



REPUBLIC OF NAMIBIA



OFFICE OF THE JUDICIARY

Request of Quotations for Works

*PROCUREMENT OF SERVICE TO INSTALL TWO (2) COUNTER TOPS AS
WELL AS WALL PLUGS AND FLOOR PLUGS AT HIGH COURT MAIN DIVISION,
PRISON COURT*

Name of Bidder:

Procurement Reference No: W/RFQ/21-01/2026/27

Office of the Judiciary, 25 Schönlein Street, Windhoek West, WINDHOEK
Tel no. 061 – 435 3529 Fax no. 061-435 3444, Tomas.Amukoshi@jud.gov.na.

16 October 2025



REPUBLIC OF NAMIBIA

OFFICE OF THE JUDICIARY

Tel: (061) 435 3529
 Fax: (061) 435 3444
 E-mail: Tomas.Amukoshi@jud.gov.na
 Enquiries: Mr. Tomas Amukoshi

Private Bag 13412
 WINDHOEK
 NAMIBIA

Letter of Invitation

To: All bidders

W/RFQ/21-01/2026/27

16 October 2025

Dear Sir/Madam,

PROCUREMENT OF SERVICE TO INSTALL TWO (2) COUNTER TOPS AS WELL AS WALL PLUGS AND FLOOR PLUGS AT HIGH COURT MAIN DIVISION, PRISON COURT

The **Office of the Judiciary** invites you to submit your best quote for the works described in Section II of this document.

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 services that they cannot render. Failure to adhere the instructions, your bid will be disqualified. Queries, if any, should be addressed to **Mr. Tomas Amukoshi**

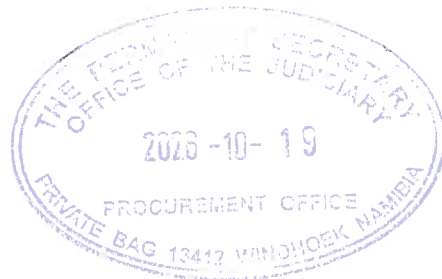
Please take note that there will be a mandatory site visit for all bidders schedule to take place on 21 October 2026 at from 10:00.

Bidders are expected to contact **Mrs. Olivia Shavuka, Artisan Foreman (Lady)** at cellular number: **+264 81 141 1 706** for enquiry and confirmation of attendance in this regard. Each bidder will be provided with a site visit confirmation letter to be submitted together with the bid.

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,

.....
Secretary to Procurement Committee

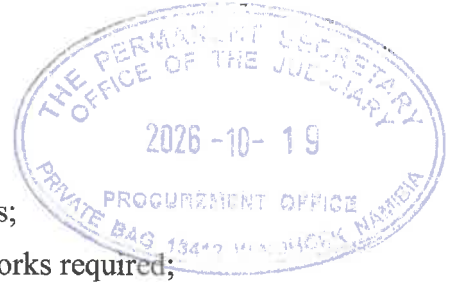


SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Purchaser shall have the right to:

- (a) Reject all quotations;
- (b) Ask for clarification at time of evaluating quotations;
- (c) Increase or reduce the quantity of service/ goods/ works required;
- (d) Cancel procurement process not finalized within the financial year (2026/27) cycle;
- (e) Inspect the business premises of any supplier to determine whether they have the capacity to supply and deliver the required goods in accordance to the specified items;
- (f) Disqualify bidders which previous failed to comply with the terms and conditions of contract for such goods listed under Sections: III, IV and V of this bidding document.
- (g) Terminate contract of services 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 supplier to Review Panel for further adjudication.
- (i) Report defaulting service provider to Review Panel for further adjudication



2. Preparation of Quotations

2.1 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.

2.2 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.

2.3 Furthermore, 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 180 working days from the date of bid 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 principle 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 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.
- (i) attach a mandatory site visit confirmation letter
- (j) submit a hypothetical program for the works with specific timeline for each work.

4.2. Bidders must provide verifiable documentary evidence demonstrating that they have successfully rendered carpentry and electrical services within the last three (3) years. Acceptable evidence includes a reference letter from a client stating successful completion of the project. **(This option only applies to new bidders, who are participating for the first time and never awarded a contract for the supply of transportation services at the Office of the Judiciary).**

4.3. Please take note that this procurement is subject to code of good practice and exclusive preference shall be given to bidder who:

- 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 15 (*Margin of Exclusive Preference*) of the bidding document.



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5. Bid Security/Bid Securing Declaration

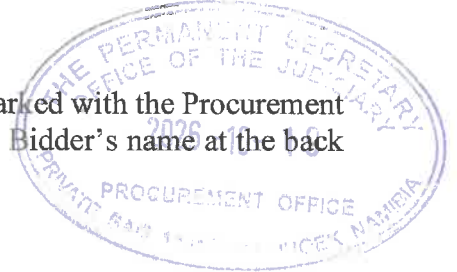
Bidders are required to submit a Bid Security/subscribe to a Bid Securing Declaration for this procurement process.

6. Works Completion Period

The completion period for works shall be 5 working days after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/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 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 Schönlein Street, Windhoek West, WINDHOEK** or **forwarded by courier**, not later than **26 October 2026, before 10h00**. Quotations by post or hand delivered should reach **Office of the Judiciary, 25 Schönlein Street, Windhoek West, WINDHOEK** by the same date and time at latest. Late quotations will be rejected. Quotations received by 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 section 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 posted on the website of the Public Entity 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 evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation. Only the lowest bidder that meet the eligibility criteria listed under paragraph 4 shall be considered for the award of procurement contract.

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

13.1 The applicable margins of preference and their application methodology are as follows:

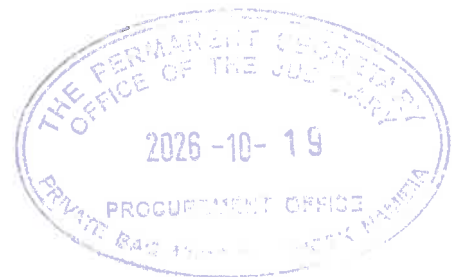
Please refer to Section 4.4 of the bidding document.

13.2 Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

14. Qualification and Application of Exclusive Preference**14.1. 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.

Please refer to Section 4.4 of the bidding document.



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15 Margin of Exclusive Preference

15.1 The applicable margins of exclusive preference and their application methodology are as follows:

No.	Categories of bidders	Definition/Criteria	Margin of preferences	Documentary evidence to be submitted with the bid (all the documents required per category must be submitted)	Document evidence submitted (bidder to indicate yes/no by ticking)	
					Yes	No
1.	Manufacturer	"manufacturer" means a person or a company that is involved in the physical or chemical transformation of materials or components into new products whether or not –(a) the transformation is through work (i) performed by a power-driven machine or by hand; or (ii) done in a home or factory; or (iii) the new products are sold on a wholesale or retail basis;	2%	a) Certified copy of Certificate of registration from a registering authority b) Declaration (<i>under oath</i>) by the bidder that the manufactured goods meet the local content as determined in Annexure 1 of Code of Good Practice, as per the cost structure for Value Added Calculation.		
2.	Micro, Small and medium Enterprise	a bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51% owned by Namibians	1%	a) Certified copy of SME registration certificate b) Declaration (<i>under oath</i>) indicating the percentage of Namibian MSME		
3.	Women owned enterprise	a bidder who is a woman or whose minimum equity is 51% owned by Namibian women	1%	a) Certified copy of Identity Documents (IDs) of all shareholders b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificate c) Declaration (<i>under oath</i>) indicating the percentage of Namibian female ownership		
4.	Youth enterprise	a bidder who is a youth or whose minimum equity is 51% owned by Namibian youths "youth" means a young person aged from 16 to 35 years old as per Section 1 of the National Youth Council Act, 2009 (Act No. 3 of 2009)	2%	a) Certified copy of IDs of all shareholders b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificate c) Declaration (<i>under oath</i>) indicating the percentage of Namibian youth ownership		
5.	Previously Disadvantaged, Person (PDP) owned enterprise	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs	2%	a) Certified copy of IDs of all shareholders b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificates c) Declaration (<i>under oath</i>) indicating the percentage of Namibian PDPs ownership		
6.	Supplier providing environmental protection	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document	1%	a) Declaration (<i>under oath</i>) by the bidder that the latter deals with environmental protection		
7.	Suppliers providing employment to Namibian	A bidder who employs 50% or more Namibian citizens	1%	a) Declaration (<i>under oath</i>) that the bidder employs 50% or more Namibian citizens b) Certified copies of IDs of Namibian citizens employed by the bidder		
Total			10%			

15.2 Bidders applying for the Margin of Preference shall submit, evidence document as indicated in column number five (5) above and must complete the attached declaration templates.

15.2.1. DECLARATION IN RESPECT OF EXCLUSIVE PREFERENCE
Paragraph 9(3) and Annexure 6 of the Code of Good Practice on Preferences Referred to in
Section 70 and 72 of Public Procurement Act, 2015

Bidder to tick the appropriate box to indicate the category under which it has made a declaration.

CATEGORY OF BIDDER UNDER WHICH DECLARATION IS MADE	APPENDIX TO BE ATTACHED	TICK
Manufacturer	Cost structure for Value Added Calculation as per Annexure 1 of Code of Good Practice.	
Micro, Small and Medium Enterprise	N/A	
Women owned enterprise	N/A	
Youth owned enterprise	N/A	
Previously Disadvantaged, Person (PDP) owned enterprise	N/A	
Supplier providing environmental protection	N/A	
Suppliers providing employment to Namibian	N/A	

Full Name of authorised person: _____

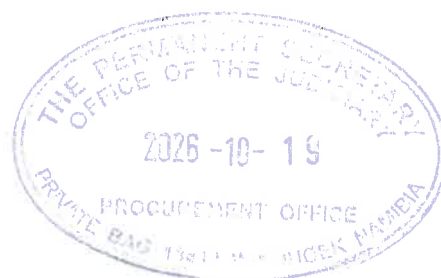
Company: _____

Position: _____

Date: _____

Signature: _____

Company Seal:



[Handwritten signature]

Manufacture's Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We hereby declare under oath that the manufactured goods meet the local content as determined in Annexure 1 of Code of good practice, as per the cost structure for Value Added Calculation.

The Local Value Added amounts to: N\$ _____

NB: The cost structure must be attached to the bid for reference.

Sworn/affirmed before me at.....this.....day
of.....20.....

.....
Signature

.....
Name and Rank: Commissioner of Oaths

.....
Signature of witness

.....
Name of witness



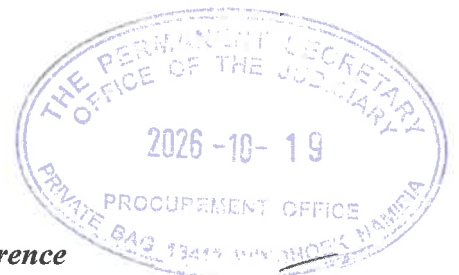
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ANNEXURE 1
COST STRUCTURE FOR VALUE ADDED CALCULATION
 (Paragraph 1)

	Product
	N\$
Raw Materials, Accessories and Components	
• Imported (CIF)	
• Local (Value Added Tax and Excise Duty Fee)	
• Local (Cost, Insurance, Freight)	
Labour Cost	
• Direct Labour	
• Clerical Wages	
• Salaries to Management	
Utilities	
• Electricity	
• Water	
• Telephone	
Depreciation	
Interest on Loans	
Rent	
Other (please specify)	
TOTAL COST	
COST OF IMPORTED INPUTS	
LOCAL VALUE ADDED	
% LOCAL VALUE ADDED	

Local Value Added = Total Cost – Cost of imported inputs x 100
Total Cost

NB! The cost structure must be certified by an Accountant



②

Micro, Small And Medium Enterprise/ Women Owned Enterprise Declaration/ Youth Owned Enterprise Declaration/ Previously Disadvantaged, Person (PDP) Owned Enterprise Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We declare under oath that the company's total equity owned by:

Namibians (MSME) is _____ (insert percentage)

Namibian women is _____ (insert percentage)

Namibian youth is _____ (insert percentage)

Namibian PDPs is _____ (insert percentage)

The following are the names of all shareholders and the percentage shares held by each member:

SN	Full Legal Name	Identification Number	Nationality (E.g. Namibian)	Gender	Age	PDP Category	% Shares
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
Total Shares							

NOTE: The above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

**Micro, Small And Medium Enterprise/ Women Owned Enterprise Declaration/ Youth Owned Enterprise Declaration/
Previously Disadvantaged, Person (PDP) Owned Enterprise Declaration in Terms of Paragraph 9(3) and Annexure 6 of
the Code of Good Practice continued...**

Sworn/affirmed before me at.....this.....day of.....20.....

.....
Signature Name and Rank: Commissioner of Oaths

.....
Signature of witness Full Name of witness



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Supplier Providing Environmental Protection Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We declare under oath that the company deals with environmental protection and the following are programs that are initiated to protect the environment, maintain ecosystems and sustainable use of natural resources:

SN	Name of Program	Purpose of Program (E.g. to protect the environment/ maintain ecosystems/sustainable use of natural resources)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

NOTE: The above table may be reproduced if the space provided is not sufficient to cover the names of all programs.

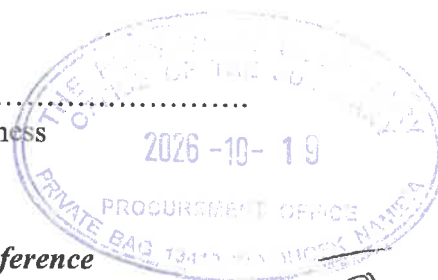
Sworn/affirmed before me at.....this.....day
of.....20.....

.....
Signature

.....
Name and Rank: Commissioner of Oaths

.....
Signature of witness

.....
Name of witness



(Handwritten signature)

Suppliers Providing Employment to Namibians Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We declare under oath that the company employs 50% or more Namibian citizens and the following are the names of all employees:

SN	Full Legal Name	Identification Number	Nationality (E.g. Namibian)	Occupation
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

NOTE: The above table may be reproduced if the space provided is not sufficient to cover the names of all employees.

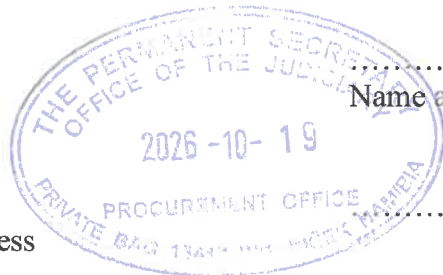
Sworn/affirmed before me at.....this.....day
of.....20.....

.....
Signature

.....
Name and Rank: Commissioner of Oaths

.....
Signature of witness

.....
Name of witness



10

16 Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works 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.

17 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 7 working days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.



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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 Priced Activity Schedule 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:	W/RFQ/21-01/2026/27
Subject matter of Procurement:	PROCUREMENT OF SERVICE TO INSTALL TWO (2) COUNTER TOPS AS WELL AS WALL PLUGS AND FLOOR PLUGS AT HIGH COURT MAIN DIVISION, PRISON COURT

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

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

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

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

We confirm that the prices quoted in the Priced Activity 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.

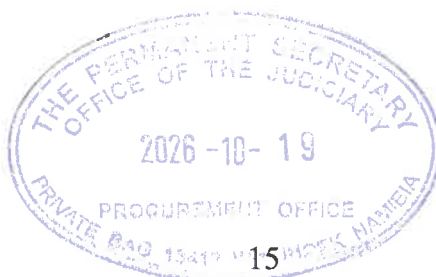
Works will commence within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

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

Appendix to Quotation Letter



[Handwritten signature]

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

Date:.....

Procurement Ref No.: W/RFQ/21-01/2026/27

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***





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.:.....

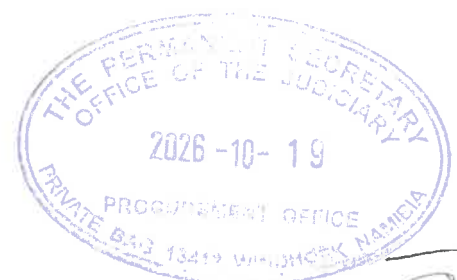
Email Address:.....

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. *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: STATEMENT OF REQUIREMENTS

This text hereunder is a guidance for the preparation of the Specifications and Performance Requirements and should not form part of the final document

- a) The bidder is expected to attend the mandatory site inspection at High Court Main Division, Prison Court as scheduled on the invitation.

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Please refer to section IV of the bidding document

B. DRAWINGS

N/A

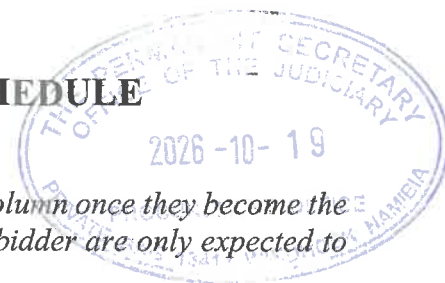


A handwritten signature in black ink, consisting of a stylized 'P' followed by a horizontal line.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/21-01/2026/27**

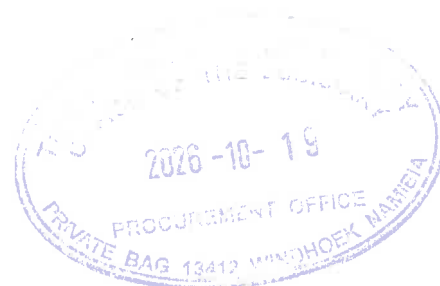
[Bidder will be required to provide the indicated information on each column once they become the successful bidder and appointed to do the assessment. At this moment bidder are only expected to provide the cost of assessments].



No	Description of Civil Work	QTY	Unit	Unit rate	Total N\$
	Wrot Meranti				
0933	6x18mm Edge strip planted on	22	M		
	Standard epoxy powder coated finish shelving system				
1253	Heavy duty shelf bracket for 380mm wide timber shelf	14	No		
	Bolts, etc				
1348	Mild steel bolts with nuts and washers	28	Kg		
	Bolts, etc				
1350	M10x100mm expanding bolts with nuts and washers	28	No		
	One coat oil based stain and two coats clear gloss polyurethane varnish				
2117	On joinery fittings, shelving, slatted seating etc	10	M ²		
	NON-SCHEDULED ITEMS				
0966	25mm tops particles board to SABS 1300 with hardwood veneer both sides	5	M ²		
Subtotal 1					
	Description of Electrical Work				
	General repairs				
	Chasing in brick walls (Pipes, etc, elsewhere measured)				
	Chasing in of Galvanised/PVC pipes, channels, trunking etc. in a straight line				
1029	25x16mm PVC trunking	14.00	M		
	Making good of finishes				
	Galvanised channelling				
1144	Power plugs for power skirting	8.00	No		
	PVC Wires				
1156	2.5mm ² PVC wires	50	M		
1303	Right angle box No. 2 three way Double outlet, 100 x 100mm complete with cover	8	No		
	Flush mounted				
1320	PVC Surface EGA Boxes 100 X 100 MM	3	No		
Subtotal 2					
Total					
Add Contingency @10%					
VA@15%					
Grand Total					

Priced Activity Schedule Authorised By:

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



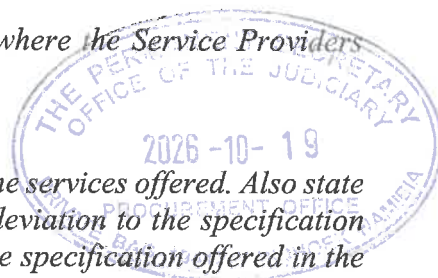
[Handwritten signature]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **W/RFQ/21-01/2026/27**

[Bidders should complete columns C and D with the specifications of the services 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.]

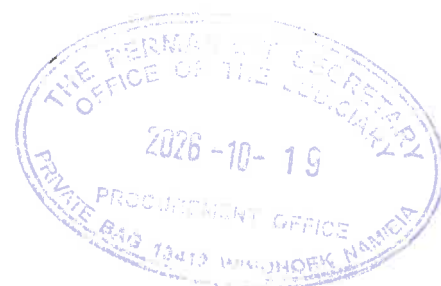


Key	Specifications and Performance Required			Compliance of Specifications and Performance Offered	Details of Non-Compliance/Deviation(if applicable)
A*	B*			C	D
	Wrot Meranti				
0933	6x18mm Edge strip planted on	22	M		
	Standard epoxy powder coated finish shelving system				
1253	Heavy duty shelf bracket for 380mm wide timber shelf	14	No		
	Bolts, etc				
1348	Mild steel bolts with nuts and washers	28	Kg		
	Bolts, etc				
1350	M10x100mm expanding bolts with nuts and washers	28	No		
	One coat oil based stain and two coats clear gloss polyurethane varnish				
2117	On joinery fittings, shelving, slatted seating etc	10	M ²		
	NON-SCHEDULED ITEMS				
0966	25mm tops particles board to SABS 1300 with hardwood veneer both sides	5	M ²		
	Description of Electrical Work				
	General repairs				
	Chasing in brick walls (Pipes, etc, elsewhere measured)				
	Chasing in of Galvanised/PVC pipes, channels, trunking etc. in a straight line				
1029	25x16mm PVC trunking	14.00	M		
	Making good of finishes				
	Galvanised channelling				
1144	Power plugs for power skirting	8.00	No		
	PVC Wires				
1156	2.5mm ² PVC wires	50	M		
1303	Right angle box No. 2 three way Double outlet, 100 x 100mm complete with cover	8	No		
	Flush mounted				
1320	PVC Surface EGA Boxes 100 X 100 MM	3	No		

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

Specifications and Compliance Sheet Authorised By:

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



A handwritten signature in black ink, consisting of a stylized 'J' or 'I' followed by a loop.

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

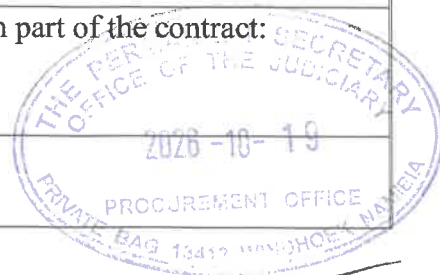
Any resulting contract shall be placed by means of Purchase Order/ Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the procurement of services- Reference No: W/RFQ-GCC on the Office of the Judiciary website: www.judiciary.na except where modified by the Special Conditions below.

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

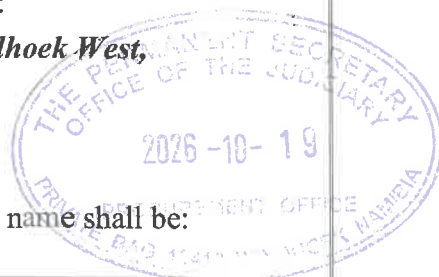
Procurement Reference Number: **W/RFQ/21-01/2026/27**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

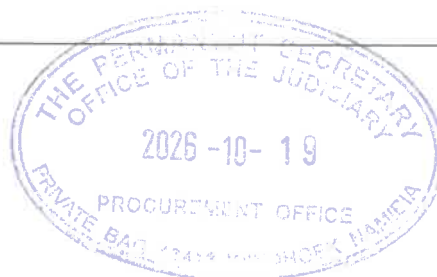
GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	<i>Office of the Judiciary</i>
Intended Completion Date GCC	The intended completion date is: _____
Project Manager GCC 1.1(y)	The Project Manager is: 1. Mrs. Olivia Shavuka, Artisan Foreman (Lady), cellular number: +264 81 141 1 706
Site GCC 1.1(aa)	The site is located at <i>High Court, Prison</i>
Start Date GCC 1.1(dd)	The Start Date shall be: _____
The Works GCC 1.1(hh)	The Works consist of: SERVICE TO INSTALL TWO (2) COUNTER TOPS AS WELL AS WALL PLUGS AND FLOOR PLUGS AT HIGH COURT MAIN DIVISION, PRISON COURT
Interpretation GCC 2.2	The project will be completed in the following sections: Please attach a hypothetical works program with specific timelines for each work.
Interpretation GCC 2.3	The following additional documents shall form part of the contract: <u>N/A</u>
Language and Law	The language of the contract is English



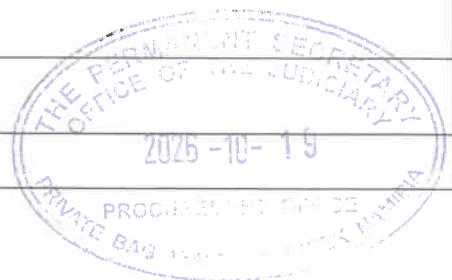
GCC Clause Reference	Special Conditions
GCC 3.1	The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>may not</i> delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: <i>Office of the Judiciary, 25 Schönlein Street, Windhoek West, WINDHOEK</i> <i>Mr. J. Shikongo,</i> For the <i>[Service Provider]</i>, the address and contact name shall be: _____ _____
Insurance GCC 13.1	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...) N/A</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer. N/A</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. Shall be beared by the contractor.</i> (d) for personal injury or death: (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i>



GCC Clause Reference	Special Conditions
	(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.
Site Date GCC 14.1	The site Data shall be: To be determined after award of contract
Possession of the Site GCC 20.1	The Site Possession Date shall be: To be determined after award of contract
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within _____ days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates _____ be required..
Defects Liability Period GCC 33.1	Defects Liability of 6 months period shall apply. A retention amounting to 5% of the total project cost will be withheld. This retention will only be released after the expiry of the 6 months defects liability period, subject to satisfactory completion of any required remedial works and final inspection Not Applicable
Payment Certificates GCC 39.7	<i>[Public Entity shall choose either:</i> “ A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”.



GCC Clause Reference	Special Conditions
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	Payment is subject to the satisfaction of works completed
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are [N/A] per day. The maximum amount of liquidated damages for the whole of the Works is [amount based on a maximum number of days]. N/A <i>[Usually liquidated damages are set between 0.05 per cent and 0.10 per cent per day, and the total amount is not to exceed between 5 per cent and 10 per cent of the Contract Price. Alternatively, the daily rate could reflect the actual prejudice that the procuring entity may claim to suffer as direct cost, where applicable or a nominal value taking into consideration the size of the building, nature of construction and the incidence due to non-availability of the building as from the intended completion date. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here.]</i>
Bonus GCC 47.1	N/A
Advance Payment GCC 48.1	N/A
Performance Security GCC 49.1	N/A
GCC 56.1	N/A
GCC 59.1	N/A



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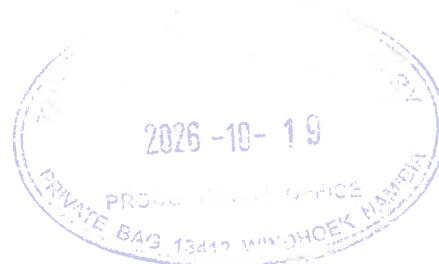
QUOTATION CHECKLIST SCHEDULE

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

Procurement Reference No.: W/RFO/21-01/2026/27

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.



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