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REPUBLIC OF NAMIBIA
MINISTRY OF INTERNATIONAL
RELATIONS AND TRADE
20 OCT 2026
PROCUREMENT MANAGEMENT UNIT
PRIVATE BAG 13347, WINDHOEK

REPUBLIC OF NAMIBIA

MINISTRY OF INTERNATIONAL RELATIONS AND TRADE

Private Bag 13347
Windhoek
Namibia

Ministerial Building
Robert Mugabe Street
Windhoek

Tel: (061) 282 9111
Fax: (061) 221145
procurement@mirco.gov.na

PROCUREMENT MANAGEMENT UNIT

Administrative Enquiries: Mr. Kandjengo TK (061- 282 2310)

PROCUREMENT NUMBER: NCS/RSQ/07-27/2026

DATE ADVERTISED: 20 October 2026

CLOSING DATE: 26 October 2026

CLOSING TIME: 10H00 AM

DESCRIPTION: PROCUREMENT OF FREIGHT SERVICES FOR UNACCOMPANIED
LUGGAGE TO STOCKHOLM, SWEDEN.

BIDDER.....

ADDRESS.....

TEL.....

FAX/EMAIL.....

TOTAL BID PRICE.....

Request for Sealed Quotations for Service

**PROCUREMENT OF FREIGHT SERVICES FOR UNACCOMPANIED LUGGAGE
TO STOCKHOLM, SWEDEN**

Procurement Reference No: : NCS/RSQ/07-27/2026

*Ministry of International Relations and Trade, Private Bag 13347, Windhoek, Namibia, Tel: (061) 282
9111, Fax: (061) 221145, procurement@mirco.gov.na*



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PROCUREMENT MANAGEMENT UNIT

Letter of Invitation

TO: ALL BIDDERS

PROCUREMENT NUMBER: : NCS/RSQ/07-27/2026

DEADLINE FOR SUBMISSION: 26 October 2026 @ 10H00

Dear Sir/Madam

PROCUREMENT OF FREIGHT SERVICES FOR UNACCOMPANIED LUGGAGE TO STOCKHOLM, SWEDEN

The Ministry of International Relations and Trade invites you to submit your best quote for the items/goods 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 *Mr. Kandjengo* at 061-282 2310

Email: Twindileni.kandjengo@mirt.gov.na

Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully,

Ms. M. Tuyoleni

Head: Procurement Management Unit

REPUBLIC OF NAMIBIA
MINISTRY OF INTERNATIONAL
RELATIONS AND TRADE

20 OCT 2026

PROCUREMENT MANAGEMENT UNIT
PRIVATE BAG 13347, WINDHOEK

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Ministry of International Relations & Trade** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, 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 NOT be retyped for completion by the Bidder. The use of correctional fluid (tipex) is prohibited and each page of the bidding document must be initialled. All pages must be completed and bidders should indicate "N/A" (Not Applicable), where the information is not applicable.

3. Validity of Quotations

The Quotation validity period shall be 30 days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original/certified copy of a valid good Standing Tax Certificate;
- (c) have an original/certified copy of a valid good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a certificate indicating SME Status
- (f) Submit signed Bid-securing Declaration.
- (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; and;

- (h) submit duly completed and signed bidding document
- (i) all pages of the bid/quotation must be initialled

5. Delivery

Delivery shall be (3) days after the issuing of the Purchase Order. 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:

- *Verify the samples or other literature such as the pamphlet to substantiate compliance of the each of the items required.*
- *Verify if the physical items delivered correspond with the purchase order, and invoice.*
- *If delivery is on time.*
- *Verify 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 Public Entity with the Bidder's name and contact information at the back of the envelope.

7. Submission of Quotations

Sealed Quotations should be deposited in the Quotation/Bid Box located at Procurement Management Unit, Administration, Ministry of International Relations and Trade, Robert Mugabe Street, Windhoek, 4th floor, East-Wing, in the foyer not later than **26 October 2026 at 10h00**. Quotations by post or hand delivered should reach the mentioned address, by the same date and time at latest. **Late quotations will be rejected.**

Quotations received by e-mail will not be considered.

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, the amount quoted, will be 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.

10. Technical Compliance

Bidders shall submit along with their quotation's documents, samples or 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 detail 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.

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 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

[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**

Quotation addressed to:	Ministry of International Relations & Trade
Procurement Reference Number:	NCS/RSQ/07-27/2026
Subject matter of Procurement:	PROCUREMENT OF FREIGHT SERVICES FOR UNACCOMPANIED LUGGAGE TO STOCKHOLM, SWEDEN

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 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.

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	

BID SECURING DECLARATION
(Section 45 of Act) (Regulation
37(5) and 56(2))

Date:

Procurement Ref No.:

To: Ministry of International Relations & Trade

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:

Capacity of:

Name:

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ **day of** _____, _____

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 owner/representative

of

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:.....

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Ref No. NCS/RSQ/07-27/2026

QUOTATION FOR: PROCUREMENT OF FREIGHT SERVICES FOR UNACCOMPANIED LUGGAGE TO STOCKHOLM, SWEDEN

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS				
				Bidders shall fill-in columns E to J E= mark with a *if an equivalent is quoted F= Rate per unit - 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				
				C	D	E	F	G
				Qty	UOM	Unit Price N\$ (Incl. VAT)	Total Price N\$ (Incl VAT)	Delivery Period
A	B							
Item code	Description							
1.	Black container (80cm x 55cm x 33cm) 22kg	1						
2.	Black container (82cm x 56cm x 40cm) 35kg	1						
3.	Black container (89cm x 60cm x 47cm) 33kg	1						
4.	Black container (89cm x 60cm x 47cm)30kg	1						
		SUBTOTAL						
		GRAND TOTAL						

NAME:	POSITION:	SIGNATURE:	DATE:
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

SECTION IV: SPECIFICATIONS AND COMPLIANCE SHEET

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.	Black container	(80cm x 55cm x 33cm) 22kg		
2.	Black container	(82cm x 56cm x 40cm) 35kg		
3.	Black container	(89cm x 60cm x 47cm) 33kg		
4.	Black container	(89cm x 60cm x 47cm)30kg		

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 V: 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) () except where modified by the Special Conditions below.

SECTION VI: 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

Procurement Reference Number: NCS/RSQ/07-27/2025

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 Goods is: Ministry of International Relations and Trade procurement division
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: Attention: Mr. Kandjengo TK Address: The Head, Procurement Management Unit, Administration, Ministry of International Relations and Trade, Robert Mugabe Street, Windhoek 4th floor, East-Wing, room number 428 Town: Windhoek Telephone: +264 61 282 2310 Facsimile number: +264 61 221145 Email: tkandjengo@mirco.gov.na For the bidder, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance.
r.	The Goods are to be delivered within 3 working days 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 thirty (30) 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.

Subject and GCC clause reference	Special Conditions
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: As prescribed in Incoterms 2010 for transportation.
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.
Warranty GCC 28.3	

QUOTATION CHECKLIST SCHEDULE

The Ministry to update the Checklist to ensure that it contains the document required from Bidders for the specific procurement.

PROCUREMENT REFERENCE NO.: NCS/RSQ/07-27/2026

Description	Attached	Not Attached
Quotation letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Certified copy of Company registration/Founding statement + Certified copy of Owner's ID		
Certified copy or Original and valid certificate of good standing from Inland Revenue (Certified copied accepted)		
Certified copy or Original and valid certificate of good standing from Social Security Commission (Certified copied accepted)		
Certified copy or 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		
Certified copy of a SME Certificate		
Duly completed and signed bidding document		
Initialled document		
Submit signed Bid-securing Declaration.		
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;		