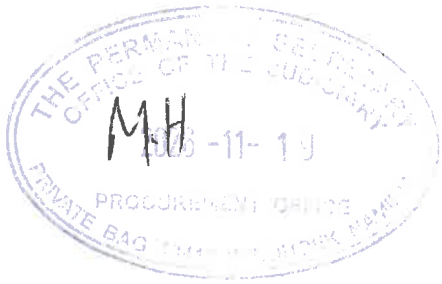
REPUBLIC OF NAMIBIA

OFFICE OF THE JUDICIARY



Request for Sealed Quotations for Goods

PROCUREMENT OF MAINTENANCE MATERIAL FOR MAGISTRATES' OFFICES: ONDANGWA, EENHANA, OHANGWENA, OKAHAO, OPUWO, OUTAPI, OSHAKATI AS WELL AS OKONGO PERIODICAL COURT

Bidders Name:_____

Procurement Reference No: G/RFQ/21-14/2026/27

Office of the Judiciary, 25 Schönlein Street, Windhoek West, Tel no: 061-435 3529 Fax: 061-435 3420, Emilia.Mathias@jud.gov.na ,

16 November 2026

REPUBLIC OF NAMIBIA

OFFICE OF THE JUDICIARY

Tel: +264-61-435 3420
Fax: +264-61-435 3444
Enq.:Ms. Emilia Mathias
E-mail: Emilia.Mathi@asjud.gov.na

Private Bag 13412
WINDHOEK
NAMIBIA

Ref No: 9/3/3/4

16 November 2026

Letter of Invitation

To: All bidders

Procurement Reference No: **G/RFQ/21-14/2026/27**

Dear Sir/Madam

PROCUREMENT OF MAINTENANCE MATERIAL FOR MAGISTRATES' OFFICES: ONDANGWA, EENHANA, OHANGWENA, OKAHAO, OPUWO, OUTAPI, OSHAKATI AS WELL AS OKONGO PERIODICAL COURT

The Office of the Judiciary invites you to submit your best quote for the items described in Section III.

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 items that they cannot supply. Failure to adhere the instructions, your bid will be disqualified.

Queries, if any, should be addressed to **Ms. Emilia Mathias at 061-435 3420**

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,

.....
Secretary to Procurement Committee

THE PERMANENT SECRETARY
OFFICE OF THE JUDICIARY
2026 -11- 19
PRIVATE BAG 13412 WINDHOEK NAMIBIA

SECTION I: INSTRUCTIONS TO BIDDERS

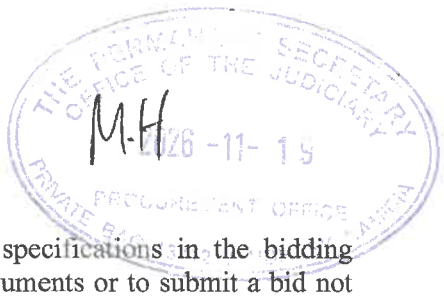
1. Rights of Public Entity

(a) Accept or reject any quotation;
(b) Cancel the quotation process and reject all quotations at any time prior to contract award;
(c) Decrease or increase the quantity of goods/service/works required.
(d) Cancel procurement process not finalized within the financial year (2026/27) cycle; and
(e) Inspect the business premises to determine whether the service provider has the capacity to deliver the required goods.
(f) Terminate contract of services/goods/works not delivered within 20 working days, excluding weekends and in case extension was granted for 7 working days and still fail to deliver such contract shall be awarded to the second lowest evaluated substantially bidder.
(g) Report defaulting suppliers to Review Panel for further adjudication.

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 where applicable;
(b) the List of Good and Price Schedule Section III;
(c) the Specifications and Compliance Sheet in Section V; and
(d) any other attachment deemed appropriate.
(e) a separate formal quotation on your company's letter head.



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 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 **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 principle 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 valid certified copy of 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 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.

4.3. Bidders must provide verifiable proof of previous supply of maintenance materials within the last three years. Acceptable evidence includes a reference letter from a client or delivery note. Other verifiable documents may also be considered at purchaser's discretion **(This option only applies to new bidders, who are participating for the first time and have never been awarded a contract for supply of protective clothing by the Office of the Judiciary).**

4.4. 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 Securing Declaration**

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

6. **Delivery**

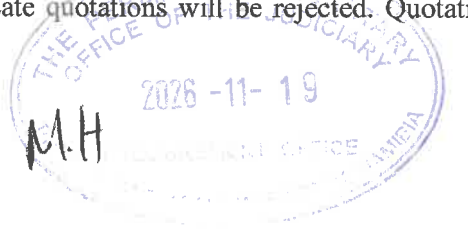
Delivery shall be within 20 working days after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

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**

Quotations should be deposited in the Bid Box located at **Office of the Judiciary, 25 Schonlein Street, Windhoek West, WINDHOEK** or **forwarded by courier**, not later than **27 November 2026 by 10h00**. Quotations by post or hand delivered must reach **Office of the Judiciary, 25 Schonlein Street, Windhoek West, WINDHOEK** by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail/fax 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 at Head Office. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a **Bid Securing Declaration**, Company Registration Certificate, Good Standing Tax Certificate, Good Standing Social Security Certificate, Affirmative Action Compliance Certificate/Letter from Employment Equity Commission and Written Undertaking will be 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 evaluated cost to determine the lowest evaluated quotation. Only the lowest bidder's in terms of price who met the eligibility criteria set in paragraph 4 shall be considered for the award of procurement contract.

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**

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency.

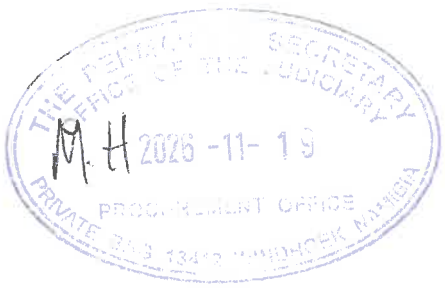
13. **Labour Clause**

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.

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.



15. Margin of Preference

15.1. The applicable margins of 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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OFFICE OF THE JUDICIARY
2026 -11- 09
PROCUREMENT OFFICE
PRIVATE BAG 13341 WINDHOEK NAMIBIA

M.H

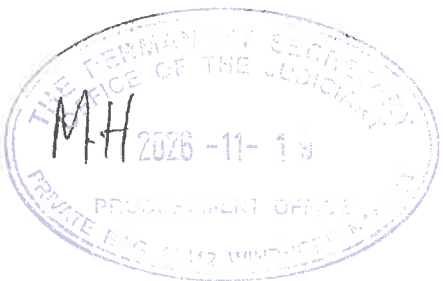
14.2.1 DECLARATION IN RESPECT OF EXCLUSIVE PREFERENCE
Paragraph 9(3) and Annexure 6 of the Code of Good Practice on Preferences Referred to in Section 70 and 72 of Public Procurement Act, 2015

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 under oath 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 reflecting the above amount must be attached to the bid for reference.

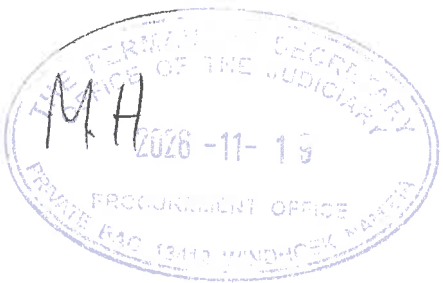
Sworn/affirmed before me at……this……day of……20……..

…… Signature

…….. Name and Rank: Commissioner of Oaths

…….. Signature of witness

…… 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	

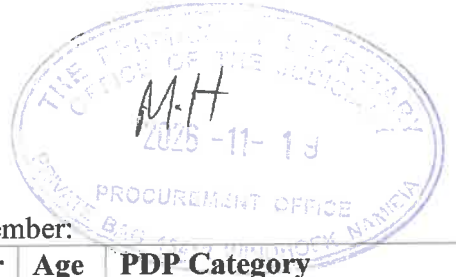
Local Value Added = Total Cost – Cost of imported inputs x 100
Total Cost

NB! The cost structure must be certified by an Accountant

MH
2026 -11- 19
PROCUREMENT OFFICE
PRIVATE BAG 13412 WINDHOEK NAMIBIA

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 under oath that the company's total **equity owned by:**
Namibians (MSME) is _____ (insert percentage)
Namibian women is _____ (insert percentage)
Namibian youth is _____ (insert percentage)
Namibian PDPs is _____ (insert percentage)
The following are the names of all shareholders and the percentage shares held by each member:



SN	Full Legal Name	Identification Number	Nationality *(E.g. Namibian)*	Gender	Age	PDP Category	% Shares
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
Total Shares							

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

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 continued…

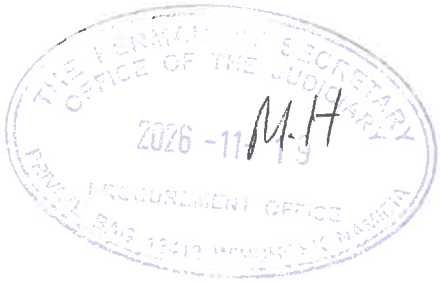
Sworn/affirmed before me at……..this……day of……20……..

……
Signature

……..
Name and Rank: Commissioner of Oaths

……..
Signature of witness

……
Full Name of witness



Supplier Providing Environmental Protection Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We declare under oath that the company deals with environmental protection and the following are programs that are initiated to protect the environment, maintain ecosystems and sustainable use of natural resources:

SN	Name of Program	Purpose of Program (*E.g. to protect the environment/ maintain ecosystems/sustainable use of natural resources*)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

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

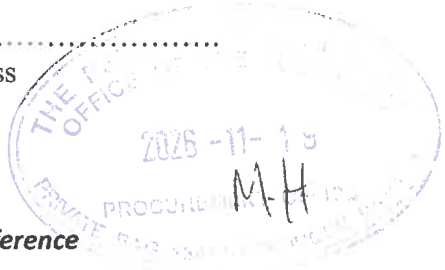
Sworn/affirmed before me at……this……day of……20……..

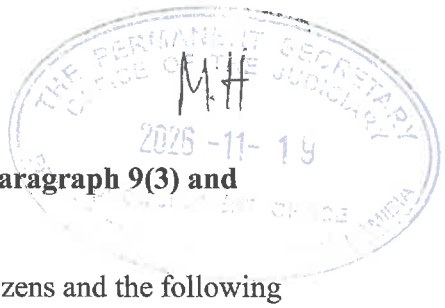
…… Signature

…….. Name and Rank: Commissioner of Oaths

…… Signature of witness

…… Name of witness





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

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

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

.....
Signature of witness

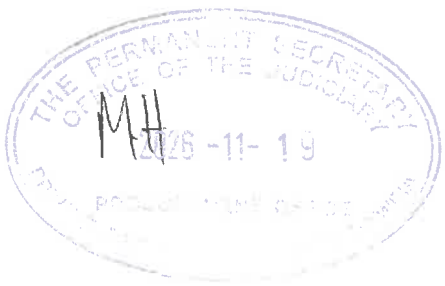
.....
Name of witness

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items 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 Agreement and General Conditions of Contract.

17. 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 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)

M.H
2026 -11- 19

[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*:*	**Office of the Judiciary**
Procurement Reference Number:	**G/RFQ/21-14/2026/27**
Subject matter of Procurement:	**PROCUREMENT OF MAINTENANCE MATERIAL FOR MAGISTRATES' OFFICES: ONDANGWA, EENHANA, OHANGWENA, OKAHAO, OPUWO, OUTAPI, OSHAKATI AS WELL AS OKONGO PERIODICAL COURT**

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 _____ working 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 is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

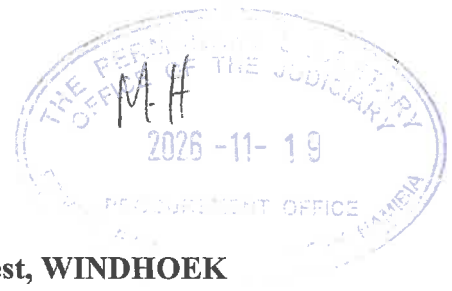
Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))



Date: ..... [Day|month|year]

Procurement Ref No.: G/RFQ/21-14/2026/27

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:

.....

.....

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: Maintenance materials **Procurement Ref No: G/RFQ/21-14/2026/27**

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= Rate per unit F=Total price for one item (D x E) • 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

A	B	C	D	E	F	
Item no.	Item Description	Qty	Price per unit NAD[1]	Total price NAD	Delivery days/ weeks /month	Country of Origin
1.	MCB IC60A 3P 63A 5KA C-A9F64363 SCHNEIDER	3				
2	MCB IC60A 1P 40A 5KA C-A9F64140 SCHNEIDER	5				
3	MCB IC60A 1P 20A 3KA C-60814 SCHNEIDER	5				
4	COLLAR PAN STRAIGH SV WHITE 110MM POLYPROP	12				
5	TRAP BASIN BSBTSCP PVC COMBINATION CHROME PLATED BRESCIA	5				
6	TAP BIB CLASSIC PC35 EXTENDED BODY PURA	2				
7	COUPLE COMPRESSION HDPE STRAIGHT 16BAR 40MM	5				
8	COUPLE COMPRESSION HDPE STRAIGHT 16BAR 25MM	10				
9	Cement Weld KS20 Pvc 500ML	2				
10	Disc Cut Racds1152.5 Steel 115MM Ruwag	10				
11	Suite Toilet Manhattan Betta Xtmt0BA S/C Top Flush	10				
12	Tap bib Traditional PT351 Short Body Pura	5				
13	Tap Pillar Traditional PT351 Short Body Pura	8				
14	Cement CEMII32,5N All Purpose 50kg Ohorongo	1				
15	Angle valve Kit Cavbc-cp Braided Connector	12				

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= Rate per unit F=Total price for one item (D x E) • 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				
A	B	C	D	E	F	
Item no.	Item Description	Qty	Price per unit NAD	Total price NAD	Delivery days/ weeks /month	Country of Origin
16	Cap Compression HDPE End 16Bar 25MM	2				
17	CFL 9W PL9 2PIN 4000K	100				
18	CFL 18W PL18 2PIN 4000K	100				
19	Led Tube 18W T8 4FT 6500K OSR- AC584580055	200				
20	Led Tube 20W T8 5FT 6500K OSR	200				
21	National daylight Switch NS116 C/W Base 25A WAC- J2930	10				
22	4.8x25 Aluminium Rivets 20PP	5				
23	VP Aluminium Rivets 4.8x15MM P100-SAF-VPAR4815	5				
24	M/Plug 4x16A 3xeuro 1xSCH S/P- A0013165	1				
25	Led 15W E27 A60 6500K EU-G1034DL	100				
26	Cistern Kit FP16A ELF S/Flush	10				
27	Cleaner Drain Liquid 1L Taurus	5				
28	Cylinder 60MM Brass Double 3key J500brclaim Profile	20				
29	Lockset Satin Chrome Cylinder UDY69205222SC Radius Blister	30				
30	Lockset Chrome 3 Lever 0226-3F SABS Jaquar	20				
31	Door Int/Décor 2 Panel Deep Moulded H/C White Primed 813x2032MM SABS	2				

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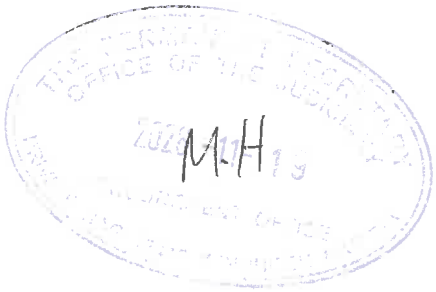
INSTRUCTIONS TO THE PUBLIC ENTITY		INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.		Bidders shall fill-in columns E - I and fill the total E= Rate per unit F=Total price for one item (D x E) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E	F	
Item no.	Item Description	Qty	Price per unit NAD[1]	Total price NAD	Delivery days/ weeks /month	Country of Origin
32	Putty Standard 60211 125G Pratley	20				
Subtotal						
Vat @15%						
Total						
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



SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Supply and delivery of items as specified in Section III

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SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/21-14/2026/27**

[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]

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B*	*C*	*D*
1.	MCB IC60A 3P 63A 5KA C-A9F64363 SCHNEIDER		
2.	MCB IC60A 1P 40A 5KA C-A9F64140 SCHNEIDER		
3.	MCB IC60A 1P 20A 3KA C-60814 SCHNEIDER		
4.	COLLAR PAN STRAIGH SV WHITE 110MM POLYPROP		
5.	TRAP BASIN BSBTSCP PVC COMBINATION CHROME PLATED BRESCIA		
6.	TAP BIB CLASSIC PC35 EXTENDED BODY PURA		
7.	COUPLE COMPRESSION HDPE STRAIGHT 16BAR 40MM		
8.	COUPLE COMPRESSION HDPE STRAIGHT 16BAR 25MM		
9.	Cement Weld KS20 Pvc 500ML		
10.	Disc Cut Racds1152.5 Steel 115MM Ruwag		
11.	Suite Toilet Manhattan Betta Xtmt0BA S/C Top Flush		
12.	Tap bib Traditional PT351 Short Body Pura		
13.	Tap Pillar Traditional PT351 Short Body Pura		
14.	Cement CEMII32,5N All Purpose 50kg Ohorongo		
15.	Angle valve Kit Cavbc-cp Braided Connector		
16.	Cap Compression HDPE End 16Bar 25MM		
17.	CFL 9W PL9 2PIN 4000K		
18.	CFL 18W PL18 2PIN 4000K		
19.	Led Tube 18W T8 4FT 6500K OSR-AC584580055		
20.	Led Tube 20W T8 5FT 6500K OSR		
21.	National daylight Switch NS116 C/W Base 25A WAC- J2930		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B*	*C*	*D*
22.	4.8x25 Aluminium Rivets 20PP		
23.	VP Aluminium Rivets 4.8x15MM P100-SAF-VPAR4815		
24.	M/Plug 4x16A 3xeuro 1xSCH S/P- A0013165		
25.	Led 15W E27 A60 6500K EU-G1034DL		
26.	Cistern Kit FP16A ELF S/Flush		
27.	Cleaner Drain Liquid 1L Taurus		
28.	Cylinder 60MM Brass Double 3key J500brclaim Profile		
29.	Lockset Satin Chrome Cylinder UDY69205222SC Radius Blister		
30.	Lockset Chrome 3 Lever 0226-3F SABS Jaquar		
31.	Door Int/Décor 2 Panel Deep Moulded H/C White Primed 813x2032MM SABS		
32.	Putty Standard 60211 125G Pratley		

Specifications and Compliance Sheet Authorised By:

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

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

SECTION VII: CONTRACT AGREEMENT

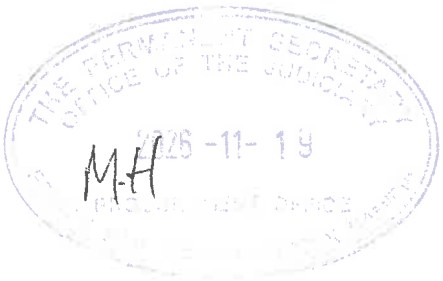
Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/21-14/2026/27**

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: **Office of the Judiciary**
Site **GCC 1.1(m)**	The final destination for delivery of the Goods is **Office of the Judiciary**, Head Office, **Windhoek.**
Incoterms Edition **GCC 4.2(b)**	Not Applicable
Notices **GCC 8.1**	Any notice shall be sent to the following addresses: For the, the address and the contact name shall be: **Office of the Judiciary**, 25 Schönlein Street, Windhoek West, Windhoek, **Mr. J. Shikongo.** For the Supplier, the address and contact name shall be: _____ _____ _____



Subject and GCC clause reference	Special Conditions
Dispute **GCC 10.2**	If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within 20 working days from the date of receiving the Purchase Order. Deviation in delivery shall be considered if such deviation is reasonable, provided that the bidder requested for extension. The documents to be furnished by the Supplier are: (a) signed invoice, delivery note and 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: 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 (30) working 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) working 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) A reasonable interest rate as may be determined by supplier 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

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Subject and GCC clause reference	Special Conditions
Prohibition **GCC 3.2.3 9 (c)**	List of Activities: The Contractor shall not engage in any prohibited practices, including but not limited to fraud, corruption, collusion, coercion, obstruction, or any other unlawful or unethical conduct during the procurement process and contract implementation. The Contractor shall not commence production, printing or any related activities without obtaining the Public Entity's prior written approval of the required samples, designs, specifications or prototypes.
Lack of Performance Penalty GCC 3.10.3	The supplier shall supply and deliver the maintenance materials in accordance with the requirements, specifications, timelines and quality standards stipulated in the contract. Where the Service Provider fail to perform any contractual obligation, including failure to deliver the Services within the prescribed timeframe or failure to meet the required quality standards, the Public Entity shall be entitled to impose performance penalties in accordance with the provision of the contract. Where the Supplier fails to deliver the goods within the stipulated delivery period, the Public Entity shall be entitled to impose a performance penalty amounting **0.05% of the Contract Price per calendar day of delay**, subject to a maximum cumulative limit of **10% of the total Contract Price**, unless otherwise specified in the Special Conditions of Contract. The imposition of performance penalties shall not relieve the Supplier of its obligation to deliver the goods or fulfil any other contractual. The Public Entity shall remain entitled to exercise any other contractual remedies available, including requiring the replacement of defective or non-conforming goods, claiming damages where applicable, or terminating the Contract in accordance with the applicable termination provisions. Where the Supplier fails to deliver the goods within ..... working days (excluding weekends) and public holidays, the Public Entity shall be entitled to terminate the Contract in accordance with the applicable termination provisions.
Discharge of Performance Security **GCC 18.4**	Not Applicable
Packing **GCC 23.2**	The packing, marking and documentation within and outside the packages shall be: In accordance with a manufacturing packaging procedure.
Insurance **GCC 24.1**	Goods to be insured: None
Transportation **GCC 25**	The Goods shall be delivered to: **Office of the Judiciary**, Head Office, **Windhoek.**
Inspection and Test **GCC 26.1**	Inspection will be done upon delivery.

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Subject and GCC clause reference	Special Conditions
Location of Inspection and Tests **GCC 26.2**	**Office of the Judiciary**, Head Office, Windhoek
Liquidated Damages **GCC 27.1**	Not Applicable
Warranty **GCC 28.3**	The period of validity of the warranty shall be: As per the manufacturer warranty
Repair and Replacement **GCC 28.5**	The period for replacement shall be: fourteen (14) days.



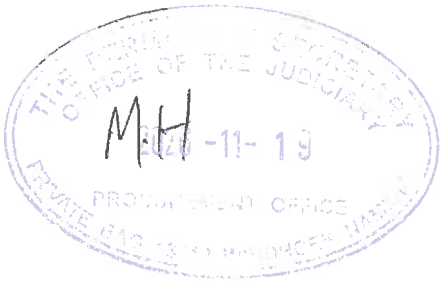
QUOTATION CHECKLIST SCHEDULE

[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/21-14/2026/27

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

MH

2016 -11- 19

PROCUREMENT OFFICE

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.*

