



NAMIBIA TRAINING
AUTHORITY

Request for Sealed Quotations for Goods

SUPPLY AND DELIVERY OF STATIONERY FOR THE NAMIBIA TRAINING AUTHORITY (NTA)

Procurement reference number: **G/RFQ/NTA-87/2026**

Bidder's Name:	
Physical Address:	
Tel/Cell No:	
Contact Person:	
E-mail:	
Total amount VAT excl:	
Total amount VAT incl:	

Issued date: 19 October 2026

Closing date: 27 October 2026 at 11:00

To be deposited in the bid box at the reception area located at the NTA Village in Rand Street, Khomasdal, Windhoek.

Telephone: +264 61 207 8543, e-mail: Procurement@nta.com.na
/sweyulu@nta.com.na



Letter of invitation

G/RFQ/NTA-87/2026

19 October 2026

Dear sir/madam,

Request for quotation: Supply and delivery of stationery for the Namibia Training Authority (NTA)

The NTA invites 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. Queries, if any, should be addressed to email: Procurement@nta.com.na, or tel: 061 207 8543.

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,

Richard Ndjahera

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of public entity

The NTA reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item; or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.
- (d) to award the bidder per lot, provided the bidder has quoted for all items within that lot.

2. Preparation of quotations

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

- (a) the quotation letter in Section II with its annex for *Bid Securing Declaration*.
- (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.

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:

- (a) Bidders must submit a valid company registration certificate and recent certified copies of shareholders' identification documents. The business scope must align with the procurement requirements (Stationery).
- (b) The bidder must complete Section III (List of Goods and Price Schedule), indicate the delivery period, and not refer to an attached quotation. In addition to Section III, the bidder must submit a detailed quotation on its company letterhead.
- (c) have a valid original or certified copy of Good Standing Tax Certificate;
- (d) have an original valid or certified copy of Good Standing Social Security Certificate;
- (e) have a valid certified copy of Affirmative Action Compliance Certificate, 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;
- (f) submit a signed bid-securing declaration; and
- (g) an undertaking on the part of the bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General Conditions of Contract if it is awarded the contract or part thereof.
- (h) NTA Levy Good Standing certificate or Exemption Letter

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 within two (2) weeks after acceptance/issuance of the Purchase Order. Any deviation from the stipulated delivery period may only be considered where such deviation is reasonable and adequately justified by the bidder.

The following tests and inspections will be conducted on the goods at delivery:

- Check if the goods/items are brand new.
- Check if the goods/items are damaged.
- Check if the goods/items are fully functional.
- Check if the goods/items meet the specifications.

7. Contract period for service

The contract shall be once off.

8. 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 on the back of the envelope.

9. Submission of quotations

Quotations should be deposited in the quotation/bid Box located at the reception area of the NTA Village in Rand Street, Khomasdal, not later than **27 October 2026, 11:00 a.m.**

Quotations by post or hand delivery should reach the NTA by the same date and time at the latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

10. Opening of quotations

Quotations will be opened internally by the public entity immediately after closing time referred to 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 Securing Declaration, will be posted on the website of the public entity and be available to any bidder on request within three working days of the opening.

11. Evaluation of quotations

The NTA will have the right to request clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, subject to margin of preference where applicable, to determine the lowest evaluated quotation.

12. Technical compliance

Bidders will submit, along with their quotation 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.

13. Prices and currency of payment

Prices shall be fixed in Namibian Dollars.

14. Margin of preference

14.1. The applicable margins of preference and their application methodology are as follows: **Not applicable**

14.2. Bidders applying for the margin of preference will submit, upon request, evidence of: **Not applicable**

15. Award of contract

The bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services will be selected for award of contract. An award of contract will be by issue of purchase order/letter of acceptance in accordance with the terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

16. Performance security

-Not applicable.

17. Notification of award and debriefing

The public entity will, after the 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 public entity will attend to all requests for debriefings made in writing, within seven 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	Namibia Training Authority
Procurement Reference Number:	G/RFQ/NTA-87/2026
Subject matter of Procurement:	Supply and delivery of stationery to NTA

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 _____ 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.]



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:.....

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 by such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which includes but is 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 relation to the goods and services being procured under this contract.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Ref No: G/RFQ/NTA -87/2026

INSTRUCTIONS TO THE PUBLIC BODY			INSTRUCTIONS TO BIDDERS			
			Bidders shall fill-in columns E to F Bidders shall fill in and sign the bottom section of this page			
A	B	C	D	E		F
Item #	Description	Qty	UOM	Unit Price N\$ (Excl.VAT)	Total price N\$ (Excl.VAT)	Delivery Period
1.	A3 Storage Boxes	500	Each			
2.	TOWER INKJET-Laser Labels 70 × 101 (8up) W103 (100sheets in pack)	30	Packs			
3.	TOWER INKJET-Laser Labels 210 × 297 (1up) (100sheets in pack)	30	Packs			
4.	Binding Combs/ Spine 51mm	5	Boxes			
5.	Binding Combs/ Spine 45mm	5	Boxes			
6.	Binding Combs/ Spine 38mm	5	Boxes			

7.	Clear Binding system covers 500-1000 sheets	5	Boxes			
8.	Batteries AA (4 in a pack)	10	Each			
9.	Guillotine (standard) Paper Cutter	2	Each			
10.	Heavy duty staple removers	5	Each			
11.	Heavy duty stapler	10	Each			
12.	A4 Writing pads (100 sheets)	15	Each			
13.	A5 Spiral Shorthand notebook	15	Each			
14.	BROWN Packaging tape (48mm×100mm) 30 in box	3	Boxes			
15.	CLEAR Packaging tape (48mm×100mm) 30 in box	3	Boxes			
16.	Tamper Proof Security Tape (48mm×100mm)	3	Boxes			

17.	A4 writing Pads	10	Each			
18.	Pritt Glue stick	30	Each			
19.	GBC Fusion or Fellowes A3 Laminator	1	Each			
20.	A3 Laminating Pouches	5	packs			
21.	A4 Laminating Pouches	5	packs			
22.	Desk cube holder wire mesh	30	each			
23.	Highlighters assorted	25	marker s			
24.	Pocket Folders	100 0	each			
25.	P-225 2-hole Punch	10	each			

26.	Rexel P265 Extra Heavy-Duty 2-hole Punch	3	each			
27.	Scissors	20	each			
28.	Craft knife TH120	30	each			
29.	Rulers	30	each			
30.	2027 A5 Diaries	30	each			
31.	Tissue Boxes	30	each			
32.	Correction Tape rollers (white-out)	30	each			
33.	Double Sided Tape 3mm×24mm×3m	1	each			

34.	Plastic Cable Ties 305×4.7mm	1	pack			
	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.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency:

Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The scope of goods is the supply and delivery of stationery for the Namibia Training Authority (NTA).

The required are technically specified in Section V. inspections, examinations and delivery should be conducted at the NTA, Rand Street, Windhoek Namibia.

Item No	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)	
A*	B*	C	D
1	A4 storage boxes with Lids		
2	TOWER INKJET-Laser Labels 70 × 101 (8up) W103 (100sheets in pack)		
3	TOWER INKJET-Laser Labels 210 × 297 (1up) (100sheets in pack)		
4	Binding Combs/ Spine 51mm		
5	Binding Combs/ Spine 45mm		
6	Binding Combs/ Spine 38mm		
7	Clear Binding system covers 500-1000 sheets		
8	Batteries AA (4 in a pack)		

Item No	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)	
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
9	Guillotine (standard) Paper Cutter		
10	Heavy duty staple removers		
11	Heavy duty stapler		
12	A4 Writing pads (100 sheets)		
13	A5 Spiral Shorthand notebook		
14	BROWN Packaging tape (48mm×100mm) 30 in box		
15	CLEAR Packaging tape (48mm×100mm) 30 in box		
16	Tamper Proof Security Tape (48mm×100mm)		
17	A4 writing Pads		
18	Pritt Glue stick		
19	GBC Fusion or Fellowes A3 Laminator		

Item No	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)	
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
20	A3 Laminating Pouches		
21	A4 Laminating Pouches		
22	Desk cube holder wire mesh		
23	Highlighters assorted		
24	Pocket Folders		
25	P-225 2-hole Punch		
26	Rexel P265 Extra Heavy-Duty 2-hole Punch		
27	Scissors		
28	Craft knife TH120		
29	Rulers		
30	2027 A5 Diaries		
31	Tissue Boxes		
32	Correction Tape rollers (white-out)		
33	Double Sided Tape 3mm×24mm×3m		
34	Plastic Cable Ties 305×4.7mm		
	Bidder must include a product catalogue / picture		

Item No	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)	
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	illustration of the exact product quoted to be offered.		

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET
Procurement reference number: G/RFQ/NTA-87/2026

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/NTA-87/2026** on the website of the NTA www.nta.com.na except were modified by the Special Conditions below.

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 which were modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/NTA-87/2026 The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Namibia Training Authority
Site GCC 1.1(m)	The final destination for delivery of the goods is: NTA Rand Street, Windhoek, Namibia
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010. (DAP)
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the NTA, the address and the contact's name shall be Richard Ndjahera , rndjahera@nta.com.na . For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The goods are to be delivered within 14 (fourteen) days from the date of purchase order or letter of acceptance. The documents to be furnished by the supplier are: (a) Signed delivery note. (b) Invoice.
Price Adjustment GCC 15.1	The price charge for the goods supplied and the related services performed shall not be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the supplier under this contract shall be as follows: On acceptance: The contract price of goods received shall be paid no later than 30 days of receipt of the goods upon submission of an invoice (showing purchaser's name; the procurement reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the purchaser. An interest rate of 2 % is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Transportation GCC 25	The goods shall be delivered: <i>DAP</i>
Inspection and Test GCC 26.1	The inspection and tests shall be: General inspection
Location of Inspection and Tests GCC 26.2	NTA Rand Street, Windhoek, Namibia
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 0.05% per day. The maximum number of liquidated damages for the whole contract is 4% of the final contract price.

QUOTATION CHECKLIST

SCHEDULE3

Procurement reference No.: G/RFQ/NTA-87/2026

Description	Attached	Not Attached
Priced Activity Schedule and company quotation on letterhead.		
Specification and Compliance Sheet.		
Bid Securing Declaration.		
Valid good standing tax certificate or certified copy.		
Valid good standing social security certificate or certified copy.		
Valid company registration certificate or certified copy.		
Valid affirmative action compliance certificate or proof from Employment Equity Commission or certified copy.		
NTA Levy Good Standing Certificate or Exemption Letter		
Copy of Shareholders Identity Cards		

Disclaimer: The list defined above is meant to assist the bidder in submitting the relevant documents and will not be grounds 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 submitted all the documents that were requested and are needed for its submission to be complete and responsive.