REPUBLIC OF NAMIBIA

OFFICE OF THE JUDICIARY

Request for Sealed Quotations
Non-Consultancy Services
Time-based

PROCUREMENT OF A SHADED TENT, CHAIRS, TABLES, MEALS AND DRINKS TO CATER FOR THE OFFICIAL INAUGURATION OF MAGISTRATE'S COURT OMUTHIYA, IN OMUTHIYA ON 25 NOVEMBER 2026

Name of Bidder: .....

Procurement Reference No: NCS/RFQ/21-26/2026/27



Office of the Judiciary, *25 Schönlein Street, Windhoek West, WINDHOEK*
Tel no. 061 – 435 3539 Fax no. 061-435 3444,Timotheus.Hatutale@jud.gov.na .
09 November 2026

REPUBLIC OF NAMIBIA

OFFICE OF THE JUDICIARY

Tel: (061) 435 3539
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E-mail: Timotheus.Hatutale@jud.gov.na
Enquiries: Mr. Timotheus Hatutale

Private Bag 13412
WINDHOEK
NAMIBIA

Letter of Invitation

To: All bidders

NCS/RFQ/21-26/2026/27 **09 November 2026**

Dear Sir/Madam,

PROCUREMENT OF A SHADED TENT, CHAIRS, TABLES, MEALS AND DRINKS TO CATER FOR THE OFFICIAL INAUGURATION OF MAGISTRATE'S COURT OMUTHIYA, IN OMUTHIYA ON 25 NOVEMBER 2026

The **Office of the Judiciary** invites you to submit your best quote for the services 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. Timotheus Ndeutapo Hatutale at 061-435 3539.**

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,

pp Hatutale
.....
Secretary to Procurement Committee

THE PERMANENT SECRETARY OFFICE OF THE JUDICIARY 2026 -11- 09 PROCUREMENT OFFICE PRIVATE BAG 13412 WINDHOEK NAMIBIA

SECTION I: INSTRUCTIONS TO BIDDERS

THE OFFICE OF THE JUDICIARY
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1. Rights of Public Entity

The Public Entity reserves the right to;

(a) accept or reject any quotation;
(b) cancel the quotation process and reject all quotations at any time prior to the award of contract;
(c) reduce or increase the quantity of services required, where applicable;
(d) cancel any procurement process not finalized within the (2026/27) financial year cycle;
(e) inspect the business premises of any service provider to determine whether they have the capacity to provide the required services as indicated in the scope of work;.
(f) terminate a contract if the services is not completed within 20 working days, (excluding weekends). Where an extension of seven (7) working days has been granted and the contractor still fail to render, the contract shall be awarded to the second lowest evaluated, substantially bidder, and
(g) charge a penalty of 0.5% of the total contract value per day for any delay in the rendering of services.
(h) report defaulting service provider to Review Panel for further adjudication

2. Preparation of Quotations

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.

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.

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 for **180** working days from the date of 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 principal 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.

4.2. Bidders must provide verifiable proof of previous rendering catering services within the last three years. Acceptable evidence includes a reference letter from a client or delivery note. (This option only applies to new bidders, who are participating for the first time and have never been awarded a contract for the rendering catering services by 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.

5. Bid Security/Bid Securing Declaration

Bidders are required to **subscribe to a Bid Securing Declaration** for this procurement process.

6. Contract Period for Services

The contract shall be on fixed rate for a period of 30 days commencing from the date of placement of a purchase order.

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7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided with customers' reference details.

8. Sealing and Marking of Quotations

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

9. 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 **13 November 2026, 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.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above at Head Office. A record of the Quotation Opening stating the name of the Bidder, the amount of each bid, any discount or alternative offered, the presence or absence of any bid security if required and the documents referred to in section 50(2) of the Public Procurement Act, 2015 (Act No. 15 of 2015) as amended are read out and recorded and a copy of the record is made available to any bidder on request.

11. 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 to determine the lowest evaluated quotation.

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

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.

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 ***(under oath)*** 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 ***(under oath)*** 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 ***(under oath)*** indicating the percentage of Namibian female ownership		
4.	Youth owned 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 ***(under oath)*** 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 ***"previously disadvantaged persons" means persons contemplated in Article 23(2) of the Namibian Constitution and includes*** ***(a) women; and*** ***(b)persons with any disability as defined in the National Disability Council Act, 2004 (Act No. 26 of 2004);***	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 ***(under oath)*** 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 ***(under oath)*** 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 ***(under oath)*** 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.

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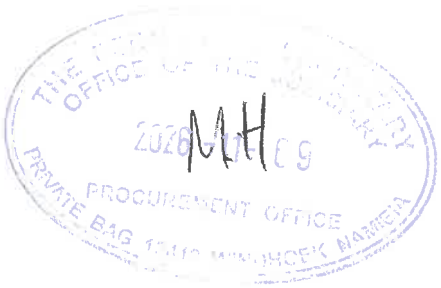
15.2.1. DECLARATION IN RESPECT OF EXCLUSIVE PREFERENCE
Paragraph 9(3) and Annexure 6 of the Code of Good Practice on Preferences Referred to in Section 70 and 72 of Public Procurement Act, 2015

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:



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

I/We hereby declare 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.

Signed at.....this.....day of.....20.....

.....
Signature

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

.....
Signature of witness

.....
Full name of witness



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

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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 the company's percentage of Namibian ownership of the aforementioned categories as indicated below:

SN	Full Legal Name	Identification Number	Nationality *(E.g. Namibian)*	Gender	Age	PDP Category e.g. persons with any disability	Namibians (MSME) *(Indicate Yes /No)*	% Shares
1.								
2.								
3.								
4.								
5.								
Total Shares								

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

Signed at.....this.....day of.....20.....

.....
Signature

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

.....
Signature of witness

.....
Full Name of witness

THE OFFICE OF THE PROSECUTOR-GENERAL 2026 -11- 03

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Declaration in Respect of Exclusive Preference

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

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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
Oaths

……..
Name and Rank: Commissioner of

……
Signature of witness

……
Name of witness

16. Labour Clause

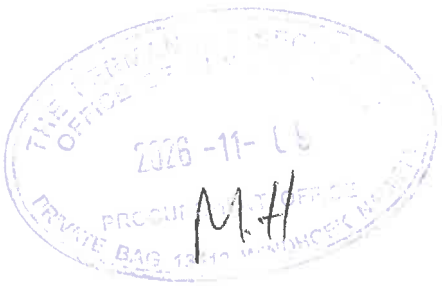
In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

17. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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: Contract and General Conditions of Contract.

18. Notification of Award and Debriefing

The Public Entity shall after award must promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount within seven (7) working days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) working 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 Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. ***If your quotation is not authorised, it may be rejected****.*

Quotation Addressed to:	***Office of the Judiciary***
Procurement Reference Number:	***NCS/RFQ/21-26/2026/27***
Subject matter of Procurement:	**PROCUREMENT OF A SHADED TENT, CHAIRS, TABLES, MEALS AND DRINKS TO CATER FOR THE OFFICIAL INAUGURATION OF MAGISTRATE'S COURT OMUTHIYA, IN OMUTHIYA ON 25 NOVEMBER 2026**

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

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 ***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.

The services will commence within _____ ***[to insert number]*** days from date of issue of Purchase Order.

The services will be completed within _____ ***[to insert number]*** days from date of issue of Purchase Order.

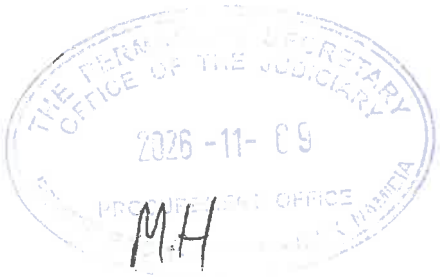
Quotation Authorised by:

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

THE PERMANENT SECRETARY OFFICE OF THE JUDICIARY 2026 PROCUREMENT OFFICE PRIVATE BAG

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.: ***NCS/RFQ/21-26/2026/27***

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:

.....

.....
[insert complete name of Bidder]

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

Corporate Seal (where appropriate)
[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.] ****delete if not applicable / appropriate***

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: ***NCS/RFQ/21-26/2026/27***

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

	PRICE SCHEDULE			
#	Description	Qty	Unit Price (NS) (VAT EXCL)	Unit Price (NS) (VAT INCL)
1	Frame Tent with dripping	1 for 100		
2	Chairs – Gold Tiffany with cushion, white Tiffany	100		
3	Square Tables	6		
4	Green Carpet	6		
5	Deco at High Tables, fresh flowers	1		
6	Meat Platter	5		
7	Chicken Platter	5		
8	Fruit Platter	5		
9	Water (500ml)	100		
10	Assorted Juice (300ml)	50		
11	Assorted Cooldrinks (300ml)	50		
12	Toothpicks (hygienic wrapped toothpicks, 100pcs)	1 Box		
13	Tissue papers (200 total)	1 Box		
14	Plates, Forks and Glasses	100		
			SUBTOTAL	
			VAT @15%	
			TOTAL	

Prices to include all logistics related costs e.g. setting up, dismantling etc.. for the above services of equipment hire and catering.

Priced Activity Schedule Authorised By: *[insert company seal]*

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD 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: ***NCS/RFQ/21-26/2026/27***

[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.]

Item No	Brief Description of Services	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Frame Tent with dripping		
2	Chairs – Gold Tiffany with cushion, white Tiffany		
3	Square Tables		
4	Green Carpet		
5	Deco at High Tables, fresh flowers		
6	Meat Platter		
7	Chicken Platter		
8	Fruit Platter		
9	Water (500ml)		
10	Assorted Juice (300ml)		
11	Assorted Cooldrinks (300ml)		
12	Toothpicks (hygienic wrapped toothpicks, 100pcs)		
13	Tissue papers (200 total)		
14	Plates, Forks and Glasses		

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

Specifications and Performance Standard Compliance Sheet Authorised By:

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

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SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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: NCS-LS/RFQ-GCC on the Office of the Judiciary website: www.judiciary.na except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: ***NCS/RFQ/21-26/2026/27***

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].*

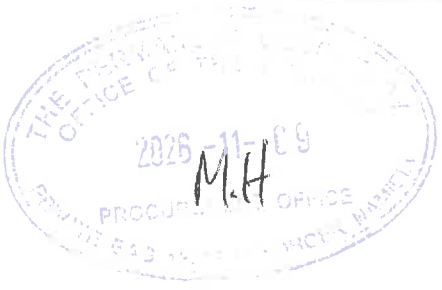
Subject and GCC Reference	Special Conditions
Definitions **GCC 1.1(a)**	Adjudicator is Not Applicable for this contract
Definitions **GCC 1.1(l)**	The Member is: ***[to be inserted at contract signing]***
Definitions **GCC 1.1(o)**	The Service Provider is: ***[to be inserted at contract signing]***
Notices **GCC 1.4**	Any notice shall be sent to the following addresses: ***Office of the Judiciary, 25 Schönlein Street, Windhoek West, WINDHOEK*** ***Mr. J. Shikongo,*** For the ***[Service Provider],*** the address and contact name shall be: _____ _____ _____
Authorised Representatives **GCC 1.6**	The Authorised Representatives are: For the Public Entity: ***Mr. J. Shikongo*** For the Service Provider*:* _____ _____ _____
Effectiveness of Contract **GCC 2.1**	The Contract **shall be deemed** to come into effect as from the date when the contract is signed by both parties.

Starting Date **GCC 2.2.2**	The intended starting date for the commencement of Services is: _____ _____ _____
Intended Completion Date **GCC 2.3**	The intended completion date is: _____ _____ _____
Prohibition **GCC 3.2.3(c)**	List of Activities: ***N/A***.
Service Provider's Actions Requiring Public Entity's Prior approval **GCC 3.7(c)**	The other actions are ***N/A***.
Documents Prepared by Service Provider to be the Property of the Public Entity **GCC 3.9**	Restrictions on the use of documents prepared by the Service Provider are: ***N/A***
Payments of Liquidated Damages **GCC 3.10.1**	Not Applicable
Lack of Performance Penalty **GCC 3.10.3**	The percentage ***N/A*** to be used for the calculation of lack of Performance Penalty(ies) is ***N/A)***
Performance Security **GCC 3.11**	(i) ***No Performance Security is required*** * Delete as appropriate

Assistance and Exemptions **GCC 5.1**	The assistance and exemptions provided to the Service Provider are *(where applicable)*: ***N/A***

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Contract Price **GCC 6.2(a)**	The amount in local currency is _____.
Terms and Condition of Payment **GCC 6.4**	Insert the payment terms in line with the GCC: Once invoice is submitted and certified that the service is rendered to the Office satisfaction.
Interest on Delayed Payments **GCC 6.5**	Payment shall be made within 30 working days of receipt of the invoice and the relevant documents, and within ***N/A*** days in the case of the final payment. The interest rate is ***interest rate on the market.***
Price Adjustment **GCC 6.6.1**	Price adjustment ***is/not*** applicable. **N/A.**
Identifying Defects **GCC 7.1**	The following inspections shall be carried out: ***N/A*** The defect liability period is: ***N/A***
Dispute Settlement **GCC 8.2**	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. 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 may be referred to court by either party.
Dispute Settlement **GCC 8.2.3**	Not Applicable
Dispute Settlement **GCC 8.2.4**	The arbitration procedures of ***N/A*** will be used (applicable to overseas service provider)
Dispute Settlement **GCC 8.2.5**	Not Applicable



SCHEDULE 4

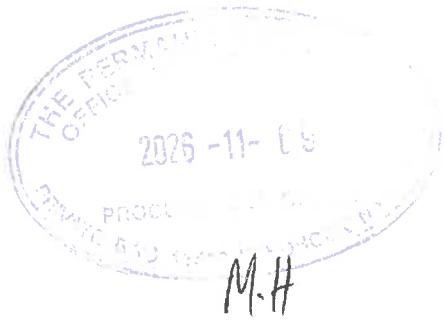
QUOTATION CHECKLIST SCHEDULE

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

Procurement Reference No.: ***NCS/RFQ/21-26/2026/27***

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.*



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written 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.*

