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REPUBLIC OF NAMIBIA

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

PROCUREMENT MANAGEMENT UNIT

Ref: G/RFQ/18-72/26-27

STANDARD BIDDING DOCUMENTS

For

Request for Sealed Quotations

[Issued in terms of section 7(1)(1) of the Public Procurement Act, 2015]

(Goods)

Ministry of Environment, Forestry and Tourism
Head Office (Block A, Basement, Room no. AO-20)
Corner of Robert Mugabe Avenue and Dr Kenneth David Kaunda Street
Private Bag 13306
Windhoek, Namibia

Cell: 0819528701 Fax: +264 61 229 936
Email procurementmanagementunit@meft.gov.na

REPUBLIC OF NAMIBIA

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

PROCUREMENT MANAGEMENT UNIT

Ref: G/RFQ/18-72/26-27

Request for Sealed Quotations For Goods

PROCUREMENT- MONITORING OF ALARM AND ARMED RESPONSE SERVICES.

Ministry of Environment, Forestry and Tourism
Head Office (Block A, Basement, Room no. AO-20)
Corner of Robert Mugabe Avenue and Dr Kenneth David Kaunda Street
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REPUBLIC OF NAMIBIA

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

PROCUREMENT MANAGEMENT UNIT

Ref: G/RFQ/18-72/26-27

18 November 2026

Letter of Invitation

Dear Sir/Madam,

PROCUREMENT OF MONITORING OF ALARM AND RESPONSE SERVICES.

The Ministry of Environment, Forestry and Tourism invites you to submit your best quote to procure the monitoring of alarm and armed response services.

The contract shall be subjected to the terms and conditions referred to in the bid document. Queries, if any, should be addressed to procurementmanagementunit@meft.gov.na or 061 284 2038.

Please prepare and submit your quotation in accordance with the instructions given or inform the cosignatories, if you will not be submitting a quotation.

Quotations should be hand delivered and should reach the Ministry of Environment, Forestry and Tourism, Corner of Robert Mugabe Avenue and Dr Kenneth David Kaunda Street, Head Office (Reception, Bid Submission Box) by the **27th November 2026** no later than **11H00**.

Yours faithfully,

.....

Ms. Mary-Clare Mashangu

Head of Procurement Management Unit

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM
HEAD PROCUREMENT MANAGEMENT
2026 11 18
PRIVATE BAG 13306 • WINDHOEK

SECTION I: INSTRUCTIONS TO BIDDERS

1. **Rights of Public Entity**

   The Ministry of Environment, Forestry and Tourism 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 14 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 valid good Standing Tax Certificate;

   (c) have an original 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 (for Bids reserved for SMEs);

   (f) Duly completed Bid-Securing Declaration, failure to complete shall lead immediate disqualification.

   (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 Ward, 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) bidders must initial all pages of the bidding document

   (i) bidders must attach a quotation

4.1 Additional requirements

- **None**

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be within 14 days after issue of Purchase Order. Deviation in delivery period **shall not be accepted.**

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

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.**

8. Submission of Quotations

Quotation should be hand delivered and should reach Ministry of Environment, Forestry and Tourism, Corner of Robert Mugabe Avenue and Dr Kenneth David Kaunda Street, Head Office (Reception, Bid Submission box) by the **27th November 2026** no later than **11H00.**
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 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 quotation's 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.

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:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, 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..... 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:.....

Procurement Ref No.:.....

To: Ministry of Environment, Forestry and Tourism
Head Office (Block A, Basement, Room no. AO-02)
Corner of Robert Mugabe Avenue and Dr Kenneth David Kaunda Street
Private Bag 13306
Windhoek, Namibia

Tel: +264 61 284 2038 Fax: +264 61 229 936
Email: procurementmanagementunit@meft.gov.na

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:

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

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:.....

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

QUOTATION FOR: PROCURE THE MONITORING OF ALARM AND ARMED RESPONSE SERVICES.

Procurement Ref No. G/RFQ/18-72/26-27

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.				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 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					
	Description	Qty	Unit of measure		Price per unit NAD	Total price without VAT NAD	VAT NAD	Delivery weeks (days/month Country of	
1.	MONITORING OF ALARM SYSTEM AND ARMED RESPONSE SERVICES. CNR OF ROBERT MUGABE AND, DR. KENNETH DAVID KAUNDA ST, WINDHOEK								
	GRAND TOTAL (INCL. VAT @ 15%)								
NAME:		POSITION:		SIGNATURE				DATE	
NAME OF BIDDER:		ADDRESS:							

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 and purpose.

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

NB: PLEASE ATTACH A QUOTATION WITH A CLEAR QUOTATION NUMBER

SECTION IV: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/18-72/26-27

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1.	**PROCURE THE MONITORING OF ALARM AND ARMED RESPONSE SERVICES.**		

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.

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/RSQ-GCC** on the website of the Procurement Policy Unit (**www.mof.gov.na/procurement-policy-unit**) 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 where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/18-72/26-27

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 Environment, Forestry and Tourism**
Site GCC 1.1(m)	The Site/final destination for delivery of the goods is: **Ministry of Environment, Forestry and Tourism** **Cnr Robert Mugabe Avenue & Dr. Kenneth Kaunda Street** **Troskie Building**
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 Environment, Forestry and Tourism, the address and the contact name shall be: **at 061 284 2038** For the Supplier, the address and contact name shall be: _____ _____
Disputes **GCC 10.2**	The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within 14 days from the date of Purchase Order. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) invoice; and (c) signed purchase order.
Price Adjustment **GCC 15.1**	The price charged 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 in full payment following delivery of the supplies with a delivery note, submission of an invoice and signed purchase order.

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: 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.
Performance Security **GCC 18.1**	N/A
Discharge of Performance Security **GCC 18.4**	N/A
Packing **GCC 23.2**	N/A
Insurance **GCC 24.1**	N/A
Transportation **GCC 25**	Arranging transportation is the responsibility of the supplier.
Inspection and Test **GCC 26.1**	N/A
Location of Inspection and Tests **GCC 26.2**	N/A

Subject and GCC clause reference	Special Conditions
Warranty GCC 26.3	The period of validity of the warranty shall be: N/A
Repair and Replacement GCC 28.5	N/A

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/18-71/26-27

Description	Attached	Not Attached
Quotation Letter		
Quotation		
Specification and Compliance Sheet		
Duly completed Bid Securing Declaration and written undertaking		
Have a valid company Registration Certificate		
Have an original valid good Standing Tax Certificate; or certified copy by the Namibian Police		
Have an original valid good Standing Social Security Certificate; or certified copy by the Namibian Police		
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;		
Have a certificate indicating SME Status (for Bids reserved for SMEs);		
Bid-Securing Declaration		

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.