



REPUBLIC OF NAMIBIA

OFFICE OF THE JUDICIARY

**Request for Quotations
For Services**

**PROCUREMENT OF RESPRAYING AND REPAINTING
SERVICES FOR TWO JUDICIARY VEHICLES**

Procurement Reference No: NCS/RFQ/21-20/2026/27

NAME OF BIDDER:

Office of the Judiciary, 25 Schönlein Street, Windhoek West, WINDHOEK

Tel no. 061 – 435 3435 Fax no. 061-435 3444, Helena.Muleka@jud.gov.na

01 October 2026





REPUBLIC OF NAMIBIA

OFFICE OF THE JUDICIARY

Tel: (061) 435 3435
Fax: (061) 435 3444
E-mail: pmu@jud.gov.na
Enquiries: Ms. H. Muleka

Private Bag 13412
WINDHOEK
NAMIBIA

Letter of Invitation

To: All bidders

NCS/RFQ/21-20/2026/27

01 October 2026

Dear Sir/Madam,

PROCUREMENT OF RESPRAYING AND REPAINTING SERVICES FOR TWO JUDICIARY VEHICLES

The **Office of the Judiciary** invites you to submit your best quote for the service as described in Section II of this document.

Any resulting contract shall be subject to the terms and conditions referred to in the document. Bidders are urged to initial each page and ensure that all space provided in this document are completed. Furthermore, bidders must indicate no quote to items that they cannot supply. Failure to adhere the instructions, your bid will be disqualified.

A mandatory site inspection is scheduled to take place on Wednesday, 07 October 2026 at 10H00. For any enquiries regarding site inspection, Mr. Saunio Shipofi, Chief Administrative Officer (Transport), may be contacted at +264 61 435 3533/0811679722. Each bidder will be issued with a site visit confirmation letter, which must be submitted together with the bidding document.

Queries, if any, should be addressed to **Ms. Helena Muleka at 061-435 3435.**

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,


.....
Secretary to Procurement Committee



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

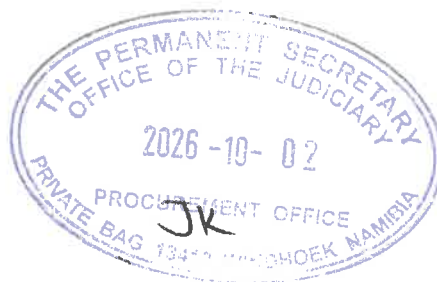
- (a) Reject all quotations;
- (b) Ask for clarification at time of evaluating quotations;
- (c) Increase or reduce the quantity of service/ goods/ works required;
- (d) Cancel procurement process not finalized within the financial year (2026/27) cycle;
- (e) Inspect the business premises of any supplier to determine whether they have the capacity to render the required services in accordance to the specified items;
- (f) Terminate contract of services not delivered within 20 working days, excluding weekends and in case extension was granted for 7 working days and still fail to deliver such contract shall be awarded to the second lowest evaluated substantially bidder.
- (g) Report defaulting supplier to Review Panel for further adjudication.

2. Preparation of Quotations

- 2.1 You are requested to quote for the services 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 Priced Activity Schedule in Section IV;
 - (c) The Specifications and Performance Standards in Section V; and
 - (d) Any other attachment as deemed appropriate.
- 2.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at Bidder's risk and may result in the rejection of its bid.
- 2.3 *Furthermore, you are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet 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.*

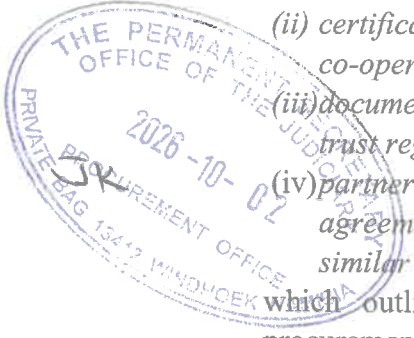
3. Validity of Quotations

The quotation validity period shall be for **180** working days from the date of submission deadline.



4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you must:

- 
- (a) submit a valid certified copy of:
 - (i) *certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia; or*
 - (ii) *certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; or*
 - (iii) *document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or*
 - (iv) *partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements,*which outlines that bidder's principle line of business is in line with this procurement. A bidder who is a sole proprietor in terms of section 50(2) of the Public Procurement Act, 2015 (Act No. 15 of 2015) as amended do not need to comply with the provisions of this paragraph.
 - (b) submit an original or valid certified copy of Good Standing Tax Certificate valid by the time of submission of bid;
 - (c) submit an original or valid certified copy of Good Standing Social Security Certificate valid by the time of submission of bid;
 - (d) submit 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 valid by the time of submission of bid;
 - (e) complete and submit a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
 - (f) submit a certificate indicating SME Status (Optional)
 - (g) submit signed Bid-securing Declaration;

4.1 Bidders must complete all spaces provided. If a field does not apply, indicate Not Applicable (N/A). Each page of the document must be initialled by the bidder.

4.2 Bidders must provide verifiable proof of previous work for the car repair / panel beating services within the last three years. Acceptable evidence includes a reference letter from a client or delivery note. (This option only applies to new bidders, who are participating for the first time and have never been awarded a contract for car repair / panel beating services by the Office of the Judiciary)

4.3 submit a site visit confirmation letter.

5. Bid Security/Bid Securing Declaration

Bidders are required to **subscribe to a Bid Securing Declaration** for this procurement process.

6. Contract Period for Services

The contract shall be on fixed rate for a period of 36 months from the date of issue of purchase order.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided with customers' reference details.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number** and addressed to the **Office of the Judiciary** with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Bid Box located at **Office of the Judiciary, 25 Schönlein Street, Windhoek West, WINDHOEK** or **forwarded by courier**, not later than **12 October 2026 at 10H00**. Quotations by post or hand delivered should reach **Office of the Judiciary, 25 Schönlein Street, Windhoek West**, in a sealed envelope marked **Procurement Reference No: NSC/RFQ/21-20/2026/27**, by the same date and time at latest. Late quotations will be rejected.

Please note that quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above at Head Office. A record of the Quotation Opening stating the name of the Bidder, the amount of each bid, any discount or alternative offered, the presence or absence of any bid security if required and the documents referred to in section 50(2) of the Public Procurement Act, 2015 (Act No. 15 of 2015) as amended are read out and recorded and a copy of the record is made available to any bidder on request.

11. Evaluation of Quotations

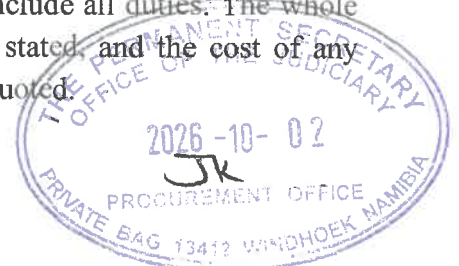
The Public Entity shall have the right to request for clarifications in writing during evaluation. Code of good practice and exclusive preference shall be applied and offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation. Only the lowest bidder who meet the eligibility criteria listed under paragraph 4 shall be considered for the award of procurement contract.

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.



14. Award of Contract

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

15. Notification of Award and Debriefing

The Public Entity 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) working days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) working days of the unsuccessful bidders being informed of the award



SECTION II: QUOTATION LETTER
(To be completed by Bidders)



NB! [Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule 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 may be rejected.**]

Quotation Addressed to:	OFFICE OF THE JUDICIARY
Procurement Reference Number	NCS/RFQ/21-20/2026/27
Subject matter of Procurement:	PROCUREMENT OF RESPRAYING AND REPAINTING SERVICES FOR TWO JUDICIARY VEHICLES

We offer to provide the work detailed in the Scope of Work, 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: Request for Quotations.

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 **disqualification on the grounds mentioned in the BDS.**

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is _____ days **[insert number of 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 bid validity.

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

The work 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./E-mail		

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.: NCS/RFQ/21-20/2026/27

To: Office of the Judiciary, 25 Schönlein Street, Windhoek West, WINDHOEK

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:

.....

.....

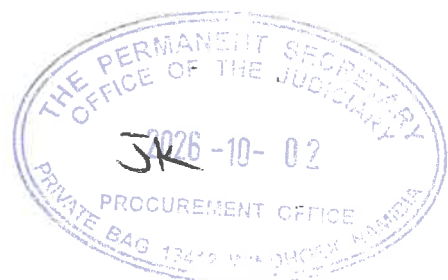
[insert complete name of Bidder]

Dated on _____ day of _____, _____

[insert date of signing]

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: SCOPE OF SERVICES

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/21-20/2026/27

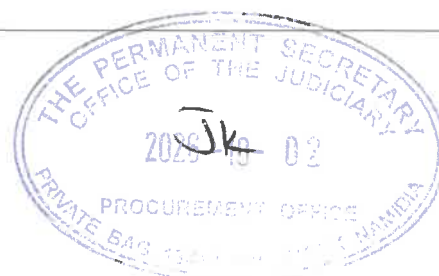
[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required]. **Currency of Quotation: Namibian Dollars**

PRICE SCHEDULE				
#	Description	Qty	Unit Price (N\$) (VAT EXCL)	Total (N\$) Amount (VAT EXCL)
a) JUD 50 TOYOTA COROLLA, VIN NO: AHTBB0JE90000291				
1	Respray the whole car (Paint & Workshop Supplies)	1		
2	Labour (Hours)	24		
SUBTOTAL				
VAT@15				
TOTAL				

#	Description	Qty	Unit Price (N\$) (VAT EXCL)	Total (N\$) Amount (VAT EXCL)
b) JUD 47 TOYOTA COROLLA, VIN NO: AHTBB0JEX00008820				
1	Respray the whole car (Paint & Workshop Supplies)	1		
2	Labour (Hours)	24		
SUBTOTAL				
VAT@15				
TOTAL				

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

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



SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number:

NCS/RFQ/21-20/2026/27

[Bidders should complete columns C and D with the specifications and Performance standards of the services 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.]

Key code	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
JUD 50 TOYOTA COROLLA, VIN NO: AHTBB0JE90000291			
1	Respray the whole car (Paint & Workshop Supplies)		
2	Labour (Hours)		
JUD 47 TOYOTA COROLLA, VIN NO: AHTBB0JEX00008820			
3	Respray the whole car (Paint & Workshop Supplies)		
4	Labour (Hours)		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

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



SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

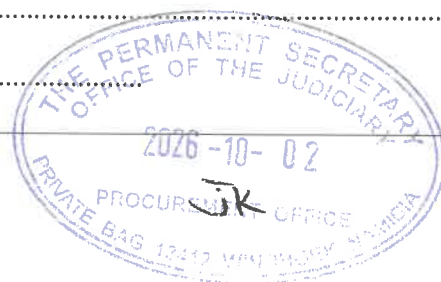
Any resulting contract shall be placed by means of Purchase Order/ Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the procurement of services- Reference No: NCS-LS/RFQ-GCC on the Office of the Judiciary website: www.judiciary.na except where modified by the Special Conditions below.

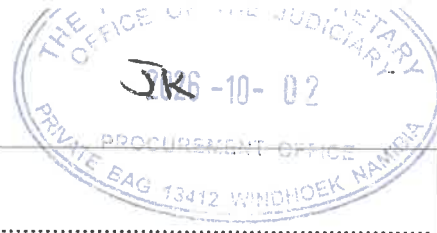
SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: *NCS/RFQ/21-20/2026/27*

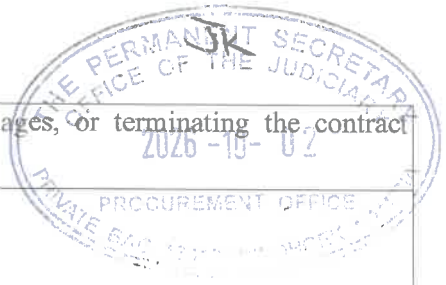
The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: Office of the Judiciary, 25 Schönlein Street, Windhoek West, WINDHOEK Mr. J. Shikongo, For the <i>[Service Provider]</i> , the address and contact name shall be:
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: Mr. J. Shikongo For the Service Provider:
Effectiveness of Contract GCC 2.1	The Contract shall be deemed to come into effect as from the date when the contract is signed by both parties.
Starting Date GCC 2.2.2	The intended starting date for the commencement of work is:





Intended Completion Date GCC 2.3	The intended completion date is:
Prohibition GCC 3.2.3(c)	List of Activities: The Service Provider shall not subcontract, assign, transfer, or otherwise allow any part of the vehicle respraying and repainting services to be performed by another party without the prior written approval of the Public Entity.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The Service Provider shall not undertake any of the following actions without obtaining the prior written approval of the Office of the Judiciary: a) subcontracting or outsourcing any part of the vehicle body preparation, repair, respraying, or repainting work; b) changing the approved colour, paint specification, finish, or repair method; c) carrying out additional repairs or work not included in the original scope of work; d) replacing body panels, components, or parts not specifically authorised in the work order; and e) undertaking any work that may materially affect the appearance, value, condition, or specifications of the vehicle
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: (a) All inspection reports, photographs, vehicle condition reports, paint specifications, colour codes, repair records, job cards, completion reports, and other documents prepared by the Service Provider in connection with the Services shall become and remain the property of the Public Entity. The Service Provider shall not use, reproduce, disclose, or distribute such documents or information for any purpose other than performing the Contract without the Public Entity's prior written approval.
Payments of Liquidated Damages GCC 3.10.1	If the Service Provider fails to render the services within the time specified in the Contract or the relevant Purchase Order, the Service Provider shall be liable to pay liquidated damages at the rate specified in the SCC for each day of delay, up to the maximum amount stated in the Contract. The liquidated damages may be deducted by the Office of the Judiciary from any payments due to the Service Provider, without prejudice to any other rights or remedies available to the Office of the Judiciary under the Contract.
Lack of Performance Penalty GCC 3.10.3	The Service Provider shall perform the Services in accordance with the requirements, specifications, timelines and quality standards stipulated in the contract. Where the Service Provider fail to perform any contractual obligation, including failure to deliver the Services within the prescribed timeframe or failure to meet the required quality standards, the Public Entity shall be entitled to impose performance penalties in accordance with the provision of the contract. Where the Service Provider fails to complete the Services within the stipulated delivery period, the Public Entity shall be entitled to levy a performance penalty amounting 0.05% of the Contract Price per calendar day of delay, subject to a maximum cumulative limit of 10% of the total Contract Price, unless otherwise specified in the Special Conditions of Contract. The imposition of performance penalties shall not relieve the Service Provider of its obligation to complete the Services or discharge any other contractual obligation. The Public Entity shall remain entitled to exercise any other contractual remedies available,



	including requiring corrective actions, claiming damages, or terminating the contract where the Service Provider fails to remedy the breach.
Performance Security GCC 3.11	(i) <i>No Performance Security is required</i> * Delete as appropriate

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are(<i>where applicable</i>): <i>N/A</i>
Contract Price GCC 6.2(a)	The amount in local currency is
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC: Once invoice is submitted and certified that the service is rendered to the Office satisfaction.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 working days of receipt of the invoice and the relevant documents, and within <i>N/A</i> days in the case of the final payment. The interest rate is <i>interest rate on the market</i> .
Price Adjustment GCC 6.6.1	Price adjustment <i>is/not</i> applicable. <i>N/A</i> .
Identifying Defects GCC 7.1	The following inspections shall be carried out: <i>N/A</i> The defect liability period is: <i>N/A</i>
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. 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 may be referred to court by either party.
Dispute Settlement GCC 8.2.3	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. 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 may be referred to court by either party.
Dispute Settlement GCC 8.2.4	Any dispute arising out of or in connection with this Contract that cannot be resolved amicably between the Parties shall be referred to arbitration in accordance with the provisions of the Arbitration Act, 1965 (Act No. 42 of 1965), as amended , or any legislation replacing it. The arbitration shall take place in Windhoek, Namibia , and the proceedings shall be conducted in the English language . The arbitral award shall be final and binding on both Parties. Pending the final resolution of any dispute, the Contractor shall continue to perform its obligations under the Contract unless otherwise directed by the Employer.

Dispute Settlement GCC 8.2.5	The arbitration proceedings shall be conducted in accordance with the UNCITRAL Arbitration Rules (for an overseas service provider), in the English language , and the place of arbitration shall be as specified in the Contract.
Warranty GCC 9.1	N/A



QUOTATION CHECKLIST SCHEDULE

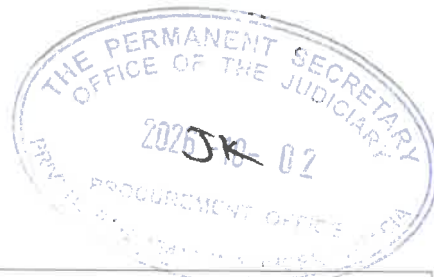
[Public Entity to update the Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: NCS/RFQ/21-20/2026/27

Description	Yes	No
Quotation Letter attached		
List of Goods and Price Schedule attached		
Specification and Compliance Sheet attached		
Bid Securing Declaration attached		
Certified mandatory documents attached		
Quotation on bidders' letterhead attached		
Document is duly completed and initialled on each page		
Is the principle of business in line with this procurement		

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.*





Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2007 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.

