



REPUBLIC OF NAMIBIA

MINISTRY OF HEALTH AND SOCIAL SERVICES

OFFICE OF THE EXECUTIVE DIRECTOR

Ministerial Building
Harvey Street
Private Bag 13198
Windhoek

Tel: No: 061 -2032255
Fax No
Procurement2@mhs.gov.na

Procurement Ref: G/RFQ/1303OR-71/2026

Request for Sealed Quotations

**Transportation of Household Items from Intermediate Hospital
Oshakati to Lusaka, Zambia**

Name of Bidder: _____

Total Bid Price: _____

NB! ONLY THE LOWEST BIDDER TO SPECIFICATIONS PER LOT WILL BE RECOMMENDED.

Initial: _____



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Letter of Invitation

Dear Sirs/Madams,

Transportation of Household Items from Intermediate Hospital Oshakati to Lusaka, Zambia.

The Ministry of Health and Social Services requests you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

For enquiries, please contact the following people:

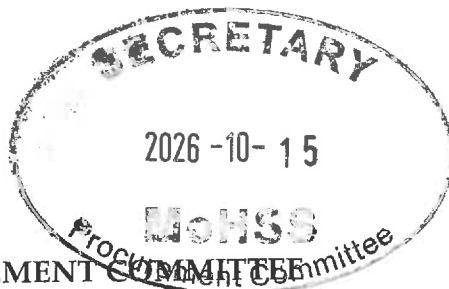
1. Technical enquiries: **Mr. DK. Shilongo (0816720150)**
2. Administrative enquiries: **Ms. Dina Hartley (061-203 2255)**

Please prepare and submit your quotation **by 11h00, Friday, 23 October 2026**, in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

MR EVARISTUS IITA

SECRETARY: PROCUREMENT COMMITTEE



Initial: _____

Section I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry reserves the right:

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

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
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

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. All pages must be initialled and use of correction fluid is strictly prohibited.

3. Validity of Quotations

The Quotation validity period shall be **90** days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents are attached:

	Document name / title	Please tick
1.	Certified Copy of a valid Certificate of Good Standing for Procurement Purposes, issued by the NamRA.	
2.	Certified copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or a Letter from the Employment Equity Commission (letter should be on letterhead, stamped and signed by the EEC).	
3.	Certified Copy of a valid Good Standing Certificate with the Social Security Commission.	
4.	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other Company Registration Certificate. These Certificates should clearly indicate the goods / services that the Supplier is registered to render.	
5.	Certified copy of a valid Certificate of Registration as an SME, issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).	
6.	A written undertaking, as contemplated in section 138(2) of labour Act No 11 of 2007.	
7.	Principal Business in the founding documents of the bidder in line with the bid	
8.	Completeness of document: all bidding documents completed, signed, initialled and submitted	

Initial: _____

9.	Bidder's financial capabilities in the form of: Letter of intent from a Financial Institution or proof of commitment by Supplier of a bidder to finance or supply the bidder on credit.	
10.	Bidder should have a physical address where it operates from. A fitness certificate from a local/town council should be attached for the business	

5. Delivery

The shortest delivery lead period or ex-stock with reasonable prices may be considered. A penalty of 1% per week shall be instituted on late delivery.

5.1. The following tests and inceptions will be conducted on the goods at delivery:

- Check if it is correct delivery as specified on the request for quotation
- If delivery is on time
- If delivery note is attached

6. Sealing and Marking of Quotations

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

7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at The Ministry of Health and Social Services – Finance and Procurement building, Procurement Management Unit (Tender Office), Harvey Street, Windhoek west, not later than **Friday, 23 October 2026, Time: 11H00.**

8. Opening of Quotations

Quotations will be opened internally by the Ministry immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders and the amount quoted, will be posted on the website of the Ministry and available to any bidder on request within three working days of the Opening.

9. 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.

In terms of Section 71.3 of the Public Procurement Act, Act 15 of 2015, Margin of Preference shall apply as follows:

Initial: _____

No	Categories of bidders	Margin of Preference	Requirement (all the document required per category MUST be submitted/attached)	Document evidence submitted (bidder to indicate YES by ticking)
1	100% Namibian shareholding	3%	Certified copy of founding statement/company registration indicating ownership structure/ certified copy of all shareholder certificate with Certified copy of Identity Documents (IDs) of all shareholder	
2	SME Company	1%	Certified copy of SME Registration Certificate	
3	Company owned by youth	1%	≥ 51% Company Registration, Certified copy of Certified copy of Identity Documents (IDs)	
4	Women and previously disadvantaged	1%	≥ 51% Company Registration, Certified copy of Certified copy of Identity Documents (IDs)	
5	Service rendered by Namibian citizens (key employees). State key personnel for this project	1%	1% = employees with Namibian Citizenship <60 2% = employees with Namibian Citizenship >60 Certified copy of Identity Documents (IDs)	
6	Service rendered by Namibians (employer) is this a manager or board of directors?	1%	As per Section 71(3) of Procurement Act (bidder to meet any of the criteria above)	
7	Materials	2%	40% materials/goods to be used are from Namibia, Attach Proof	
Total		10%		

Formula for calculation of Margin of Preference

$$A = \frac{MP \times BP}{100}$$

“A” represents the amount to be determined

“MP” represents the total percentage of all margins of preferences granted

“BP” represents the bid price

10. Technical Compliance

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

Initial: _____

TECHNICAL STAFF (attach qualifications NB. CVs without certified copies of qualifications will not score points)

1	Support staff		
	<i>(Name)</i>	points	Allocated total 20 points
	Driver <i>(Indicate name below and attach appropriate driver's license)</i>	(No Appropriate Driver's license = 0) (Appropriate Valid Driver's license = 10)	10
	Handyman /Labourer <i>(indicate name below)</i>	No handyman = 0) (Handyman = 10	10
	Total Points on Staff		

PLANT AND EQUIPMENT Maximum 20 points

	Relevant Equipment	Points	
1	Transport (Insulated Truck/Vehicle)- (provide picture of the vehicles and attach a valid NATIS registration certificate)	Appropriate Insulated Truck/Vehicle (provide picture of the vehicles and attach a valid NATIS registration certificate) =10 (No Appropriate Insulated Truck/Vehicle = 5) (No valid NATIS registration certificate=0)	10
2	Closed Trailer- (provide picture of the vehicles and attach a valid NATIS registration certificate)	Closed Trailer- (provide picture of the vehicles and attach a valid NATIS registration certificate) =10 No Closed Trailer- (without providing picture of the vehicles and attach a valid NATIS registration certificate) =5 No trailer at all =0	10
	Total Points on Plant & Equipment		

ONLY CANDIDATES WHO ATTAIN THE MINIMUM SCORE OF 62% MARKS SHALL BE CONSIDERED FOR PRICE EVALUATION.

Formulae: $\frac{\text{Total Bidders Points}}{\text{Maximum Points}} \times 100\% = \text{Bidders\% score}$

11. Prices and Currency of Payment

Prices shall remain fixed for the duration of the period and quoted in Namibian Dollars. The Ministry **shall not consider price increases** due to exchange rates; therefore, bidders are advised to make their own projections.

12. 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

Initial: _____

of contract shall be by issue of a Purchase Order in accordance with terms and conditions contained in Section VI: General Conditions of Contract and Contract Agreement.

13. 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 days. Furthermore, the Ministry shall attend to all requests for debriefing made in writing within 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:	Finance and Procurement building, Procurement Management Unit (Tender Office)
Subject matter of Procurement:	Transportation of Household Items from Intermediate Hospital Oshakati to Lusaka, Zambia.

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.

The validity period of the Quotation is **90 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.

Initial: _____

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:	

Initial: _____

Section III: COMPANY SHAREHOLDING INFORMATION FORM

Name of Shareholders and the percentage shares owned:

Name of Shareholder	Namibian (Yes/ No)	Age	Previously Disadvantaged Namibian (Yes/No)	Non- Namibian Citizen (Yes/ No) If not Namibian, State Nationality	Full time employed by the bidder (Yes/No)	Percentage shares owned by woman and youth	Percentage shares
							Total= 100%

ONLY THE LOWEST BIDDER TO SPECIFICATIONS PER LOT WILL BE RECOMMENDED.

Initial: _____

BID SECURING DECLARATION

(Section 45 of Act)

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

Date: [Day|month|year]

Procurement Ref No.:

To: *Ministry of Health and Social Services, Finance and Procurement building, Procurement Management Unit
(Tender Office)*

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, 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:

Initial: _____

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

This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations

Initial: _____

Section III: List of Goods and Price Schedule

QUOTATION FOR: Transportation of Household Items from Intermediate Hospital Oshakati to Lusaka, Zambia.				INSTRUCTIONS TO BIDDERS			
INSTRUCTIONS TO THE PUBLIC BODY				Bidders shall fill-in columns E to H E= mark with a * (star) if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • 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	H
Item No.	Description of Goods / Services required	Qty	UOM	*	Unit Price N\$ (Excl VAT)	Total price N\$ (Excl VAT)	Delivery Period Days/Weeks/Month (Delivery period MUST be indicated on each item line separately)
1.	Deep Freezer	1	each				
2.	Ryobi Gen Set 5000W	1	each				
3.	4-piece sofa set	1	Each				
4.	Fridge	1	Each				
5.	Sewing Machine	2	Each				
6.	Kitchen Utensils		Each				
7.	Coffee Table	1	Each				
8.	Computer and Printer set	1	Each				

Initial: _____

9.	Radio	1	Each				
10.	Double Bed	2	Each				
11.	Single Bed	2	Each				
12.	Television	1	Each				
13.	Washing Machine	1	Each				
14.	Shoe stand	1	Each				
15.	Study table	1	Each				
16.	TV stand	1	Each				
17.	5kg Gas cylinder	1	Each				
18.	Beddings		Each				
19.	Clothes		Each				
20.	Stove	2	Each				
21.	Cupboard	1	Each				
22.	Kids Bicycle	2	Each				
23.	Fan	3	Each				
				Sub Total			
				VAT 15%			
				Grand Total			
NAME OF BIDDER:				ADDRESS:			

The price shall be treated as firm in Namibian Dollars for all intent and purpose.

Initial: _____

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE, QTY=Quantity required, UOM=Unit of Measures,

Initial: _____

Section IV: Specifications and Performance Requirements

Item No	Technical Specification Required
A*	B*
1.	Transportation of Household Items from Intermediate Hospital Oshakati to Lusaka, Zambia.
2.	Transportation of Household Items

Section V: Specifications and Compliance Sheet

Supplier's Specification (Reply to all individual, do not indicate comply only, but specify your specification per item (Specification Annexure (**Bill of quantity**) and Transport (Insulated Truck/Vehicle)- (provide picture of the vehicles and attach a valid NATIS registration certificate) with specification **MUST** be attached to this document) **failure to do so will lead to disqualification for that specific item line**

Item No	Technical Specification Required	Compliance of Specification Offered Indicate comply/not comply	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Deep Freezer		
2.	Ryobi Gen Set 5000W		
3.	4-piece sofa set		
4.	Fridge		
5.	Sewing Machine		
6.	Kitchen Utensils		
7.	Coffee Table		
8.	Computer and Printer set		
9.	Radio		
10.	Double Bed		
11.	Single Bed		
12.	Television		
13.	Washing Machine		
14.	Shoe stand		
15.	Study table		
16.	TV stand		
17.	5kg Gas cylinder		
18.	Beddings		
19.	Clothes		
20.	Stove		
21.	Cupboard		
22.	Kids Bicycle		
23.	Fan		

Initial: _____

Performance Requirements

Bidders should complete columns C and D with the specification of the goods offered. Attach detailed technical literature as stated in the requirements. Authorise the specification offered in the signature block below.

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 and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **G/RFQ-GCC**) (available at public entities physical address/website: Insert Public Entity address/website) except were modified by the Special Conditions below.

SECTION VII: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except were modified by the Special Conditions below.

Section VIII: Special Conditions of Contract

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

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Services: Intermediate Hospital Oshakati
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Initial: _____

Subject and GCC clause reference	Special Conditions
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Ministry, the address and the contact's name shall be: Private Bag 13198, Windhoek Attention: Procurement Management Unit For the Supplier, the address and contact name shall be:
Delivery and Documents GCC 13.1	The Goods are to be delivered within One (1) month from the date of the Purchase Order. The bidder to ensure that goods are received undamaged. The documents to be furnished by the Supplier are: (a) signed delivery note; and first Invoice for payment.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice.
Terms of Payment GCC 16.3	Payments shall be made not later than (90) days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Performance Security GCC 18	(i) No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: product name, quantities
Insurance GCC 24	The bidder bears the cost of insurance
Transportation GCC 25	The Goods shall be delivered: Delivery Duty Paid
Inspection and Tests GCC 26.	Testing and commissioning of goods shall be at the supplier's expense
Liquidated Damages GCC 27	Liquidated damages for the whole contract are 1% per week. The maximum number of liquidated damages for the whole contract is 5% of the final contract price.

Initial: _____

Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	For item 1-26, the minimum period of warranty shall be ____ For item 27, the minimum period of warranty shall be ____

SCHEDULE 2: COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

<u>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</u>		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)		
• Local (VAT & Excise Duty Fee)		
Labour Cost		
• Direct Labour		
• Clerical Wages		
• Salaries to Management		
Utilities		
• Electricity		
• Water		
• Telephone		
Depreciation		
Interest on Loans		

Initial: _____

Rent		
Other (please specify)		
•		
•		
•		
TOTAL COST		

Local Value Added = $\frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Supplier Name: _____

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Expression of Interest Document		
Mandatory Documentations		

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.

Initial: _____