality of Swakopmund.

15. Validity of Document

Any bid document, as a condition for its validity;

a. must comprise of the original bid document supplied by the Procurement Management Unit and shall be duly filled in, duly signed, and dated at each place (so indicated). Any annexures that a bidder submits, inclusive of all coloured brochures, shall all be signed or initialled.

b. must be filled in and signed using indelible ink (no correction fluid or pencil may be used); if this condition is not applied such bid will be viewed as incomplete/invalid and will not be considered.

c. all correction made shall be crossed out and initialled next to the correction.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. ***If your quotation is not authorised, it will be rejected****.]*

Quotation addressed to:	**Municipality of Swakopmund**
Procurement Reference Number:	**NCS/RFQ/SM-034/2026**
Subject matter of Procurement:	**BRANDING OF TWELVE (12) MUNICIPAL VEHICLES**

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section I: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security / Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to forfeiture of the security amount / disqualification on the grounds mentioned in the BSD.

The validity period of the Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		**Company's Address and seal:**	
Contact Person			
Name of Person Authorising the Quotation:		**Position:**	**Signature:**
Date		**Phone No./Fax**	

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act) (Regulation 37(1)(b) and 37(5))

Date: _____

Procurement Ref No.: NCS/RFQ/SM-034/2026

To: Municipality of Swakopmund, c/o Rakotoka Street & Daniel Kamho Avenue, P O Box 53 Swakopmund

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

(a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity.
(b) refusal by a bidder to accept a correction of an error appearing on the face of a bid.
(c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or
(d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder.

Signed: _____

Capacity of: _____

Name: _____

Duly authorized to sign the bid for and on behalf of:

_____

Dated on _____ day of _____

Corporate Seal
(where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]
delete if not applicable / appropriate

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Reference Number: NCS/RFQ/SM-034/2026

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

No.	Description of Municipal Vehicles	QTY	Unit of Measure	Price per unit (excl. VAT)	VAT	Price per unit (Incl. VAT)
1.	*Mahindra Single pick up bakkie (branding of 2 side panel + a tail gate)*	10	Each			
2.	*Hyundai minibus (9 seater) (branding of 1 side panel only)*	1	Each			
3.	*Toyota HiAce (16 seater) (branding of 2 side panel + a tail gate)*	1	Each			
Enter 0% VAT rate if VAT exempt VAT Number:			**TOTAL**	N$	N$	N$

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		**Signature:**	
Position:		**Date:**	
Company Name:			

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The Municipality of Swakopmund intends to brand twelve (12) municipal vehicles:

1. SPECIFICATIONS:

- POLI-PRINT 3-5 YEARS WHITE VINYL STICKER UV PRINT AND LAMINATED WITH CLEAR VINYL
- Excavator (1 municipality logo on 2 doors)
- *Mahindra Single pick up bakkie (branding of 2 side panel + a tail gate)*
-

- Excavator (1 municipality logo on 1 door)
- *Hyundai minibus (9 seater) (branding of 1 side panel only)*

- Excavator (1 municipality logo on 2 doors)
- *Toyota HiAce (16 seater) (branding of 2 side panel + a tail gate)*

CORPORATE COLOUR

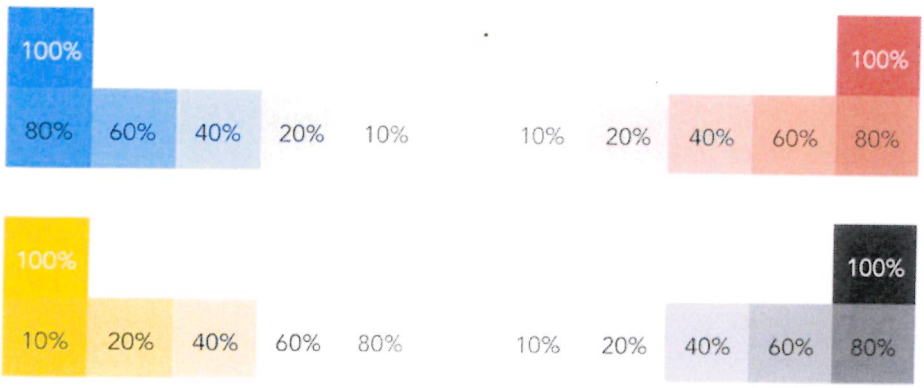
Primary Colours

Colour is a very important element within our visual identity, but generous amounts of white space are just as valuable. Colour must be used carefully and applied with care and precision, our colour palette will continue to present our institution positively.

BLUE	RED	BLACK	GOLD
C=100 M=50 Y=0 K=0	C=15 M=100 Y=100 K=0	C=0 M=0 Y=0 K=100	C=0 M=25 Y=90 K=0
Blue gradiet: Dark to light using colour break down as shown on next page.	**Red gradiet:** Dark to light using colour break down as shown on next page.	**Black gradiet:** Dark to light using colour break down as shown on next page.	**Gold gradiet:** Dark to light using colour break down as shown on next page.

CORPORATE COLOUR

Primary Colour Palette



BRANDING

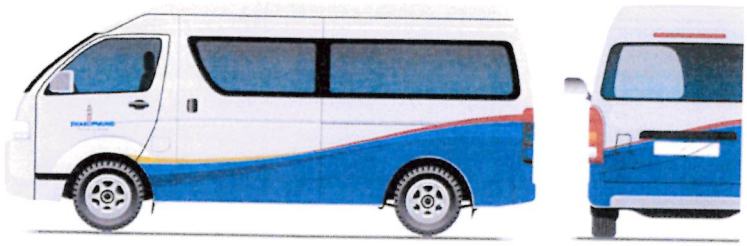
Vehicle Branding | Pick-up truck/Bakkie

Adding graphics to vehicle or fleet is an excellent form of advertising/marketing.
the primary branding graphics. Branding should be the same across all vehicle
consistency and an easy recognition of the brand.

BRANDING

Vehicle Branding | Mini bus

Adding graphics to vehicle or fleet is an excellent form of advertising/marketing. Bra
the primary branding graphics. Branding should be the same across all vehicle mak
consistency and an easy recognition of the brand.



Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/SM-034/2026

[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
Mahindra Single pick up bakkie	• POLI-PRINT 3-5 YEARS WHITE VINYL STICKER UV PRINT AND LAMINATED WITH CLEAR VINYL • Excavator (1 municipality logo on 2 doors) • Branding of 2 side panel + a tail gate)		
Hyundai minibus (9 seater)	• POLI-PRINT 3-5 YEARS WHITE VINYL STICKER UV PRINT AND LAMINATED WITH CLEAR VINYL • Excavator (1 municipality logo on 2 doors) • *Branding of 1 side panel only*		
Toyota HiAce (16 seater)	• POLI-PRINT 3-5 YEARS WHITE VINYL STICKER UV PRINT AND LAMINATED WITH CLEAR VINYL • Excavator (1 municipality logo on 2 doors) • *Branding of 2 side panel + a tail gate*		

Specifications and Compliance Sheet Authorised By:

Name:		**Signature:**	
Position:		**Date:**	
Authorised for and on behalf of:		**Company**	

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of the Procurement Policy Unit (www.mof.gov.na/procurement-policy-unit) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFQ/SM-034/2026

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
Purchaser **GCC 1.1(h)**	The purchaser is: **Swakopmund Municipality**
Site **GCC 1.1(m)**	The Site/destination for delivery of the Goods is: **Municipal Head Offices, Cnr Rakotoka Street & Daniel Kamho Avenue, Swakopmund. Corporate Services, Human Capital & ICT Department**
Incoterms Edition **GCC 4.2(b)**	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices **GCC 8.1**	Any notice shall be sent to the following addresses: For the Municipality of Swakopmund, the address and the contact's name shall be: **The Chief Executive Officer, Municipality of Swakopmund, PO Box 53, Swakopmund (For Attention - Ms. Aili Gebhardt: Corporate Officer: Marketing and Communication)** Telephone: (064) 410 4218 Email: pmu@swkmun.com.na For the Supplier, the address and contact name shall be: _____ _____ _____
Disputes **GCC 10.2**	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Negotiation between two parties

Subject and GCC clause reference	Special Conditions
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within **30 days** from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note. (b) Tax Invoice (c) Statement
Price Adjustment **GCC 15.1**	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment **GCC 16.1**	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment **GCC 16.3**	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment **GCC 16.4 (a)**	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period **GCC 16.5**	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: **On Acceptance:** The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security **GCC 18.1**	No performance security is required
Discharge of Performance Security **GCC 18.4**	The performance security will be discharged and returned to the supplier not later than **60 days** following completion date. **Not Applicable**

Subject and GCC clause reference	Special Conditions
Packing **GCC 23.2**	The packing, marking and documentation within and outside the packages shall be: Municipality of Swakopmund **At Corporate Services**
Insurance **GCC 24.1**	Supplier shall insure until delivery and unpacking at Site. **Corporate Services, Human Capital & ICT Department: Corporate Officer: Marketing and Communication office**
Transportation **GCC 25**	The Goods shall be delivered by Supplier at Supplier's cost until delivery and unpacking at Site Incotetm DAP shall apply.
Inspection and Test **GCC 26.1**	The inspection and tests shall be colour and dimensions.
Location of Inspection and Tests **GCC 26.2**	The inspections and tests shall be conducted at: **Corporate Services, Human Capital & ICT Department: Marketing and Communication office**
Liquidated Damages **GCC 27.1**	Liquidated damages for the whole contract are **0.07% of the contract value per day, not exceeding N$ 10 000-00** per day. The maximum amount of liquidated damages for the whole contract is **10%** of the final contract price.
Warranty **GCC 28.3**	The period of validity of the warranty shall be: -365 day(s) For all the purpose of the Warranty, the place(s) of the final destination(s) shall be: **Marketing and Communications Office**
Repair and Replacement **GCC 28.5**	The period for repair or replacement shall be: *14* day(s)

SCHEDULE 1

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No: NCS/RFQ/SM-034/2026

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Specification and Compliance Sheet		
Shall **be duly filled** in, duly signed, and dated at each place (so indicated)		
Indelible ink used, no correction fluid used, and all corrections crossed out and initialled or signed		
Any annexures that a bidder submits, inclusive of all coloured **brochures**, shall all be signed or initialled.		
Bid **Validity** Period **90 days**		
Delivery period **30 days.**		
A certified copy of a valid **company Registration Certificate**.		
An original or certified copy of a **valid good Standing Tax Certificate**; **(Valid at the deadline of submission of bid)**		
An original or certified copy of a **valid good Standing Social Security Certificate**; **(Valid at the deadline of submission of bid)**		
A certified copy of a **valid Affirmative Action Compliance Certificate**,		
A **written undertaking** as contemplated in section 138(2) of the Labour Act, 2007		
A signed **Bid Securing Declaration**.		
A certified copy of a **valid "Registration Certificate**" from a Local Authority Health Department or Ministry of Health & Social Services. **(Valid at the deadline of submission of bid)**		
Requested certified copies of documents shall only be considered if **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)**		
Submit proof of experience confirming that bidder provided similar service within the past period of **4 years** (minimum of **2 certified copies of reference letters with contact details of clients)**		
Attach literature **catalogue to substantiate compliance with the required specifications**		

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*

SCHEDULE 2

Republic Of Namibia

Ministry of Labour, Industrial Relations, and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

3. UNDERTAKING

I .....*[insert full name]*, owner/representative

of .....*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature: .....

Date: .....

Seal:.....

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

Request for Quotations for Non-Consultancy Services

BRANDING OF TWELVE (12) MUNICIPAL VEHICLES

Procurement Reference No: NCS/RFQ/SM-034/2026

Date of issue: 16 SEPTEMBER 2026

Closing Date: 07 October 2026

Municipality of Swakopmund
Procurement Management Unit
Municipal Head Office
Cnr Rakotoka Street & Daniel Kamho Avenue
P O Box 53
Swakopmund, Namibia

Tel: +264 64 410 4105 | **| Website: www.swakopmun.com**

Company :

Contact Number :

P O Box :

Contact Person :

E-mail :