REPUBLIC OF NAMIBIA

MINISTRY OF WORKS AND TRANSPORT

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Private Bag 13341
WINDHOEK
NAMIBIA

Ministry of Works and Transport
Directorate: Procurement Commission
2026 -11- 06
Private Bag 13341, Windhoek
Republic Of Namibia

Request for Sealed Quotations For Goods

ONCE OFF SUPPLY AND DELIVERY OF SCHOOLS STATIONARIES, AT MINISTRY OF WORKS AND TRANSPORT (MWT), GOVERNMENT STORES - WINDHOEK.

To: All Bidders

Procurement Reference No: G/RFQ/23-75/2026/2027

MINISTRY OF WORKS AND TRANSPORT

Administrative Enquiries: R. Iyambo, Tel no.: 061-2086110

Technical Enquiries: A. Olivier, Tel no.: 061-2086132

Issued Date: 09 November 2026
Due date: 13 November 2026
Time: 11H00

REPUBLIC OF NAMIBIA
MINISTRY OF WORKS AND TRANSPORT
PROCUREMENT MANAGEMENT UNIT

Letter of Invitation

To: All Bidders

G/RFQ/23-75/2026/2027

09/11/2026

Dear Sirs,

The Ministry of Works and Transport invites you to submit your best quote for the items described in detail hereunder. Once Off Supply and Delivery Of Schools Stationaries, at Ministry of Works and Transport (MWT), Government Stores - Windhoek. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to **Ms R. Iyambo, Ministry of Works and Transport, Government Stores, 6596 Voigt Street, Southern Industrial Area, Tel: 2086110.**

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,

Ms. Suama Mhinge
Secretary: Procurement Committee

Ministry Of Works and Transport
Secretary: Procurement Committee
2026 -11- 09
Private Bag 13341, Windhoek
Republic Of Namibia

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Works and Transport 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.

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 **60** 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 certified copy of company Registration Certificate;

(b) Have an original/certified copy of valid good Standing Tax Certificate;

(c) Have an original/certified copy of 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) Submit signed Bid-securing Declaration;

(f) Principle business should be in line with object of procurement

Note: Certified copies are accepted.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be indicated on the Purchase Orders after acceptance/issue of Purchase Order.

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 and contact information at the back of the envelope.

NB:

8. **Submission of Quotations**

Quotations should be deposited in the **Sealed Quotation/Bid Box** located at Address:

Ministry of Works and Transport,

6719 Bell Street, Snyman Circle, Ausspannplatz

Head Office, 4th Floor and Room No.4.18

Town: Windhoek

Not later than **13 November 2026, Time 11H00**. Quotations by post or hand delivered should reach 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 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 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. **Technical Compliance**

Bidders shall submit along with their quotations 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.

12. **Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

13. **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/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

14. 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 (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) 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*: [name of Public Entity]*	**Ministry of Works and Transport**
Procurement Reference Number:	**G/RFQ/23-75/2026/2027**
Subject matter of Procurement:	**Once Off Supply and Delivery of Schools Stationaries, at Ministry of Works and Transport (MWT), Government Stores - Windhoek.**

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 *disqualification on the grounds mentioned in the BD].*

The validity period of the Quotation is _____ days *[insert number of 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	

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.]
delete if not applicable / appropriate

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Once Off Supply and Delivery of Schools Stationaries, at Ministry of Works and Transport (MWT), Government Stores - Windhoek.

Procurement Ref No: G/RFQ/23-75/2026/2027

INSTRUCTIONS TO THE PUBLIC ENTITY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. **Once Off Supply and Delivery of Schools Stationaries, at Ministry of Works and Transport (MWT), Government Stores - Windhoek.**	Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If a3n equivalent is quoted, please attach to your quote appropriate Tech4nical information & specification • Bidde5rs shall fill in and sign the bottom section of this page

A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total price without VAT NAD	VAT: NAD	Delivery weeks days/month	Country of Origin
1	PENCIL ERAZERS PLASTIC-45MM X 25MM X 10MM THICK	100 000							
2	PAPER COLOUR A4 80GSM MINT GREEN	500							
3	PAPER COLOURED A4 GSM NEON LIGHT LIME	500							
4	PAPER COLOURED A4 GSM SUN YELLOW	500							
5	PAPER COLOURED A4 GSM NEO LIGHT GREEN	500							
6	RULERS PLASTIC 30CM LONG CLEAR	100 000							
7	FLIPCHART PAP	500							
8	PENCIL SOFT LEAD 10MM DIAMETER	5000							
			Total Including VAT			N$			

NAME:	POSITION:	SIGNATURE	DATE
NAME OF BIDDER:	ADDRESS:		

NB! Bid evaluation committee will do benchmarking upon evaluation of the item/s market related prices to avoid under quoting or over quoting, as it leads to non-delivery and sets backlog on effectiveness and efficiency.

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/23-75/2026/2027**

[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. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
	See attached specifications **"Annexure A"**		

Specifications and Compliance Sheet Authorised By:

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

"Annexure A"

SPECIFICATIONS

SUPPLY AND DELIVERY OF SCHOOL STATIONARY

ITEM NO.	CAT NO.	DESCRIPTION	SPECIFICATION
1	143596	PENCIL ERAZERS PLASTIC	PENCIL ERAZERS PLASTIC DUST FREE. 1000 PER PACKET
2	145648	PAPER COLOURED A4 80 GSM MINT GREEN 500 SHEETS PER REAM	PAPER COLOURED A4 80 GSM MINT GREEN 500 SHEETS PER REAM.5 REAMS PER BOX
3	145610	PAPER COLOURED A4 80 GSM NEON LIGHT LIME 500 SHEETS PER REAM	PAPER COLOURED A4 80 GSM NEON LIGHT LIME 500 SHEETS PER REAM.5 REAMS PER BOX
4	145580	PAPER COLOURED A4 80 GSM SUN YELLOW 500 SHEETS PER REAM	PAPER COLOURED A4 80 GSM SUN YELLOW 500 SHEETS PER REAM.5 REAMS PER BOX
5	145602	PAPER COLOURED A4 80 GSM GREEN 500 SHEETS PER REAM	PAPER COLOURED A4 80 GSM GREEN 500 SHEETS PER REAM.5 REAMS PER BOX
6	148008	RULERS PLASTIC 30CM CLEAR	RULERS PLASTIC 30CM CLEAR 10 RULERS PER PACKET, 1000 RULERS PER BOX
7	146101	FLIPCHART PAPER	FLIPCHART PAPER. 10 CHARTS PER PACKET
8	146854	PENCILS SOFT LEAD BEGINNERS	PENCILS SOFT LEAD BEGINNERS PENCIL. 12 PENCILS PER PACKET

NB: SAMPLES SHOULD BE SUBMITTED WITH CLEAR / PROPER INDICATION OF THE ITEM NUMBER, CATALOGUE NUMBER, BID NUMBER AND NAME OF THE COMPANY. FAILURE TO COMPLY WITH THE ABOVE STATEMENT YOUR SAMPLE WILL BE DISQUALIFIED. SAMPLE PER ITEM MUST BE SUBMITTED FOR EVALUATION PURPOSE AT THE MINISTRY OF WORKS AND TRANSPORT, CENTRAL GOVERNMENT STORES, SAMPLE ROOM.

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/23-75/2026/2027** on the website of the Public Entity *www.mof.gov.na* except where 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 where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/23-75/2026/2027.** The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser **GCC 1.1(h)**	The purchaser is: Ministry of Works and Transport
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is: **MWT, Government Stores, Windhoek.**
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: For the Ministry of Works and Transport, the address and the contact name shall be: **Ms. S. Mhinge, Ministry of Works and Transport, Bell Street, Snyman Circle, @ 4th floor, Room No.4.18** Private bag 13341 Windhoek 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: _____

Subject and GCC clause reference	Special Conditions
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within **14 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) original invoice (c) original purchase order (white copy)
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
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: i) **On Acceptance:** The Contract Price of goods received shall be paid no later than thirty (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. ii) An interest rate of **0%** is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security **GCC 18.1**	(i) No performance security is required
Transportation **GCC 25**	The Goods shall be delivered: **MWT, Government Stores - Windhoek.**
Inspection and Test **GCC 26.1**	The inspection and tests shall be: Goods will be inspected for accuracy and quantity to ascertain whether correct goods and quantities were delivered as requested against delivery note/ invoice

Subject and GCC clause reference	Special Conditions
Location of Inspection and Tests **GCC 26.2**	The inspections and tests shall be conducted at: **MWT, Government Stores, Windhoek** upon delivery.
Liquidated Damages **GCC 27.1**	Liquidated damages for the whole contract are **1%** per day. The maximum amount of liquidated damages for the whole contract is **10%** of the final contract price.
Warranty **GCC 28.3**	The period of validity of the warranty shall be: **60** day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: **MWT, Government Stores, Windhoek.** For all items, the minimum period of warranty/shelf life shall be 6 Months.
Repair and Replacement **GCC 28.5**	The period for repair or replacement shall be: **7** day(s)

SCHEDULE 3

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.: G/RFQ/23-75/2026/2027

Description	**Attached**	**Not Attached**
Quotation Letter (completed and signed)		
List of Goods and Price Schedule **(own quotation can be attached)**		
Original and valid Good standing certificate from Inland revenue **(certified copy accepted)**		
Original and valid Good Standing certificate from Social Security **(certified copy accepted)**		
Certified copy of Affirmative action compliance certificate/Letter		
Company registration/Founding statement		
Bid Securing Declaration signed and stamped		
Bipa certificate		

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.