



REPUBLIC OF NAMIBIA

**MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND
SECURITY**

Ministerial Head Quarters
Private Bag 13200
Windhoek

Tel: (061) 2922111
Fax: (061) 2922185

PROCUREMENT MANAGEMENT UNIT (PMU)

**RE: REQUEST FOR SEALED QUOTATION FOR WINDOW BLINDS
NEEDED FOR ROSH PINAH AND KARASBURG SUB REGIONAL OFFICES
FOR THE MINISTRY OF HOME AFFAIRS, IMMIGRATION SAFETY AND
SECURITY**

Procurement Reference No: G/RFQ/39-90/2026-2027

COMPANY NAME: _____

TOTAL BID PRICE: _____

CLOSING DATE AND TIME OF BID REQUEST:

DATE: 20 OCTOBER 2026

TIME: 11 H00

Procurement Management Unit
Ministry of Home Affairs, Immigration, Safety & Security
Head Office
Windhoek Namibia
Tel: +264 81 9510499
Fax: +264 61 292 2187
Email: Procurement.Management@mha.gov.na

Website: www.mha.gov.na



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Tel: (061) 2922111
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TO: _____ **07 OCTOBER 2026**

**RE: REQUEST FOR SEALED QUOTATION FOR WINDOW BLINDS
NEEDED FOR ROSH PINAH AND KARASBURG SUB REGIONAL OFFICES
FOR THE MINISTRY OF HOME AFFAIRS, IMMIGRATION SAFETY AND
SECURITY**

Dear Sir/ Madam

The Ministry of Home Affairs, Immigration, Safety and Security invites you to submit your best quote for the services described in detail hereunder.

Your offer should be made on this form and you must have attached the quotation on your company letter head and Deposited at GROUND floor, Ministry of Home Affairs Head office. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to **Kareb Ndaningina at +264819510499 / Procurement.Management@mha.gov.na**. Your quotation should reach this office on or before 20 October 2026, Time: 11:00

Yours faithfully,


R CLOETE



HEAD: PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Ministry of Home Affairs, Immigration, Safety and Security** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

2. Preparation of Quotations

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.

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 **30 days** from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a **valid certified copy** of company Registration Certificate;
- (b) have an **original/certified copy** of a valid good Standing Tax Certificate;
- (c) have an **original/certified copy** of a valid good Standing Social Security Certificate;
- (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;
- (e) have a **valid certified copy** certificate indicating SME Status (For Bids reserved for SME).
- (f) Submit signed Bid-securing Declaration.
- (g) Attachment of quotation

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be 21 days after acceptance / issue of Purchase Order. Deviation in delivery period *shall not be accepted*.

1.1. The following tests and inspections will be conducted on the goods at delivery: N/A

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 Quotation/Bid Box located at Ministry of Home Affairs, Immigration, Safety and Security NEW HEAD OFFICE, GROUNDst Floor not later **at 11h00**. Quotations by post or hand delivered should reach by the same date and time at latest. Late quotations will be rejected.

Quotations received via e-mail will not be considered.

9. Opening of Quotations

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

10. Evaluation of Quotations

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

11. Technical Compliance

Bidders shall submit along with their 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

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

- (a) The applicable margins of preference and their application methodology are as follows: **Not Applicable**
- (b) Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **Not Applicable**

14. Award of Contract

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

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 and post a notice of award on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) 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:	Ministry of Home Affairs, Immigration, Safety and security
Procurement Reference Number:	G/RFQ/39-90/2026-2027
Subject matter of Procurement:	RE: REQUEST FOR SEALED QUOTATION FOR WINDOW BLINDS NEEDED FOR ROSH PINAH AND KARASBURG SUB REGIONAL OFFICES FOR THE MINISTRY OF HOME AFFAIRS, IMMIGRATION SAFETY AND SECURITY

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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is **30 days** from the date of the bid submission deadline. We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

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

Quotation Authorised by:

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

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date:[Day | month | year]

Procurement Ref No.:

To:[insert complete name of Public Entity and address]

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**



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.

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

PROCUREMENT Ref No: G/RFQ/39-90/2026-2027

RE: REQUEST FOR SEALED QUOTATION FOR WINDOW BLINDS NEEDED FOR ROSH PINAH AND KARASBURG SUB REGIONAL OFFICES FOR THE MINISTRY OF HOME AFFAIRS, IMMIGRATION SAFETY AND SECURITY

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				
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days / month	Country of Origin
	Rosh Pinah Sub Regional Office	02							
1	H/W Special Blind Venetian 25mm Bronze 950x1600mm								
2	H/W Special Blind Venetian 25mm Bronze 2000x1600mm	01							
3	H/W Special Blind Venetian 25mm Bronze 2000x2000mm	01							
4	H/W Special Blind Venetian 25mm Bronze 2000x1600mm	02							
5	Blind Venetian Antractive 120mmx160mm	02							
6	Blind Venetian Antractive 120mmx160mm	02							
7	Blind Venetian Antractive 180mmx210mm	02							

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/39-90/2026-2027**

[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.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance / Deviation (if applicable)
A*	B*	C	D
	H/W Special Blind Venetian 25mm Bronze 950x1600mm		
	H/W Special Blind Venetian 25mm Bronze 2000x1600mm		
	H/W Special Blind Venetian 25mm Bronze 2000x2000mm		
	H/W Special Blind Venetian 25mm Bronze 2000x1600mm		
	Blind Venetian Antractive 120mmx160mm		
	Blind Venetian Antractive 120mmx160mm		
	Blind Venetian Antractive 180mmx210mm		
	Blind Venetian Antractive 120mmx160mm		
	Blind Venetian Antractive 150mmx160mm		
	Blind Venetian Antractive 180mmx210mm		

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/39-90/2026-2027**

SECTION VI: 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: **W/RFQ/39-04/2026-2027**

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as from receipt of Purchase order.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: Albertus Ganeb, 1 st Floor, Room 7 The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: N/A
GCC 2.7 Reporting Obligations	The Service Provider shall report to :
GCC 2.10 Performance Security	The Performance Security shall be for an amount [5 to 10 %] of the Contract Price or part thereof if the contract is awarded on a split basis. N/A
GCC 4.2 Contract Price	The amount payable is: Attached on quotation
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider once off 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/39-90/2026-2027

Description	Attached	Not Attached
Priced Activity Schedules		
Specification and Compliance Sheet		
Copy of Company Registration Certificate;		
Valid good Standing Tax Certificate;		
Valid good Standing Social Security Certificate;		
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;		
Certified copy certificate indicating SME Status		
quotation		

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.