



REPUBLIC OF NAMIBIA

OFFICE OF THE JUDICIARY

Request for Sealed Quotations for Goods

THE PROCUREMENT OF CORPORATE GIFTS FOR THE OFFICE OF THE
JUDICIARY'S BILATERAL ENGAGEMENTS FOR A PERIOD OF THIRTY-
SIX (36) MONTHS

Bidders Name: _____

Procurement Reference No: G/RFQ/21-12/2026/27

Office of the Judiciary, 25 Schönlein Street, Windhoek West, Tel no: 061-435 3529 Fax: 061-435 3435, Lusia.Iyambo@jud.gov.na ,

01 October 2026



REPUBLIC OF NAMIBIA

OFFICE OF THE JUDICIARY

Tel: +264-61-435 3431
Fax: +264-61-435 3444
Enq.: Ms. Lusia N. Iyambo
E-mail: Lusia.Iyambo@iud.gov.na

Private Bag 13412
WINDHOEK
NAMIBIA

Ref No: 9/3/3/4

01 October 2026

Letter of Invitation

To: All bidders

Procurement Reference No: **G/RFQ/21-12/2026/27**

Dear Sir/Madam

THE PROCUREMENT OF CORPORATE GIFTS FOR THE OFFICE OF THE JUDICIARY'S BILATERAL ENGAGEMENTS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

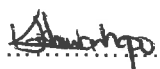
The Office of the Judiciary invites you to submit your best quote for the items described in Section III.

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.

Queries, if any, should be addressed to **Ms. Lucia N. Iyambo at 061-435 3431**

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,

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Secretary to Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS



1. Rights of 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) Decrease or increase the quantity of goods/service/works required.
- (d) Cancel procurement process not finalized within the financial year (2026/27) cycle; and
- (e) Inspect the business premises to determine whether the supplier has the capacity to deliver the required goods.
- (f) 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.
- (g) Report defaulting suppliers to Review Panel for further adjudication.

2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration where applicable;
- (b) the List of Good and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.
- (e) a separate formal quotation on your company's letter head.

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

Furthermore, you 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.

3. Validity of Quotations

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

4. Eligibility Criteria

- 4.1. 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 principal 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 valid certified copy of certificate indicating SME Status; (Optional);
- (g) submit 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.

4.2. Please take note that this procurement is subject to code of good practice and exclusive preference shall be given to bidder who: Not Applicable

- a) qualifies as a Namibian bidder in terms of section 71(3) of the Act;
- b) demonstrates that the bidder meets the local content, by **attaching to its bid, the cost structure for value added** certified by the accountant; and
- c) meets any or more of the criteria specified in paragraph 14 (*Margin of Exclusive Preference*) of the bidding document.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be within 20 working days after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

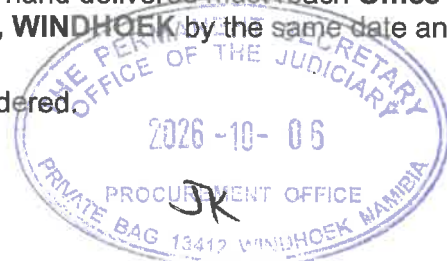
7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Bid Box located at **Office of the Judiciary, 25 Schonlein Street, Windhoek West, WINDHOEK** or **forwarded by courier**, not later than **13 October 2026 by 10h00**. Quotations by post or hand delivered must reach **Office of the Judiciary, 25 Schonlein Street, Windhoek West, WINDHOEK** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail/fax will not be considered.



9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above at Head Office. A record of the Quotation Opening stating the name of the Bidder, the total 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.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

11. Technical Compliance

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

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

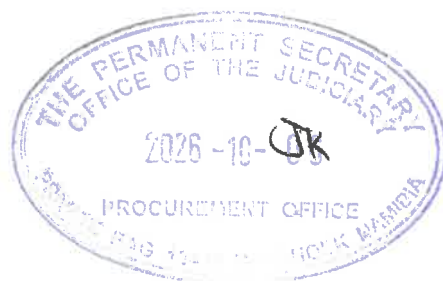
12. Prices and Currency of Payment

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency.

13. Qualification and Application of Exclusive Preference

13.1. Withdrawal of Reserved Procurement.

Please Note: As per Section 72(4) of the Public Procurement Act, 2015 (Act No. 15 of 2015) if the Office receives no acceptable offer from a qualified local supplier, the Office will withdraw the reserved procurement and re-solicit new offers on unrestricted basis. Not applicable.

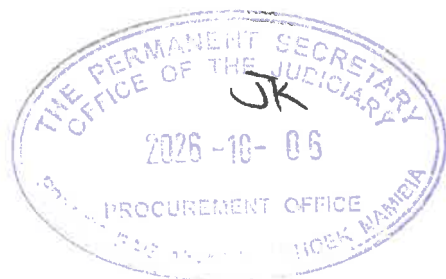


14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items 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)

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

Quotation addressed to:	Office of the Judiciary
Procurement Reference Number:	G/RFQ/21-12/2026/27
Subject matter of Procurement:	Corporate Gifts

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

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

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

We have read and understood the content of the Bid 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 BD**

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

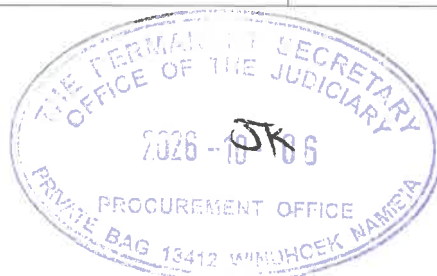
We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

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

Quotation Authorised by:

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

Appendix to Quotation Letter



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



Date: [Day|month|year]

Procurement Ref No.: G/RFQ/21-12/2026/27

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:

.....
.....
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: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Corporate Gifts

Procurement Ref No: G/RFQ/21-12/2026/27

INSTRUCTIONS TO THE PUBLIC-ENTITY			INSTRUCTIONS TO BIDDERS			
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.			Bidders shall fill-in columns E - I and fill the total E= Rate per unit F=Total price for one item (D x E) - If an equivalent is quoted, please attach to your quote appropriate technical information & specification - Bidders shall fill in and sign the bottom section of this page			
A	B	C	D	E	F	G
Item no.	Item Description		Qty	Price per unit NAD ¹	Total price NAD	Country of Origin
1.	Fabio Computer Briefcase (Branded)		10			
2	Okiyo Noryoku Bamboo Wireless Charging Phone Stand		20			
3	Okiyo Bakemono Bamboo Flash Drive (32GB)		40			
4	Serendipio Pimlico Ceramic Coffee Tumbler (300ml)		15			
5	Alex Varga Odessa Laptop Trolley Bag		10			
6	Altitude Dazzle Paper Gift Bags (Large, Medium & Small)		120			
7	Swiss Cougar Stuttgart Active Noise Cancelling Bluetooth Headphones		20			
8	Alex Varga Oprantino Gift Set		20			
9	Altitude Trek Mini First Aid Kit		30			
10	Beach Umbrella Branded		20			
11	Tropics Compact Umbrella (Branded)		20			
12	Metal lapel Badges		50			
13	Vader Wireless Charging Power Bank (10,000mAh)		10			
14	Satin Chiffon Branded Scarves		20			
15	Satin Sublimated Branded Ties 20		20			

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS			
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total E= Rate per unit F=Total price for one item (D x E) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page			
A	B	C	D	E	F	G	
Item no.	Item Description		Qty	Price per unit NAD ¹	Total price NAD	Delivery days/ weeks /month	Country of Origin
16	Document Fee 1		1				
17	Design and Artwork 2		2				
Vat @ 15%							
Total							
NAME:		POSITION:		SIGNATURE		DATE	
NAME OF BIDDER:		ADDRESS:					

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
- Currency: Exchange Rate:
- If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.
- Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE



SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Supply and delivery of items as specified in Section III



SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/21-12/2026/27**

[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	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B	C	D
1.	Fabio Computer Briefcase (Branded)		
2	Okiyo Noryoku Bamboo Wireless Charging Phone Stand		
3	Okiyo Bakemono Bamboo Flash Drive (32GB)		
4	Serendipio Pimlico Ceramic Coffee Tumbler (300ml)		
5	Alex Varga Odessa Laptop Trolley Bag		
6	Altitude Dazzle Paper Gift Bags (Large, Medium & Small)		
7	Swiss Cougar Stuttgart Active Noise Cancelling Bluetooth Headphones		
8	Alex Varga Oprantino Gift Set		
9	Altitude Trek Mini First Aid Kit		
10	Beach Umbrella Branded		
11	Tropics Compact Umbrella (Branded)		
12	Metal lapel Badges		
13	Vader Wireless Charging Power Bank (10,000mAh)		
14	Satin Chiffon Branded Scarves		
15	Satin Sublimated Branded Ties 20		
16	Document Fee 1		
17	Design and Artwork 2		

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the Office of the Judiciary website: www.judiciary.na 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 Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/21-12/2026/27**

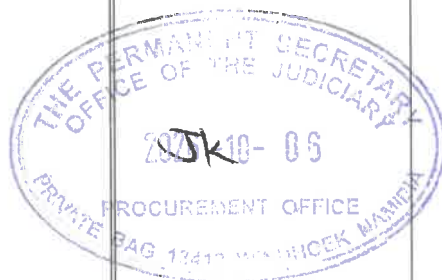
The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Office of the Judiciary
Site GCC 1.1(m)	The final destination for delivery of the Goods is Office of the Judiciary, Head Office, Windhoek.
Incoterms Edition GCC 4.2(b)	Not Applicable
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the, the address and the contact name shall be: Office of the Judiciary, 25 Schönlein Street, Windhoek West, Windhoek, Mr. J. Shikongo. For the Supplier, the address and contact name shall be: _____ _____ _____

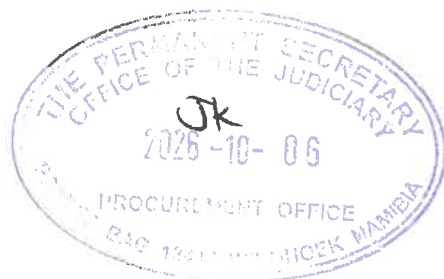


Subject and GCC clause reference	Special Conditions
Dispute GCC 10.2	If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
Delivery and Documents GCC 13.1	The Goods are to be delivered within 20 working days from the date of receiving the Purchase Order. Deviation in delivery shall be considered if such deviation is reasonable, provided that the bidder requested for extension. The documents to be furnished by the Supplier are: (a) signed invoice, delivery note and Purchase order
Price Adjustment GCC 15.1	The price charged for the goods supplied and the related services performed shall not be adjustable.

Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty (30) working days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price "shall not be" adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) working days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii) A reasonable interest rate as may be determined by supplier is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.



Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	Not Applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: In accordance with a manufacturing packaging procedure.
Insurance GCC 24.1	Goods to be insured: None
Transportation GCC 25	The Goods shall be delivered to: Office of the Judiciary , Head Office, Windhoek
Inspection and Test GCC 26.1	Inspection will be done upon delivery.
Location of Inspection and Tests GCC 26.2	Office of the Judiciary , Head Office, Windhoek
Liquidated Damages GCC 27.1	Not Applicable
Warranty GCC 28.3	The period of validity of the warranty shall be: As per the manufacturer warranty
Repair and Replacement GCC 28.5	The period for replacement shall be: fourteen (14) days.



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.: G/RFQ/21-12/2026/27

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 at 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.

