



REPUBLIC OF NAMIBIA

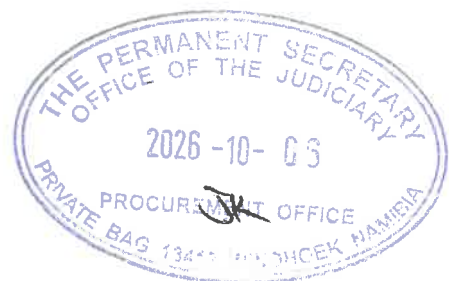
OFFICE OF THE JUDICIARY

**INFORMAL QUOTATIONS
FOR SERVICES**

**PROCUREMENT OF SERVICES FOR THE UPGRADING OF THE MAIN
ENTRANCE DUTY ROOM AT SUPREME COURT**

PROCUREMENT REFERENCE NO: NCS/IQ/21-15/2026/27

NAME OF BIDDER:



Office of the Judiciary, Private Bag 13412, Windhoek, Phone: 061 435 3529
Fax: 061 435 3444, E-mail: Tomas.Amukoshi@jud.gov.na Date: 02 October 2026

(INFORMAL QUOTATION (OTHER SERVICES))
Procurement Reference No: NCS/IQ/21-15/2026/27

To: All Bidders

The **Office of the Judiciary** hereby invites you to submit your quotation for the service listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be addressed to **Mr. Tomas Amukoshi, Office of the Judiciary, 25 Schönlein Street, Windhoek West** in a sealed envelope marked **Procurement Reference No: NCS/IQ/21-15/2026/27**. Your quotation should reach the Office of the Judiciary on or before the **12 October 2026 by 10H00**.

Bidders are urged to initial each page and ensure that all space provided in this document are completed. Furthermore, bidders must indicate no quote for services that they cannot render. Failure to adhere to the instructions may lead to the disqualification of your bid. Queries, if any should be addressed to **Mr. Tomas Amukoshi** at **061-435 3529**.

A mandatory site inspection is scheduled to take place on **08 October 2026 at 10H00**. For any enquiries regarding site inspection, **Mr. Abel Nkando, Chief Security Operations Officer**, may be contacted at **+264 61 435 3494 / 081 144 231 3**. Each bidder will be issued with a site visit confirmation letter, which must be submitted together with the bidding document.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation. Bids submitted via email/ fax will not be accepted.

Full Name of Head of Procurement Management Unit: Mr. Johannes Shikongo

Date: 06 October 2026

Signature 

DESCRIPTION	QTY	UNIT PRICE N\$	TOTAL N\$
Counter Materials, including Frames, Glass, Tint and Sealant – 6000 x 1100 mm	01		
Door and Accessories – 650 x 2200 mm	01		
Installation	01		
SUBTOTAL			
VAT@15%			
GRAND TOTAL			

- The Office of the Judiciary requested service completion period within **twenty (20) working days** as from the date of placement of a purchase order.
- Bidder's proposed completion period: within working day(s) from date of placement of a purchase order.
- Validity of offer working day(s) as from closing date set for submission of quotations.

I/We agree to supply the abovementioned services at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal

BID SECURING DECLARATION
(Section 45 of Act)(Regulation 37(5) and 56(2))

Date:

Procurement Reference No.: NCS/IQ/21-15/2026/27

To: Office of the Judiciary, Private Bag 13412, 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]

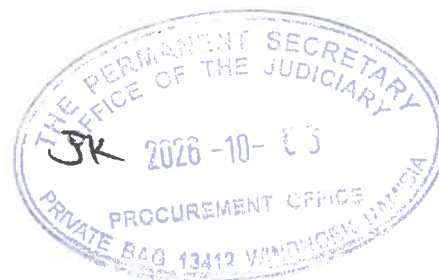
Duly authorized to sign the bid for and on behalf of:

.....

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~~**



General Terms and Conditions Applicable

1. Purchaser

The Public Entity inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

2. Supplier

2.1. The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

2.2. The bidder is expected to examine all instruction forms, terms and specifications, in the bidding documents. Failure to furnish all information required by the bidding document as to submit a bid not substantially responsive to the bidding document in every respect will be at bidders risk and may result in rejection of its bid.

3. Rights of the Public Entity

- (a) Accept or reject any quotation;
- (b) cancel the quotation process and reject all quotations at any time prior to contract award;
- (c) Reduce or increase the quantity of service required;
- (d) May cancel procurement process not finalized within the financial year (2026/27) cycle; and
- (e) Inspect the business premises to determine whether the service provider has the capacity to deliver the required service.
- (f) Disqualify previous bids of service provider that failed to comply with the terms and conditions of contract for goods/services/works listed under price schedule of this bidding document.
- (g) Terminate contract of services/goods/works 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.
- (h) Report defaulting suppliers to Review Panel for further adjudication.
- (i) Attach a mandatory site visit confirmation letter.

4. Contract Period for Services

The contract shall be on fixed rate for a period of contract.

5. Eligibility Criteria

5.1. 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 for construction/maintenance/renovations. 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 valid certified copy of the certificate indicating SME Status (Optional)
- (g) submit a signed Bid Securing Declaration;
- (h) 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

6. 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 Schedule 1 of this document.

7. Prices

- 7.1** Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

8. The Contract

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

9. Purchase order

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) may not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the goods or services on or before the date set in the purchase order for delivery of the goods or services.
- (c) the purchase order shall be valid for **27 working days** only and will be cancelled thereafter.

10. 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 goods- Reference No: G/IQ-GCC on our office website: www.judiciary.na.

11. Warranty

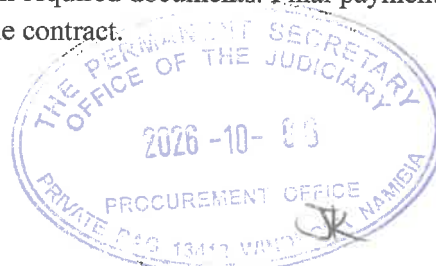
- (a) The Supplier warrants that the service shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to deliver service, at its own cost and promptly, any deficiency in the supply of services.

12. Payment

The Purchaser undertakes to effect payment within **30 days** after of the services to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

13. Advance payment

Advance payment is not applicable.



SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Supply and delivery of items as specified in priced activity schedule

SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/IQ/21-15/2026/27**

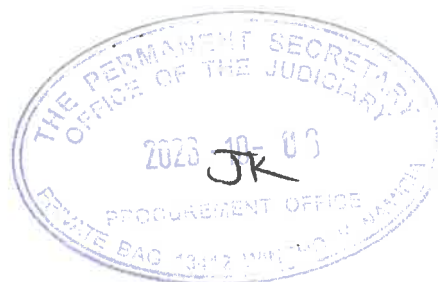
[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature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

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

Item No	Description	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B	C	D
1.	Counter Materials, including Frames, Glass, Tint and Sealant – 6000 x 1100 mm		
2.	Door and Accessories – 650 x 2200 mm		
3.	Installation		

Specifications and Compliance Sheet Authorised By:

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



SCHEDULE 1

QUOTATION CHECKLIST SCHEDULE

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

Procurement Reference No.: NCS/IQ/21-15/2026/27

Description	Yes	No
Quotation Letter		
List of Goods and Price Schedule		
Bid Securing Declaration		
Quotation on bidders letterhead		
Mandatory Documents attached		
Document is duly completed and initialed 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.

