



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE

Tel: (061) 209 2041

Private Bag 13295
Windhoek

**Request for Quotations
for Services**

**Procurement of Branding Materials and Services for The Ministry of
Finance (MOF) Sports Team Kits.**

Procurement Reference No: NCS/IQ/09-14/2026

To: Respective Bidders

Procurement Ref. No. NCS/IQ/09-14/2026

Submission deadline: 26 October 2026 @ 11h00

The **Ministry of Finance** hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be deposited / submitted in the big box located at, Ministry of Finance, **10 John Meinert Street, Ministry of Finance, Fiscus Building, 1st Floor, West Wing, Room 149B**, in a sealed envelope marked Quotation Reference No. NCS/IQ/09-14/2026, not later than 26 October 2026, by 11h00

Full Name of Acting Head of Procurement Management Unit: Mr. Stephen Nghikongwa.

Date: 16.10.2026

Signature



Price Activity Schedule

Procurement of Branding Materials and Services for The Ministry of Finance (MOF) Sports Team Kits							
Item #	DESCRIPTION	POSITION	DEAMINATION	QTY	UOM	Unit Price (N\$)	Total Price (N\$)
1	Soccer Training Bips (see Sample 3)			50	Each		
	Front						
	Coat of Arms (Embroidery)	on right chest	9cm height x 7cm width				
	MINISTRY OF FINANCE (Embroidery)	below the Coat of Arms	1.8cm - 2cm tall, 7cm wide				
	Back						
	MOF TRAINING (PVC)	Centred, 10cm down from neckline	10cm tall, 22cm wide				
2	VOLLEYBALL – Jerseys (See sample 4)			12	Each		
	Front						
	Coat of Arms (Embroidery)	on right chest	9cm height x 7cm width				
	MINISTRY OF FINANCE (Embroidery)	below the Coat of Arms	1.8cm - 2cm tall, 7cm wide				
	Back						
	MOF Volleyball (PVC)	center back above the number	5cm tall x 18cm width				
3	Volleyball- Shorts (See sample 4)			12	Each		

	MOF (PVC)	Right leg	2 cm tall x4 cm width				
	Number (PVC)	Left leg	(For single number)7 cm tall x 2.5 cm				
3	Soccer – Jerseys (See sample 5)			30	Each		
	Front						
	Coat of Arms (Embroidery)	on right chest	9cm height x 7cm width				
	MINISTRY OF FINANCE (Embroidery)	below the Coat of Arms	1.8cm - 2cm tall, 7cm wide				
	Back						
	MOF (PVC)	Center back above the number 5cm tall x 11cm width					
4	Soccer – Short (See sample 5)			30	Each		
	Front						
	MOF (PVC)	Right leg	2 cm tall x4 cm width				
	Number (PVC)	Left leg	(For single number) 7cm tall x 2.5 cm				
5	Netball -Bibs (See Sample 1)			7	Each		
	Front						
	Coat of Arms (Embroidery)	on right chest	9cm height x 7cm width				
	MINISTRY OF FINANCE (Embroidery)	below the Coat of Arms	1.8cm - 2cm tall, 7cm wide				
	MOF NETBALL (PVC)	Centered bottom	4.5cm tall x 10cm wide				
6	Netball -Dress (See sample 2)			20	Each		
	Front						
	Coat of Arms (Embroidery)	on right chest	9cm height x 7cm width				
	MINISTRY OF FINANCE (Embroidery)	below the Coat of Arms	1.8cm - 2cm tall, 7cm wide				
	MOF NETBALL (PVC)	small bottom front	2cm tall x 8cm				
	Back						
	MOF NETBALL (PVC)	center back above the number	5cm tall x 18cm width				

NB: Please see attached samples for your guidance

Sub Total	
VAT @%	
Total	

- (a) The Ministry of Finance requested services completion period: within **13** working days as from the date of receiving of order.
- (b) Bidder's proposed completion period: within days (**bidder to insert the days**) from date of receiving of order.
- (c) Validity of offer: days (**bidder to insert the days**) as from closing date set for submission of quotations.

Remarks [if any from Bidder]:

.....

I/We agree to supply the abovementioned goods 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 Ref No.:

To:

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

Witten 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. The undertaking must be displayed at the workplace where it will be readily accessible and with visible by the employees rendering service (s) in relations to the goods and services being procured under this contract.*

General Terms and Conditions Applicable

1. Employer

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

2. Supplier

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.

3. Rights of Public Entity

The Public Entity shall have the rights to

- (a) ask for clarifications at time of evaluating quotations and
- (b) reject all quotations.

A Public Entity shall not be bound to accept the lowest or any quotation.

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 a valid original certificate or a certified copy of Good Standing Tax Certificate with the Namibia Revenue Agency (NamRA);**
- (c) **Have a valid original/certified copy of Good Standing Certificate with Good Standing with the Social Security Commission or in case where a company has no employees, provide 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;**
- (e) **Completed and signed written undertaking in terms of Section 138 of the Labour Act, 2007 and section 50 (2) (D) of the Procurement Act;**
- (f) **All the mandatory documents in terms of section 50 (2) of the Public Procurement Act, 2015 should be valid at the submission of the bid;**

5. 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.

6. Prices

Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. 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 Contractor.

8. 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 services on or before the date set in the purchase order for delivery of the goods or services.
- (c) The purchase shall be valid for 180 working days only and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No. *NCS/IQ-09-14/2026*, posted on the Policy Unit and Ministry of Finance website, subject to the data provided hereunder.

10. Project Manager

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administering the contract.

11. Advanced payment

Advance payment is not applicable.

12. Payment

The purchaser undertakes to effect payment within 30 working days after completion of the goods to the satisfaction of the purchase and subject to the Supplier making goods all submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

13. Margin of Preference

NB: In accordance with a Code of Good Practice the margin of preference applicable for exclusive preference to local suppliers.

NB: Bidders applying Margin of Preference shall submit evidence of:

Category of local suppliers for preferences

Categories of bidders	Margin of Preference	Documentary evidence
Manufacturer	2%	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
Micro, Small and Medium Enterprise (MSME)	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned Enterprise	1%	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian female ownership
Youth owned Enterprise	2%	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian youth ownership
Previously Disadvantaged Person (PDP)owned Enterprise	2%	-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - Declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting Environmental Protection	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document
Service rendered by Namibian citizens	1%	-Declaration that the bidder employs 50% or more Namibian citizens
Total	10%	

Application methodology as follows:

$$A = \frac{\text{Margin of Preference} \times \text{Bid Prices}}{100}$$

PLEASE NOTE

A total margin of preference scored by a bidder will be deducted from the bid/quoted price of the bidder for the evaluation purposes only.

(To be completed by Public Entity)

Mandatory Requirement	Yes	No
Certified copy of Company Registration Certificate (incorporating document)		
have a valid original certificate or a valid certified copy of Good Standing with the Social Security Commission or in case where a company has no employees, confirmation letter from Social Security Commission		
Certified copy or Original Good Standing Certificate from NAMRA		
Certified copy of a valid Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
Completed and signed written undertaking in terms of Section 138 of the Labour Act, 2007 and section 50 (2) (D) of the Procurement Act		
All the mandatory documents in terms of section 50 (2) of the Public Procurement Act, 2015 should be valid at the submission date of the bid		

1



GS

MOF NETBALL



GA

MOF NETBALL



WA

MOF NETBALL



C

MOF NETBALL



WD

MOF NETBALL



GD

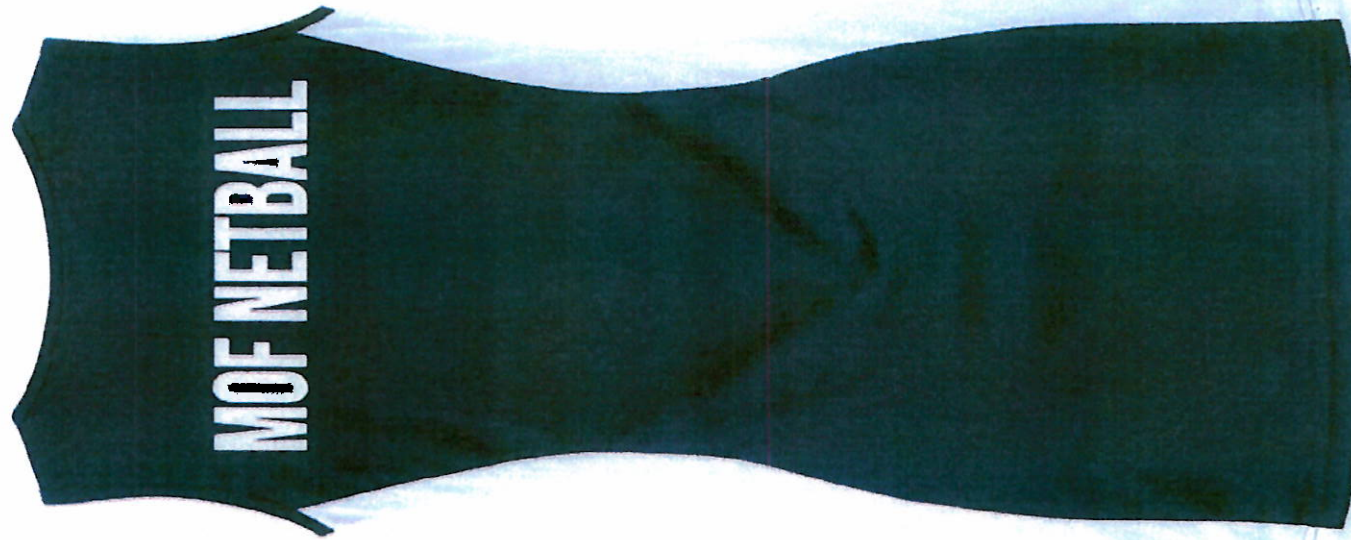
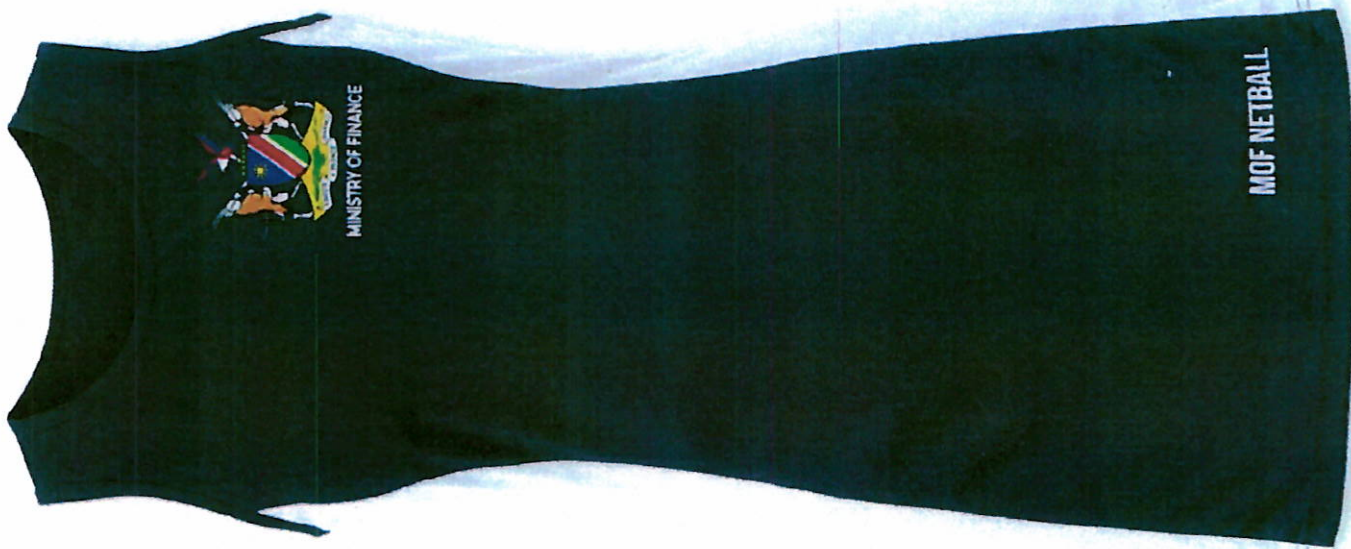
MOF NETBALL



GK

MOF NETBALL

1.1



3



FRONT VIEW



BACK VIEW

4



FRONT VIEW — JERSEY



FRONT VIEW — SHORTS



BACK VIEW — JERSEY



BACK VIEW — SHORTS

5



FRONT VIEW — JERSEY



BACK VIEW — JERSEY



FRONT VIEW — SHORTS



BACK VIEW — SHORTS