



Namibian Ports Authority
P O Box 361 Walvisbay, Namibia
No. 17 Rikumbi Kandanga Road, Walvis Bay, Namibia
P O Box 836, Luderitz, Namibia

Request for Quotations (RFQ) For Works (RE-INVITATION)

**SUPPLY, DELIVERY & INSTALLATION OF NEW CARPET IN THE ICT
BOARDROOM – PORT OF WALVIS BAY**

Procurement Reference No: W/RFQ/NAMPORT/4000002006/2026

Bid Submission:

This is an electronic request, and responses must be submitted to the email address stated in the Quotation Submission Address before the closing date and time:

All submitted documents (whether as standalone files or files in folders) shall be in PDF format. Each document submitted shall each not exceed 10MB each.

Quotations submission address:

rfq@namport.com.na

Deadline for request for clarifications:

01 October 2026

Closing Date and Time of Bids:

12 October 2026 @12:00



Namibian Ports Authority (NAMPORT) gives notice of the following Request for Sealed Quotations - Works

Procurement Ref No	September_RFQ_024
RFQ Reference Number	W/RFQ/NAMPORT/4000002006/2026
Description of Goods	Supply, Delivery & Installation of New Carpet in The ICT Boardroom – Port of Walvis Bay
Closing Date & Time	12 October 2026 @12h00
Quotation Submission Address	rfq@namport.com.na
Validity Period of Quote	180 Days (from closing date)
Lead Time	30 Working Days

- This is an electronic request, and responses must be submitted to the email address stated in the Quotation Submission Address before the closing date and time.
- Under no circumstance should the response be submitted, copied or forwarded to any email address of any NAMPORT employee prior to the deadline for submission of responses. This may result in disqualification of your quotation.
- This Request for Quotation (RFQ) is accompanied by and comprises the following documents: N/A
- The above documents comprise the RFQ Documents and are provided as a basis for the preparation of your Submission Response. They are confidential and are provided to you on the terms and conditions set out in this Quotation Invitation Document
- If any clarification is required, kindly contact the Procurement officers below in writing.
- The Company reserves the right to amend the whole or any part of the RFQ at any time prior to the deadline for submission.
- Please note that this is a Request for Quotation/Proposal only. All responses to this document will be treated as strictly confidential and will be used for the evaluation of this RFQ only. NAMPORT may at its sole discretion, accept or reject any quotation. Therefore, there is no obligation on NAMPORT to accept the lowest or any bid. NAMPORT may accept or reject any part of a quotation without being obliged to accept such quotation in its entirety.

Contact Person for Enquiries and Clarifications:

Name	Daniel Justinu	Olga Mujahere
Designation	Procurement Clerk	Buyer
Telephone	+264 64 208 2424	+264 64 208 2278
Email	d.justinu@namport.com.na	o.mujahere@namport.com.na



LETTER OF INVITATION

W/RFQ/NAMPORT/4000002006/2026

24 September 2026

Dear Bidder,

REQUEST FOR QUOTATION (RFQ) – WORKS

1. Bidders are invited to submit their quotation for the Supply, Delivery & Installation of New Carpet in the ICT Boardroom as required by NAMPORT. This RFQ constitutes only a solicitation and is NOT an order.
2. Bidders are requested to submit one quotation for the Supply, Delivery & Installation of New Carpet in the ICT Boardroom, as per the specifications in this RFQ. Following an evaluation of the received quotations, NAMPORT may select one or more of the bidders for the Supply, Delivery & Installation of New Carpet in the ICT Boardroom
3. Only quotations for the entire nomenclature as described in the Quotation Submission Form will be accepted.
4. Any resulting contract shall be subject to the terms and conditions referred to in the document.
5. Queries or clarification, if any, should be addressed to the Procurement Officials on the front page.
6. Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

NAMPORT would like to thank you for considering this invitation for Request for Quotation.

Yours faithfully,

MELANI DE KLERK
PROCUREMENT MANAGER
NAMPORT
NAMPORT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of the Public Entity

The Namibian Ports Authority 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. Form of bid

This is an electronic bid and responses must be submitted to the delivery e-mail address stated on the cover page. Bidders are required to insert the Procurement reference number only in the subject line of the response e-mail. If a bidder wishes to submit more than one e-mail, then the subject line should be appended with the number of e-mails that will be sent (e.g. "**1 of 4**"), etc.)

3. Preparation of Quotations

Bidders 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 Securing Declaration, where applicable
- b) the Price Activity Schedule Section III;
- c) the Specifications and Compliance Sheet in Section V; and
- d) any other attachment deemed appropriate.

Bidders are advised to carefully read the complete 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.

4. Validity of Quotations

The Quotation validity period shall be **180 days** from the date of submission deadline.

5. Eligibility Criteria (Mandatory Legal Documents)

To be eligible to participate in this Quotation exercise, bidders should meet the below minimum requirements.

- (a) Have a valid company Registration Certificate;
- (b) have a valid good standing Tax Certificate;
- (c) have a valid good Standing Social Security Certificate or, in the case where a company has no employees, a confirmation letter from Social Security Commission;
- (d) have a valid certified copy of 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.
In the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commissioner indicating that the employer did submit the report for the period following the date when the certificate was issued must be submitted.
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);



Mandatory Administrative Documents

- (a) Bid Securing Declaration
- (b) Bid Submission Form
- (c) A written undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws as contemplated in section 138(2) of the Labour Act, 2007

6. Technical Requirement

In order to be considered eligible, the contractor or his sub-contractor(s) must further comply with the following technical requirements.

Item No.	Technical Evaluation Criteria [100%], Passing [70%]	Weight (%)	Score
1	Similar project experience – 25 points Evidence must include completion certificates, purchase orders, appointment letters or contactable client references for carpet or similar floor-covering installations completed during the last five years. • Three or more similar projects: 25 points • Two similar projects: 20 points • One similar project: 12 points • Relevant experience stated but no verifiable evidence: 5 points • No relevant experience: 0 points	25	
2	Experience of proposed personnel – 20 points Submit the CV or experience record of the person who will supervise or carry out the carpet installation. • Five or more years' relevant experience: 20 points • Three to less than five years: 15 points • One to less than three years: 10 points • Less than one year or limited evidence: 5 points • No information submitted: 0 points	20	
3	Compliance of proposed carpet – 20 points Submit a product brochure, technical data sheet or supplier confirmation showing the proposed carpet's manufacturer, range, colour, construction and relevant technical properties. • Fully complies with the specified product and all technical requirements: 20 points • Equivalent product offered with sufficient evidence of	20	

	comparable quality: 15 points - Product generally suitable, but some technical information is missing: 8 points - Product information is insufficient to confirm suitability: 3 points - No product information submitted: 0 points (The bidder must propose and supply Belgotex Baltimore and Belgotex Westminster broadloom carpet in the approved colours, as represented by the approved samples. The bidder must submit the manufacturers' technical data sheets, colour references and confirmation that the products will be obtained from an approved or authorised supplier. The successful bidder must submit actual carpet samples for Nampor's approval before placing the order.)		
4	Product availability and supply arrangements – 10 points The bidder must demonstrate that the specified carpet can be supplied within the required period. Evidence may include a quotation, stock confirmation, dealership confirmation or letter from the manufacturer, authorised distributor or recognised carpet supplier. - Confirmed availability from manufacturer/authorised or recognised supplier: 10 points - Supplier quotation submitted, but availability not confirmed: 7 points - Supplier identified without supporting evidence: 3 points - No supply information submitted: 0 points	30	
5	Warranty and after-sales support – 5 points - Written manufacturer/product warranty and workmanship warranty: 5 points - Workmanship warranty only: 3 points - Warranty mentioned but not clearly defined: 1 point - No warranty information: 0 points	5	
	Total Points (%)	100%	
	Bidder status (Pass/Fail)		

7. Capability of Bidders

The Bidder warrants that it has/will have the capacity to perform the works as required.



The Bidder shall furnish, as part of the response, documents establishing the bidder's eligibility to propose and to deliver the works as required. The documentary evidence shall establish to NAMPORT's satisfaction that:

- a) The Bidder has the financial, technical and capacity necessary to fulfil its obligations under the eventual Contract or PO;
- b) The bidder has established the necessary infrastructure and has adequate equipment, resources and such other facilities as required to fulfil its obligations under the eventual Contract or PO.
- c) Bidders must, upon request, furnish such additional information that NAMPORT may reasonably require as to their ability to provide the works.

8. Site Visits

No site visits are required or planned.

9. Extensions of Time

NAMPORT may in its absolute discretion by written notice to all Bidders extend the submission closing time. If any bidder applies for and is granted an extension of time to lodge its submission, the extension so granted shall apply to all bidders who will be advised of the extended closing date for receipt of quotations whether their submissions have or have not been lodged. If a bidder has already lodged a submission it may revise that submission and resubmit it no later than the extended submission closing time.

10. Addenda

NAMPORT may, from time to time, clarify any aspects of the RFQ documentation, which require clarification and will issue addenda to all bidders detailing such clarifications.

11. Bid Security/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 this document.

12. Works Completion Period

Completion of works shall be **30 working days** after acceptance/issue of Purchase Order. Deviation in completion schedule shall be considered if such deviation is reasonable.

13. Submission of Quotations

All submitted documents (whether as standalone files or files in folders) shall be in PDF format. Each document submitted shall each not exceed 10MB each. No compressed files or folders are accepted, thus documents submitted in any archived and/or compressed format (compressed by WinZip - including any application of the zip family-, WinRAR, 7z, 7zX, or any other similar formats) shall be rejected. No Google file submission format will be allowed and shall be rejected.

Quotations should be send via email to: rfq@namport.com.na not later than

Closing date: 26 June 2026

Closing time: 12:00

- Quotations by post or hand delivered would not be considered
- Late quotations will be rejected



14. Opening of Quotations

Quotations will be opened internally by the Namport immediately after the closing time referred to in instruction 12 above. A record of the Quotation Opening stating the name of the bidders and the amount quoted will be available to any bidder on request within three working days of the Opening.

15. Evaluation of Quotations

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

Price Reasonableness Analysis

- a) The goal of the evaluation process is to achieve value for money using a fair, objective, and transparent process that ensures the most appropriate contractor is selected to meet the procurement objectives
- b) Prior to the execution of a contract, the Purchaser shall conduct a verification of the market reasonableness of the prices offered.
- c) A negative determination (either unreasonably high or unreasonably low) could be a reason for rejection of the bid at the discretion of the Purchaser. The Contractor shall not be permitted to revise its submission after a determination that its offered price is unreasonable.
- d) In addition, the Purchaser may also verify any information provided on the Forms submitted in the Bid. If a negative determination of price reasonableness leads to the rejection of the Bid, the Purchaser may, at its discretion, move to invite the next-ranked Bidder for negotiation.

Abnormally Low Bids

- a) An Abnormally Low Bid is one where the Bid price, in combination with other constituent elements of the Bid, appears unreasonably low to the extent that the Bid price raises material concerns with the Purchaser as to the capability of the Bidder to perform the Contract for the offered Bid price.
- b) In the event of identification of a potentially Abnormally Low Bid, the Purchaser shall seek written clarification from the Bidder, including a detailed price analyses of its Bid price in relation to the subject matter of the contract scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the bidding document.
- c) After evaluation of the price analyses, in the event that the Purchaser determines that the Bidder has failed to demonstrate its capability to perform the contract for the offered Bid price, the Purchaser shall reject the Bid.

16. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

17. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works

shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

The bidders must provide a price exclusive of any General Sales Tax or Value Added Tax for each item and all delivery points detailed in the Quotation Response Document.

18. Margin of Preference

Exclusive preference will be allowed for the following categories:

#	Category of Local Supplier	Margin of Preference
1	Manufacturer	2%
2	Micro, Small & Medium Enterprise (SME)	1%
3	Women Owned Enterprise	1%
4	Youth Owned Enterprise	2%
5	Previously Disadvantaged Person Owned Enterprise	2%
6	Suppliers providing environmental protection	1%
7	Suppliers providing employment to Namibian citizens	1%
	Total	10%

- Bidders must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications.
- Share Certificates
- Proof of Qualification for categories (ie. ID of youth and woman, SME Certificate, employee list and nationality)
- The following documentary evidence in support of the grounds for qualification must be submitted.

#	Category of Local Supplier	Documentary Evidence
1	Manufacturer	• Certificate of registration from a registering authority • Declaration that the manufactured goods meet the local content as determined and certified by an accountant
2	Micro, Small & Medium Enterprise (SME)	• SME registration certificate • Declaration indicating the percentage of Namibian MSME ownership
3	Women Owned Enterprise	• ID's of all shareholders • Founding statement/ company registration

		indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian female ownership
4	Youth Owned Enterprise	• ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian youth ownership
5	Previously Disadvantaged Person (PDP) Owned Enterprise	• ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian PDP ownership
6	Suppliers providing environmental protection	• Declaration and proof that the bidder meets the requirements set out in the bidding documents
7	Suppliers providing employment to Namibian	• Declaration that the bidder employs 50% or more Namibian citizens

19. Language

Bidder responses shall be submitted in the English language.

20. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

21. Performance Security

No Performance Security is required.

22. Notification of Award and Debriefing

NAMPORT shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount within seven (7) days after request from the bidder. Furthermore, NAMPORT shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

23. Costs



Any costs incurred by a Bidder, in the preparation and submission of its response must be borne by the Bidder.

24. Final Check

Please check that you have attached all documents, details or additional information that are related or requested in this document before submitting your responses.



SECTION II: QUOTATION LETTER

(To be completed by Bidders)

All Bidders must 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 authorization on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorized, it may be rejected.**

Quotation addressed to	NAMPORT
Procurement Reference Number	W/RFQ/NAMPORT/4000002006/2026
Subject matter of Procurement	Supply, Delivery & Installation of New Carpet in the ICT Boardroom – Port of Walvis Bay

We offer to execute the Works detailed in the Statement of Requirements, 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 1: Instruction to Bidders.

We undertake to abide to 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 bidding document.

The validity period of the Quotation is 180 Days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 period.

Works will commence within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

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



Appendix to Quotation Letter

**BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1) (b) and 37(5))**

Date: [Day/month/year].....

Procurement Ref No W/RFQ/NAMPOR/4000002006/2026

To: NAMPOR

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:
[Insert signature of person whose name and capacity are shown]

Capacity of:
[Indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[Insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____
[Insert date of signing]

[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.]



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.



Self-Declaration Form - Margin of Preference

Quotation For: Supply & Delivery of Cleaning Materials for a Period of Three (3) years
Procurement Ref No: W/RFQ/NAMPORT/4000002006/2026

I/We the undersigned declare that:

1. I / we are eligible for the following categories of Exclusive Preference in terms of allowable Margin of Preferences as outlined in the Code of Good Practice and in accordance with applicable laws at the date of the deadline for bid submission.

#	Category of Local Supplier	Margin of Preference	Yes	No
1	Manufacturer	2%		
2	Micro, Small & Medium Enterprise (SME)	1%		
3	Women Owned Enterprise	1%		
4	Youth Owned Enterprise	2%		
5	Previously Disadvantaged Person Owned Enterprise	2%		
6	Suppliers providing environmental protection	1%		
7	Suppliers providing employment to Namibian citizens	1%		
	Total	10%		

2. We attached hereto the following documentary evidence in support of the grounds for qualification.

#	Category of Local Supplier	Documentary Evidence
1	Manufacturer	• Certificate of registration from a registering authority • Declaration that the manufactured goods meet the local content as determined and certified by an accountant
2	Micro, Small & Medium Enterprise (SME)	• SME registration certificate • Declaration indicating the percentage of Namibian MSME ownership
3	Women Owned Enterprise	• ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of



		Namibian female ownership
4	Youth Owned Enterprise	• ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian youth ownership
5	Previously Disadvantaged Person (PDP) Owned Enterprise	• ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian PDP ownership
6	Suppliers providing environmental protection	• Declaration and proof that the bidder meets the requirements set out in the bidding documents
7	Suppliers providing employment to Namibian	• Declaration that the bidder employs 50% or more Namibian citizens

Declared at _____ this ____ day of _____ 2026

Signature (of duly authorised officer): _____

Full Name and Designation: _____



BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission. For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:

- directly or indirectly holding shares
- directly or indirectly holding voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder

RFQ No.: [insert number of RFQ process]

Request for Bids No.: [insert **identification**]

To: [insert **complete name of Purchaser**]

In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding shares (Yes / No)	Directly or indirectly holding the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder (Yes / No)
[include full name (last, middle, first), nationality, country of residence]			

OR



(ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions:*

- directly or indirectly holding shares
- directly or indirectly holding voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder

OR

(iii) *We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]*

- directly or indirectly holding shares
- directly or indirectly holding voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]"

Name of the Bidder: *[insert **complete name of the Bidder**]

Name of the person duly authorized to sign the Bid on behalf of the Bidder: **[insert **complete name of person duly authorized to sign the Bid**]

Title of the person signing the Bid: [insert **complete title of the person signing the Bid**]

Signature of the person named above: _____

Date signed [insert **ordinal number**] day of [insert **month**], [insert **year**]

* In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to "Bidder" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

** Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.



SECTION III: PRICED ACTIVITY SCHEDULE

Quotation For: Supply and installation of new carpet at IT boardroom– PORT OF WALVIS BAY

Procurement Ref No: W/RFQ/NAMPOR/4000002006/2026

Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Unit of measure	Qty	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
	<u>ICT BOARDROOM</u>				
<u>1</u>	<u>REMOVAL EXISITNG CARPET</u>				
1(a)	Complete removal of existing carpet and preparation and cleaning of floor for installation of new carpet	m ²	61.5		
<u>2</u>	<u>INSTALLATION OF NEW CARPET</u>				
2(a)	Supply and install 1000gram/m2 mm high-density commercial acoustic underlay beneath carpet, complete with approved adhesive and accessories	m ²	61.5		
2(b)	Supply and install Westminster Broadloom carpet border (80cm border) as per Nampor specifications	m ²	25.5		
2(c)	Supply and install Belgotex Baltimore Broadloom carpet centre section as per Nampor specifications	m ²	35		
2(d)	Supply and install aluminium edging/transition strips where required	m	3		
2(e)	Supply and install timber skirting (80mm) painted to Nampor specifications	m	15		
<u>3</u>	<u>CLEANING OF SITE</u>				
3(a)	Complete cleaning of site and transport of existing carpet to Nampor store	Lump sum	1		
<u>4</u>	<u>PROVISIONAL SUM</u>				
6(a)	Provisional amount for omissions/additions/day works	10,000.00	-	-	10, 000.00
			Sub Total		



	Add 10% contingency		Contingency	
			Total Excl. VAT	
			VAT @ %	
			Grand total	

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



SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/4000002006/2026

Bidders should complete columns C and D with the specification of the works 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.

Specifications and Compliance Sheet Authorised By:

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	SABS1200		
2	Namport General paint specifications & colour list		
3	Specific Project specifications		

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 Works - Ref. **W/RFQ-GCC** on the website of the Public Entity (www.namport.com.na/Procurement) except where modified by the Special Conditions below.

SECTION VII: 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 Works except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/NAMPORT/4000002006/2026

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Employer GCC 1.1(r)	The Employer is: The Namibian Ports Authority
Intended Completion Date GCC	The intended completion date is: 30 working days after receiving Purchase Order
Project Manager GCC 1.1(y)	The Project Manager is: Immanuel Hango/Gunther Angermund
Site GCC 1.1(aa)	The Site is located at Port of Walvisbay and is defined in Drawings No: (N/A)
Start Date GCC 1.1(dd)	The Start Date shall be 5 days after receiving order from Procurement.
The Works GCC 1.1(hh)	The Works consist of: 1. Remove existing carpet 2. Prepare floor for installation of new carpet 3. Supply and install new carpet, including skirtings, strips etc 4. Cleaning of site after works are done



Subject and GCC clause reference	Special Conditions
Interpretation GCC 2.2	The project will be completed in the following sections: (Not applicable)
Interpretation GCC2.3	The following additional documents shall form part of the contract RFQ and Bill Of Quantities (BOQ).
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager may delegate his duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address and the contact name shall be: Mr. Daniel Justinu Tel: +264 64 208 2424 Email: d.justinu@namport.com.na Ms. Olga Mujahere Tel: +264 64 208 2278 Email: o.mujahere@namport.com.na For the Supplier, the address and contact name shall be: _____ Tel: +264 61..... Email:



Subject and GCC clause reference	Special Conditions
Insurance GCC 13.1	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i> (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor
Site Date GCC 14.1	The site Data shall be N/A
Possession of the Site GCC 20.1	The Site Possession Date shall be 5 days after receipt of order



Subject and GCC clause reference	Special Conditions
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	Programme not applicable
Program GCC 25.3	Program updates <i>not applicable</i>
Defects Liability Period GCC 33.1	The Defects Liability Period is: 12 calendar months after completion of the project and signed acceptance and handover certificates
Payment Certificates GCC 39.7	A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) A certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	NAMPORT to define adverse weather conditions
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment
Retention GCC 45.	10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.
GCC 46.1 Liquidated Damages	N/A
Bonus GCC 47.1	N/A



Subject and GCC clause reference	Special Conditions
Advance Payment GCC 48.1	No advance payment shall be made
Performance Security GCC 49.1	No performance security is required
GCC 56.1	As built" drawings or operating and maintenance manuals <i>are not</i> required Or Not applicable
GCC 59.1	Not applicable



SCHEDULE 1 - QUOTATION CHECKLIST SCHEDULE**Procurement Reference No: W/RFQ/NAMPOR/4000002006/2026**

Description	Attached	Not Attached
Quotation / Bid Submission Form		
A valid company Registration Certificate		
A valid good standing Tax Certificate;		
A valid good standing Social Security Certificate;		
A certified copy of 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		
Signed & completed Priced Activity Schedule		
Bid Submission Form		
Bid Securing Declaration		
A written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Works		

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.



PROJECT SPECIFICATIONS: VARIATIONS AND ADDITIONS TO THE STANDARDIZED SPECIFICATIONS FOR THIS CONTRACT

The following variations and additions to the SANS 1200 standardized specifications apply to this contract. The prefix PS indicates an amendment to SANS 1200. The letters and numbers following these prefixes respectively indicate the relevant standardized specification and clause numbers in SANS 1200.

PS1: GENERAL

PSA 8: MEASUREMENT AND PAYMENT

PSA 8.2.1: Fixed-charge and value-related items

PAYMENT

Payment shall be made against measured and completed work satisfactorily executed in accordance with the contract requirements and certified by the Employer's Representative.

The tendered rates and prices shall include all labour, materials, plant, equipment, transport, supervision, overheads, profit and all other costs necessary for the execution and completion of the works.

No separate payment will be made for preliminary and general obligations, which shall be deemed to be included in the tendered rates and prices.

PSA 8.2.2: Time-related items

Replace the contents of this sub clause with the following:

"Subject to the provisions of subclasses 8.2.3 and 8.2.4, payment under item 8.4.1 (time-related item) will be made monthly in equal amounts, calculated by dividing the sum tendered for the item by the tendered contract period in months, provided always that the total of the monthly amounts so paid for the item is not out of portion with the progress of the work as a whole.

Should the engineer grant an extension of time for completion of the works, the contractor will be entitled to an increase in the sum tendered for the time-related item, which increase shall be in the same portion to the original tendered sum as the extension of time is to the original time for completion of the works.

Payment of such increased amounts will be deemed full compensation for all additional time-related preliminary and general costs due to the circumstances pertaining to the extension of time granted."

PSA 8.3: Scheduled fixed-charge and value-related items

Replace the items with the following:



"PSA 8.3.1	:	Fixed preliminary and general charges	Unit: sum
PSA 8.3.2	:	Value-related preliminary and general charges	Unit: sum

The sums tendered shall include full compensation for all fixed and value-related preliminary and general charges as described in sub clause PSA 8.1.2.2. Payment will be made as described in sub clause PSA 8.2.1."

PS1 PROJECT SPECIFIC SPECIFICATIONS

- 1.1 The contractor shall supply and install Belgotex Baltimore broadloom carpet to the central floor area and Belgotex Westminster broadloom carpet as a perimeter border in the Boardroom.
- 1.2 compound shall be applied where necessary to achieve a smooth and even
- 1.3 The Westminster border shall be 500 mm wide and installed uniformly around the perimeter of the room unless otherwise directed by the Employer.
- 1.4 A 1000 g/m² commercial-grade underlay shall be supplied and installed beneath the carpet finish.
- 1.5 The existing carpet shall be carefully removed and disposed of off-site at an approved disposal facility.
- 1.6 Upon removal of the existing carpet, the floor substrate shall be inspected and prepared. Localised repairs and floor levelling surface suitable for carpet installation.
- 1.7 Carpet installation shall be undertaken strictly in accordance with the manufacturer's recommendations using approved adhesives, seam tape and accessories.
- 1.8 All carpet joints shall be neatly formed and aligned to ensure a professional appearance free from wrinkles, bubbles, gaps or visible defects.
- 1.9 The contractor shall provide all labour, materials, equipment, trims, transition strips and consumables required for a complete installation.
- 1.10 Upon completion, the contractor shall clean the work area, remove all waste materials from site and hand over the installation in a defect-free condition.
- 1.11 The contractor shall provide a minimum twelve (12) month workmanship warranty from the date of practical completion.

B. DRAWINGS

N/A



PART G

**NAMIBIAN PORTS AUTHORITY
PORT OF WALVIS BAY**

GENERAL

PAINT SPECIFICATIONS



GENERAL MAINTENANCE PAINT SPECIFICATIONS

1	SURFACE PREPARATION
1.1	GENERAL:
1.1.1	The thoroughness with which surface are prepared for painting largely determines the length of life of the applied. The aim should be to obtain a surface, which is clean, dry and stable in order to ensure a good bond between the paint, and the surface.
1.2	STOPPING AND FILLING
1.2.1	Stopping and filling should be done after the priming coat has been applied and dried. Stopping and filling must be rubbed down to a level surface with a suitable abrasive paper.

2	SURFACE PREPARATION - NEW SURFACES
2.1	WOOD SURFACES
2.1.1	Surface to be sanded smooth, dust removed and knots and resinous spots sealed with two coats knotting. Stopping to be done after prime coat has dried.
2.2	CONCRETE, PLASTER, BAGGED, STONE AND BRICKWORK SURFACES
2.2.1	Before these surfaces are painted they must be thoroughly dry (except for PVA and/or cement paint etc.) With all loose material and efflorescence removed and after all defects and deep wall cracks are made good must be sanded to a smooth surface. All dust must be removed before any paint work starts. Deep wall cracks must be repaired with recommended sealant from the supplier, if such a material is not available, than an equivalent should be utilized.

3	SURFACE PREPARATION - PREVIOUSLY PAINTED SURFACES
3.1	GENERAL
3.1.1	In preparing surfaces that have previously been painted, all loose and/or perished or otherwise defective paintwork should be removed by either the use of non - flammable paint removers or other suitable methods. Paint from external woodwork must be removed completely before the new paint system is applied. Final surface preparation to be in accordance with clause 1.1 & 1.2.
3.2	EMULSION PAINT
3.2.1	If the surface is in a sound condition it need not to be removed but it should be sandpapered and washed with clean water. If the surface is chalked it should be cleaned by use of abrasive and washing off with water. External walls must be coated with plaster sealer before applying 2 coats PVA.
3.3	HIGH GLOSS AND OIL PAINTS
3.3.1	If the surface is in a sound condition and clean, it should be sandpapered and well brushed before paint is applied.
3.3.2	If the surface is in a sound but dirty it should be washed with heavy-duty detergent mixed 1 part detergent to 50 - 100parts of water. The washing mixture should be applied with a suitable brush, the surface should then be rubbed with steel wool and then thoroughly rinsed off with clean water to remove all trace of the



	washing mixture. The surface should then be allowed to dry before repainting.
3.4	REMOVAL OF OIL PAINT AND VARNISH
3.4.1	Oil paint and varnish can be removed from a surface by burning off or with the aid of liquid paint removers.
3.4.2	Paint on external woodwork must be removed completely before the new paint system is applied. Surface to be sanded smooth, dust removed and knots/resinous spots sealed with two coats knotting. Stopping to be done after prime coat has dried.

GENERAL MAINTENANCE PAINT SPECIFICATIONS

4	PRIMING – NEW/RAW SURFACES
4.1	CONCRETE/PLASTER/BAGGED/STONE/BRICKWORK/ASBESTOS AND OTHER COMPRESSED FIBRE BOARDS.
4.1.1	EMULSION PAINT FINISH
	After the surface has been prepared as described in clause 1.1 & 1.2 as well as clause 2.1 & 2.2. One coat of emulsion paint should be applied as a primer.
4.1.2	HIGH GLOSS FINISH
	After the surface has been prepared as described in clause 1.1 & 1.2 as well as clause 2.1 & 2.2. One coat of brushing primer sealer must be applied.
4.1.3	WOOD WORK
	After the surface has been prepared as described in clause 1.1 & 1.2 as well as clause 3.4.1 & 3.4.2. One coat of brushing wood primer sealer must be applied.

5	PAINTING
5.1	PAINT PROCEDURES
5.1.1	All raw areas must be primed first. See clause 4 for details.
5.1.2	Undercoat paint must be applied after priming coat is properly dry or were previous paint is properly sand and dust. See clauses 3 & 4 for details.
5.1.3	Final coat or high gloss must be applied after under coat is properly dry.
5.2	OVER COATING TIME
5.2.1	Emulsion paint 1 – 7 days
5.2.2	High gloss paint 1 – 7 days
5.2.3	Epoxy tar paint 1 – 2 days
5.2.4	Roof paint 1 – 7 days

6	WINDOWS AND DOORS



6.1	GLAZING
6.1.1	All frames must be primed before glazing. See clause 4 for details.
6.1.2	Glazing includes back- and front putting, or fixing with beading were necessary.
6.1.3	When old front-putty must be replaced, the total length of the glazing bare must be done.
6.1.4	In case of beading all the nails must be punched and the holes must be filled with putty.
6.2	LOCKS & HINGES
6.2.1	Service all hinges and locks by, removing if necessary, cleaning and oiling all working parts. Working parts must be free of any paint.
6.2.2	Ensure that, after completion of painting that doors and windows can open fully and freely.
6.2.3	For painting details see clauses 2.1 & 3.1 - 3.4

CONCRETE/PLASTERED SURFACE COATING SYSTEM (StonCor “Pro-Struct” Coating System)

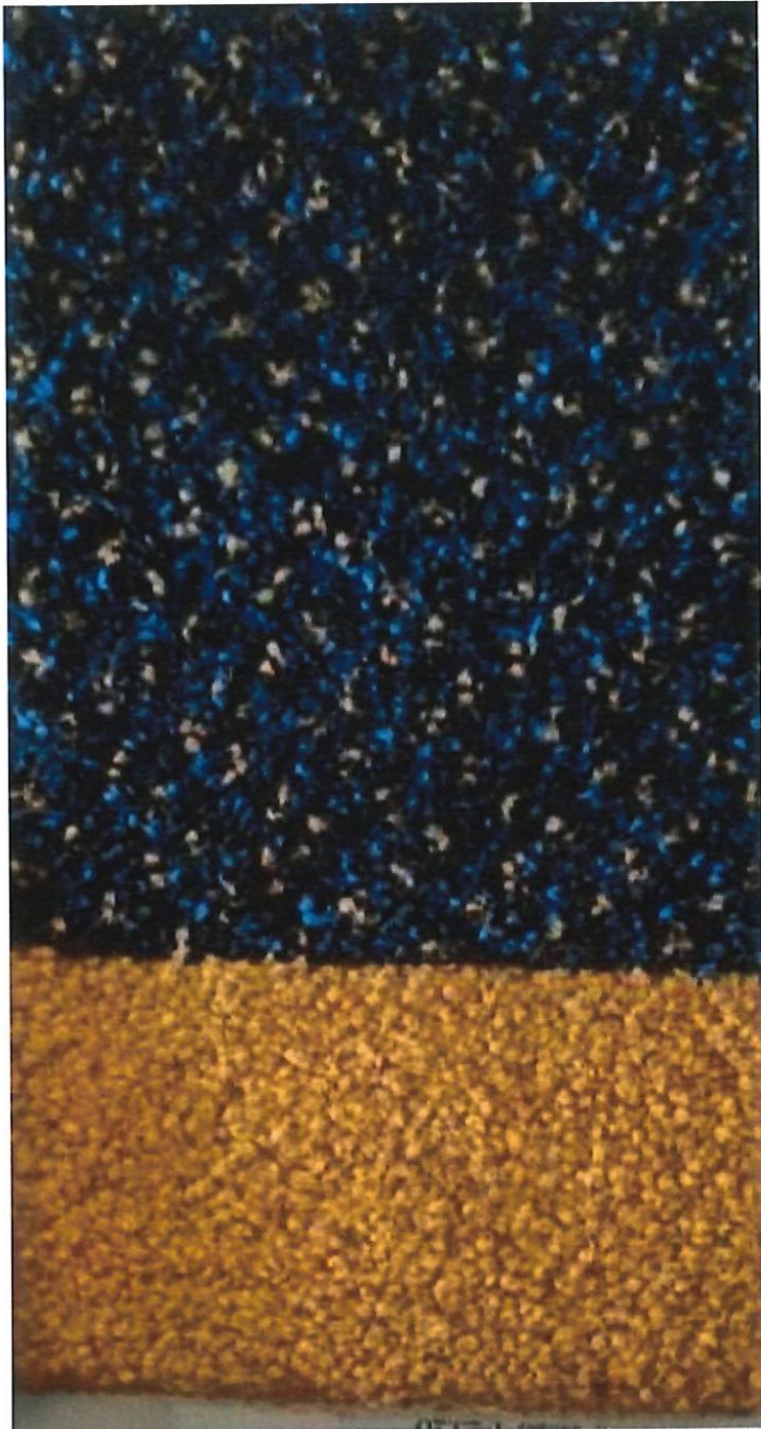
Concrete/plastered surface must be cleaned, prepared and coated as follows:

- High pressure washes surfaces, removing all traces of dirt, salt and other contaminants
- Remove any loose paint back to solid substrata. Featheredged remaining paint/surface.
- Repair cracks and irregular surfaces with Pro-Struct 684 \ 1 crack filler.
(Large repairs will need separate treatment with Pro-Struct 528 V Structural Concrete)
- Prime the entire surface with Pro-Struct 689 Masonry coating at $\pm 7\text{m}^2/\text{litre}$ and allow to dry for a minimum of 2 hours
- Apply Pro-Struct 684 \ 4 High Build Coating in 2 coats at $7\text{m}^2/\text{litre}$ allowing 6 hours between coats.
- Hairline cracks (crazing) must be treated by incorporating Pro-Struct 684 \ 3 PRT Glasscote fabric into the first coat of Pro-Struct 684 \ 4 and then apply 2 additional top coats. The application of this will only be on instruction of the Namport representative on site.

Carpet Colour sample

BALTIMORE →

WEST MINSTER →





NAMPORT - PAINT COLOUR LIST

1	INTERNAL WALLS	
	Code 6-22M A24	Yellow
	Autumn Tan Exceptionale - SABS PVA	Three Coats - White SABS PVA / Two Final Coats
2	INTERNAL DOORS	
	Code 54-24U E36	Blue
	Yacht Blue Exceptionale - Eggshell/Prosilk	Three Coats - Universal Undercoat / Two Final Coats
3	INTERNAL DOOR FRAMES	
	Code 44-9M D39	Silver Blue
	Mercury-w Exceptionale - Pastel Base	Three Coats - Universal Undercoat / Two Final Coats
4	INTERNAL WINDOW FRAMES	
		White
	White High Gloss	Three Coats - Universal Undercoat / Two Final Coats
5	INTERNAL WINDOW CILLS	
	Code 44-9M D39	Silver Blue
	Mercury-w Exceptionale - Pastel Base	Three Coats - Universal Undercoat / Two Final Coats
6	DADO RAILS AND SKIRTINGS	
	Code 50-12D E18	Brown
	Cinnamon Exceptionale - SABS PVA	Three Coats - Universal Undercoat / Two Final Coats
7	CEILINGS	
		White
	Super White Acrylic PVA	Two Coats Super White Acrylic PVA
8	INTERNAL COLUMNS	
	Code 50-12D E18	Brown
	Cinnamon Exceptionale - SABS PVA	Three Coats - White SABS PVA / Two Final Coats
9	EXTERNAL WALLS	
	Code 5-16M A19	Yellow
	Light Buckskin-w Exceptionale - Acrylic PVA	Three Coats - White Plaster Primer / Two Final Coats
10	EXTERNAL WALLS (Recessed Areas)	
	Code 47-9M E6	White
	Birch White-w Exceptionale - Acrylic PVA	Three Coats - White Plaster Primer / Two Final Coats
11	EXTERNAL DOORS	
	Code 54-24U E36	Blue
	Yacht Blue Exceptionale - Eggshell/Prosilk	Four Coats - Wood Primer / Universal Undercoat / Two Final Coats
12	EXTERNAL DOOR FRAMES	
		White
	White High Gloss	Four Coats - Wood Primer / Universal Undercoat / Two Final Coats
13	EXTERNAL WINDOW FRAMES	
		White
	White High Gloss	Four Coats - Wood Primer / Universal Undercoat / Two Final Coats
14	EXTERNAL WINDOW CILLS	
	Code 45-24D	Dark Grey
	Oregon Grape - Acrylic PVA	Three Coats - White Plaster Primer / Two Final Coats
15	EXTERNAL COLUMNS	
	Code G25	Dark Blue
	Deep Blue Plascon Standard - Non drip PVA	Three Coats - White Plaster Primer / Two Final Coats
16	ROOFS	
	Code G25	Blue
	Deep Blue Plascon Standard - Non drip PVA	Two Coats G25