REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, FISHEIES, WATER AND LAND REFORM

Tel: +264 811409082
Enquiries: Ms. S. Stein
Email: Sophy.Stein@mfmr.gov.na

Private Bag 2116
Mariental

Small Value Procurement
For Services

Procurement of nets and accessories for Hardap Inland Aquaculture Centre

Procurement Reference No: G/IQ/38-01/2026

BIDDER'S DETAILS

BIDDER'S NAME:		
NAME OF BIDDER'S REPRESENTATIVE		
CONTACT DETAILS:	**TEL:** **Mobile No.**	
	EMAIL:	
TOTAL QUOTED AMOUNT (IN FIGURES):	**Price excluding VAT:**	**Price including VAT:**
	N$.....	**N$**.....

Head of Procurement Unit
Private Bag 13184
Windhoek
Email address: Jessica.Soja@mfmr.gov.na
Tel: 061 – 2053044

RNS

REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

Tel: 0811409082
Enquiries: Sophy Stein
Email address: Sophy.Stein@mfmr.gov.na

55 Robert Mugabe Avenue
Private Bag 13184
Windhoek

LETTER OF INVITATION

INFORMAL QUOTATION FOR (SERVICE)

Procurement Ref. No: G/IQ/38-01/2026

To: Company Name .....
P.O. Box .....
Tel no .....
Email: .....

The **Ministry of Agriculture, Fisheries, Water and Land Reform** hereby invites you to submit your quotation for the goods listed in the bidding document. Your offer should be made on this form, with any annex which you may wish to enclose. Quotations should be deposited in the Quotation/Bid Box located at **Ministry of Agriculture, Fisheries, Water and Land Reform, (Land Reform Building) No.55 Robert Mugabe Avenue, Ground Floor, Bid Box, Private Bag 13184, Windhoek**, not later than 13 NOVEMBER **2026, by 10h00 am** at latest, in a sealed envelope marked Reference No. **G/IQ/38-01/2026** Late quotations will be rejected. Quotations received by e-mail will not be considered.

Full Name of Secretary to Procurement Committee: Jessica Soja

Date: 6.11.2026

Signature .....

MINISTRY OF AGRICULTURE, FISHERIES
HEAD OF PROCUREMENT
13 NOV 2026
PRIVATE BAG 13184
WINDHOEK
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Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N$)	Total Price (N$)
	Net Brown 73mm 210/12	2	Each		
	Net Brown 93mm 210/9	3	Each		
	Net Brown 118mm 210/9	2	Each		
	Nylon twine (green) 210D/27 x 500gram	4	Each		
	Ski rope 7mm	200m	Metres		
	Float Egg SF20 (large)	500	Each		
	Sinker Mullet 2oz 20pcs (1kg)	1kg	Kg		
	Net Needles F908	4	Each		
				Sub Total	
				VAT @%	
				Total	

(a) The Ministry of Agriculture, Fisheries, Water and Land Reform requests delivery within **5 day** as from the date of placement of order.

(b) Delivery Date: within **5 day** from date of placement of order.

(c) The following tests and inspections will be carried conducted on the goods at delivery:

(d) Validity of offer: 30 days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal .....

(Please see overleaf)

(Please see overleaf)

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SECTION I: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

PROCUREMENT REFERENCE NUMBER: G/IQ/38-01/2026

[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required.

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

	Technical Specification Required	**Compliance of Specification Offered**	**Details of Non-Compliance/ Deviation (if applicable)**
A*	***B****	***C***	***D***
	Net Brown 73mm 210/12		
	Net Brown 93mm 210/9		
	Net Brown 118mm 210/9		
	Nylon twine (green) 210D/27 x 500gram		
	Ski rope 7mm		
	Float Egg SF20 (large)		
	Sinker Mullet 2oz 20pcs		
	Net Needles F908		
Find example attached as annexure A			

Specifications and Compliance Sheet Authorised By:

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

RMS

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

Date: .....

Procurement Ref No.: .....

To: .....

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

(a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**

(b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**

(c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**

(d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed: .....
[*insert signature of person whose name and capacity are shown*]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name: .....
[insert complete name of person signing the Bid Securing Declaration]

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

Dated on _____ day of _____, _____
[*insert date of signing]*

Corporate Seal (where appropriate)

PNS

Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written 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:.....

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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.*

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General Terms and Conditions Applicable

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

2. **Service Provider**
The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. **Rights of the Public Entity**
The Purchaser shall have the right to
(a) Ask for clarifications at time of evaluating quotations,
(b) Split the contract on an item basis or
(c) Reject all quotations.
A Purchaser shall not be bound to accept the lowest or any quotation.

4. **Eligibility Criteria**
To be eligible to participate in this Quotation exercise, you should submit:

(a) A valid certificate of good standing with the Receiver of Revenue indicating VAT registrations status;
(b) A valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;
(c) A valid Affirmative Action Compliance Certificate issued under section 41 of that Act, proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in the Act, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
(d) A written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No.11 of 2007) and;
(e) **A valid;**
   (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
   (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives Namibia;
   (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 agreements unless a bidder is a sole proprietor.
   (i-iv) **Not applicable to sole proprietor.**

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(f) Signed Bid-securing Declaration.

(g) All pages of the bid document including overwriting, deletions and all attachments shall be initialed by the person authorized to sign the bid.

(h) The bidding document must be bound, including all the attachments and **NO LOOSE PAPERS/DOCUMENTS WILL BE ACCEPTED**

(i) Quotation letter is completed in full and signed by the person authorised to sign the bid.

(j) **Section III**; List of Goods and Price Schedule must be completed in full with detailed specifications, all lines items must be costed in full without any material deviation and signed by the authorised person to submit the bid.

(k) **Section IV**; Specifications and Compliance Sheet must be completed in full without any material deviation, and signed by the authorised person to submit the bid, bidder must indicate compliance or details of non-compliance to all lines items.

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

6. Prices

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

7. The Contract

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Service Provider.

8. Purchase order

A Service Provider to whom a purchase order/letter of Acceptance is issued must confirm the purchase order/letter of Acceptance within **five days** of receipt of the purchase order/letter of Acceptance and;

(a) May not change or alter the terms of the purchase order/letter of Acceptance; and

(b) Must undertake to deliver the services on or before the date set in the purchase order /letter of Acceptance for delivery of the services.

(c) The purchase order /letter of Acceptance shall be valid for ***30*** **days** only and will be cancelled thereafter.

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9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No. **G/IQ/38-01/2026** posted in the website of the Policy Unit and on the Ministry of Agriculture, Water and Land Reform website.

10. Warranty

(a) The Service Provider warrants that the services shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Service Provider in its response to the Purchaser's Invitation for Informal Quotation.

(b) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

11. Payment

The Purchaser undertakes to effect payment within ***30*** **days** after the completion of the services to the satisfaction of the Purchaser and subject to the Service provider to submitting all required documents to process payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

12. The project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administration of the contract

13. Advanced payment

Advanced payment is **not applicable**.

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