REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

Request for Sealed Quotations For GOODS

PROCUREMENT FOR SUPPLY AND DELIVERY OF GOODS FOR THE RENOVATION OF THE FENCE AT FONTEINTJIE FISH FARM, KEETMANSHOOP, //KHARAS REGION

PROCUREMENT REFERENCE NO: G/RFQ/38-58/2026

BIDDER'S DETAILS

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

Head of Procurement Management Unit
Private Bag 13355
Windhoek
Email address. Jessica.Soja@mfmr.gov.na
Tel: (061) - 2053044

REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

Tel. : 061 205 3029
Email : Sofia.Ndeiluka@mfmr.gov.na
Enq. : Sofia.Ndeiluka

c/o Dr. Kenneth D. Kaunda & Goethe Streets
Brendan Simbwaye Square Block C
Private Bag 13355
WINDHOEK

Letter of Invitation

To:

_____

_____

_____

_____

_____

Dear bidder,

SUBJECT: **Request for Quotations for Supply of and delivery of goods for the renovation of the fence at Fonteintjie Fish Farm, Keetmanshoop for the Ministry of Agriculture, Fisheries, Water and Land Reform, reference number: G/RFQ/38-58/2026**

The Ministry of Agriculture, Fisheries, Water and Land Reform invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Mr. Peter Simasiku, Cell: 081 4899 559 or Mr. Lesley Kukuri at Cell: 081 220 5673

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. Jesicca Soja

Head: Procurement Management Unit

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM
HEAD OF PROCUREMENT MANAGEMENT UNIT
19 NOV 2026
GOETHE STREET
WINDHOEK
PRIVATE BAG 13355 • WINDHOEK

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Agriculture, Fisheries, Water and Land Reform 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 Security/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 Bid

The bid validity period shall be **180** 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 with the receiver of the Revenue;

(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) Submit bid valid security/Submit signed Bid-securing Declaration.

(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 Award, 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) Submit the company profile

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(i) Bidder has submitted only a *full-completed Bid* Submission Form on a company letterhead

(j) Bidder has submitted an original bid written in indelible ink and signed by a person duly authorized to sign on behalf of the Bidder

(k) Bidder has submitted a signed bid document with all its **PAGES** including all **attachments** initialed by the authorized person signing the bid

(l) Bidder has used tipex/correction fluids in the bid document to correct errors should be initialed by the person authorized to sign the bid.

(m) All pages of the bid document including overwrite, deletions and all attachments must be initialed by the person authorized to sign the bid, failure thereof will lead to disqualification;

(n) Offered period of validity of the bid is in line with the period stipulated in the bid;

(0) Bidder has submitted Documentary Evidence of Namibian citizenship "by virtue of Article 4 of the Namibian Constitution and the Namibian Citizenship Act, 1990 (Act, No.14 of 1990" (ID etc).

5. Bid Security/Bid Securing Declaration

Bidders are required to *submit a Bid Security* for this procurement process. The Bidder shall furnish as part of its quotation.

6. Delivery

Delivery shall be 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 Quotation/Bid Box located at **Ministry of Agriculture, Fisheries, Water and Land Reform, (Land Reform Building) No.55 Robert Mugabe Avenue, Ground Floor, bid Box, Private Bag 13355, Windhoek,** not later than **27 November 2026, by 10:00 AM** at latest, in a sealed envelope marked Reference No.:**G/RFQ/38-58/2026**. Late quotations will be rejected. **Quotations received electronically (e-mail or 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. 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. Margin of Preference

N/A

14. 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.

15. Performance Security

Performance Security is not required for this bid.

16. 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:		
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, *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 Security / 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 [*forfeiture of the security amount / 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	

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[This form is to be deleted if Bid Securing Deceleration is not applicable.] **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.: .....

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

JC

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:……

Registration Number :……

Vat Number: ……

Industry/Sector: ……

Place of Business:……

Physical Address:……

Tell No.:……

Fax No.:……

Email Address:……

Postal Address:……

Full name of Owner/Accounting Officer:……

……

Email Address:……

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2. PROCUREMENT DETAILS

Procurement Reference No.:……..

Procurement Description: ……..

……..

……..

Anticipated Contract Duration: ……..

Location where work will be done, good/services will be delivered: ……..

……..

3. UNDERTAKING

I …… *[insert full name]*, owner/representative

of ……*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature: ……..

Date: ……..

Seal:……..

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and delivery of goods for the renovation of the fence

Procurement Ref No. G/RFQ/38-58/2026

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. [*To be filled 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					
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.	PIPE UD HEAVY DUTY 160MMX6M SOCKETED	2	M						
2.	CEMENT 11 42.5 N OHORONGO CEMENT	40							
3.	BUILDING SAND 1M3	3	M^3						
4.	KLIP 19MM 1M3	3	M^3						
5.	RAZOR MESH 1.8M X 6M	27	M						
6.	POST SECURITY 2400 x 76 x 1.6MM O/H ECONO	9	M						
7.	POST SECURITY 2400 x 48 x 1.6MM O/H ECONO	21	M						
8.	GALV. WIRE HIHG STRAIN 2.24MM x 5KG	6	KG						
9.	POST STAY INCL 2400 X 48 X 2MM ECONO	9	M		**TOTAL**				
10.	POST STAY INCL 2400 x 38 x 1.6MM ECONO	21	M						
11	CALV. WIRE 1.60MM x 5KG	3	KG						
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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/38-58/2026

[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. 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*
1	PIPE UD HEAVY DUTY 160MMx6M SOCKETED		
2	CEMENT 11 42.5 N OHORONGO CEMENT		
3	BUILDING SAND 1M3		
4	KLIP 19MM 1M3		
5	RAZOR MESH 1.8M x 6M		
6	POST SECURITY 2400 x 76 x 1.6MM O/H ECONO		
7	POST SECURITY 2400 x 48 x 1.6MM O/H ECONO		
8	GALV. WIRE HIHG STRAIN 2.24MM x 5KG		
9	POST STAY INCL 2400 X 48 X 2MM ECONO		
10	POST STAY INCL 2400 x 38 x 1.6MM ECONO		
11	CALV. WIRE 1.60MM x 5KG		

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

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 /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 website of the Public Entity 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/38-58/2026

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 Agriculture, Fisheries, Water and Land Reform
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is Fonteintjie Fish Farm, Keetmanshoop town, //Kharas Region.
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 Agriculture, Fisheries, Water and Land Reform, the address and the contact name shall be: Brandan Simbwaye Building, Block C. 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 apply.

Subject and GCC clause reference	Special Conditions
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within **15 days** from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment **GCC 15.1**	The price charge for the Goods supplied and the related Services performed *shall not* be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
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.
Performance Security **GCC 18.1**	(i) No performance security is required for this bid.
Discharge of Performance Security **GCC 18.4**	N/A
Packing **GCC 23.2**	The packing, marking and documentation within and outside the packages shall be: _____
Insurance **GCC 24.1**	*N/A*

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Subject and GCC clause reference	Special Conditions
Transportation **GCC 25**	The Goods shall be delivered: *In good condition as quoted.* Items will be delivered at the Ministry of Agriculture, Fisheries, Water and Land Reform, Fontentjie Fish Farm, Keetmanshoop, //Kharas Region.
Inspection and Test **GCC 26.1**	The inspection and tests shall be: *Inspection shall be conducted upon delivery of the goods.*
Location of Inspection and Tests **GCC 26.2**	The inspections and tests shall be conducted at: Fonteintjie Fish Farm, Keetmanshoop, //Kharas Region.
Liquidated Damages **GCC 27.1**	N/A
Warranty **GCC 28.3**	The period of validity of the warranty shall be: *30* day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: *Fonteintjie Fish Farm.*
Repair and Replacement **GCC 28.5**	The period for repair or replacement shall be: *15* day(s)

Attachment: Price Adjustment Formula

N/A

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.:

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
[Public Entity to insert any other]		

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.*

JS