REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

Request for Sealed Quotations For Goods

PROCUREMENT OF FISH HARVESTING AND PACKAGING MATERIAL, FOR HARDAP INLAND AQUACULTURE CENTRE

Procurement Reference No: G/RFQ/38-08/2026

BIDDER'S DETAILS

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

Head of Procurement Unit
Private Bag 13184
Windhoek
Email address: Jessica Soja
Tel: 061 2053044

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REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

Tel: 0811409082
Enquiries: Sophy Stein
Email address: Sophy.Stein@mfmr.gov.na

55 Robert Mugabe Avenue
Private Bag 13184
Windhoek

LETTER OF INVITATION

To: Company Name .....
P.O. Box .....
Tel no .....
Email: .....

PROCUREMENT REFERENCE NUMBER: G/RFQ/38-08/2026

Dear Prospective Bidders

PROCUREMENT OF FISH HARVESTING AND PACKAGING MATERIAL FOR HARDAP INLAND AQUACULTURE CENTRE

The Ministry of Agriculture, Fisheries, Water and Land Reform invites you to submit your best quote for the services 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:

1. **Administrative enquires:**

   Ms. Sophy Stein 0811409082

   Sophy.Stein@mfmr.gov.na

   Mr. Gosbert Hamutenya 0811405913

   Gosbert.Hamutenya@mfmr.gov.na

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,

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

JESSICA SOJA
HEAD OF PROCUREMENT MANAGEMENT UNIT

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 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 Bids

The Bids 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 submit:

(a) A valid certificate of good standing with the Receiver of Revenue indicating VAT registrations status;

(b) a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;

(c) a valid Affirmative Action Compliance Certificate issued under section 41 of that Act, proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in the Act, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;

(d) A written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No.11 of 2007) and;

(e) **A valid;**

(i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;

(ii) certificate of registration of a co-operative registered under the laws regulating co-operatives Namibia;

(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 agreements unless a bidder is a sole proprietor.

(i-iv) **Not applicable to sole proprietor.**

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(f) Bid-securing Declaration is completed in full and signed by the authorized person to sign and submit the quotation.

(g) All pages of the bid document including overwriting, deletions and all attachments shall be initialled by the person authorized to sign the bid.

(h) No tipex/correction fluids shall be used, the use thereof shall lead to disqualification of bids.

(i) The bidding document must be bound, including all the attachments and **NO LOOSE PAPERS/DOCUMENTS WILL BE ACCEPTED**

(j) Quotation letter is completed in full and signed by the person authorised to sign the bid.

(k) Section III; List of Goods and Price Schedule must be completed in full with detailed specifications, all lines items must be costed in full without any material deviation and signed by the authorised person to submit the bid.

(l) Section IV; Specifications and Compliance Sheet must be completed in full without any material deviation, and signed by the authorised person to submit the bid, bidder must indicate compliance or details of non-compliance to all lines items.

(m) Bidder must submit documentary evidence that the bidder does not have any conflict of interest with other bidders and the public entity

5. Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process completed in full and signed by the authorized person to sign and submit the quotation.

6. Delivery

Delivery shall be **30 days** after acceptance/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:

Quantity, Quality and Conformity to Specification:

1. Ensure the quantity of materials delivered correspond to the quantity stipulated in the bidding document.
2. Inspection for any physical defects on the goods.
3. Inspection to determine if the materials comply with the specification.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Bid Description, Procurement Reference Number, addressed to the Ministry of Agriculture Water and Land Reform. The Bidder's name and contact information must be written 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 13184, Windhoek**, not later than 27/11/.....**2026 by 10h00** at latest, in a sealed envelope marked Reference No.: **G/RFQ/38-08/2026** 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 in the presence of the bidders by the Ministry immediately after the closing time and date referred to in instruction 8 above. Bidders or their representatives may attend the Bid Opening if they choose to do so. A record of the bid opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, company Registration, a valid certificate of good standing with the Receiver of Revenue, a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission; valid Affirmative Action Compliance Certificate issued under section 41 of Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998); an exemption issued under section 42 of that Act; or a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act;, a written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No.11 of 2007)and a valid –

(i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
(ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia;
(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, will be posted on the E-GP https: //egp2.gov.na and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Ministry shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive as per List of Goods and Price Schedule in Section III and Eligibility Criteria shall be compared on the basis of evaluated cost, subject to Margin of Preference, to determine the lowest evaluated quotation.

(i) Preliminary Evaluation

#	DESCRIPTION	YES/ NO
1.	Quotation Letter is fully completed and signed by the person authorized to sign the bid.	
2.	Bid document is written in English language	
3.	All pages of the bid document including overwriting, deletions and all attachments are initialled by the person authorized to sign the bid.	
4	Bidder did not use tipex/correction fluids in the bid document (use thereof will lead to disqualification).	
5.	Offered period of validity on the quotation letter correspond to the period stipulated in section I; item 3, validity of quotation period.	
6	The bottom section of the list of goods and price schedule is filled in and signed by the authorised person to submit the bid- **non-signing thereof will lead to disqualification**	
5.	**OVERALL ADMINISTRATIVE COMPLIANCE**	

(ii) Legal Admissibility Evaluation

#	DESCRIPTION	YES /NO
1.	Bidder has submitted a valid certificate of good standing with the Receiver of Revenue **indicating VAT registration status.**	
2	Bidder has submitted a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission	
3.	Bidder has submitted a valid Affirmative Action Compliance Certificate issued under section 41 of that Act, proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in the Act, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998	
4.	Bidder has submitted a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No.11 of 2007)	
5.	Bidder has submitted a valid; (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;	
	(ii) certificate of registration of a co-operative registered under the laws regulating co- operatives Namibia;	
	(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 agreements unless a bidder is a sole proprietor.	
	(i-iv) **Not applicable to sole proprietor.**	
6.	Bid-securing Declaration is completed in full and signed by the authorized person to sign and submit the quotation.	
7.	**OVERALL LEGAL COMPLIANCE**	

(iii) Technical Evaluation

No	Description	YES/ NO
1	Bidder has submitted a List of Goods and Price Schedule completed in full with detailed specifications;	
	All line items on the submitted List of Goods and Price Schedule are costed in full without any material deviation;	
	List of Goods and Price Schedule submitted is signed by the authorised person to submit the bid	
2	Specifications and Compliance Sheet submitted is completed in full without any material deviation;	
	Specifications and Compliance Sheet submitted is signed by the authorised person to submit the bid;	
	Bidder has indicated compliance or inserted details of non-compliance to all lines items on the submitted specifications and compliance **sheet (non-indication shall lead to disqualification).**	
3	Bidder has submitted a Company Profile	

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4	Bidder has submitted documentary evidence that the bidder does not have any conflict of interest with other bidders or the public entity.	
5	All pages which form part of the bid document submitted, including attachments are bound together with no loose pages.	
6	Bidder has submitted documentary evidence/reference letter from at least one client attesting that the bidder has supplied similar items before.	

(i) Financial Evaluation

#	DESCRIPTION	
1	Bidders has quoted prices in Namibian Dollars	
2	Bidder has indicated the grand total (H+G) under section iii, list goods and price schedule as requested in the bidding document	
	OVERALL FINANCIAL COMPLIANCE	

11. Technical Compliance

Bidders shall submit along with their quotation 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 for the execution of supplies shall be fixed in Namibian Dollars as quoted.
Quotations shall cover all costs of labour/goods, Vat, and all associated costs for the supply of goods, and shall include all duties.

13. Margin of Preference

13.1. A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications. **Not Applicable**

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. The Award of contract shall be done in accordance with the provisions of **Section 55 of the Public Procurement Act, 2015, (Act No. 15 of 2015 as amended).** Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in **Section VI:** General Conditions of Contract and the Contract Agreement.

15. Performance Security

Not Applicable

16. Notification of Award and Debriefing

The Ministry shall in accordance with the provisions of **Section 55 of the Public Procurement Act, 2015, (Act No. 15 of 2015 as amended)** 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 **E-GP https://egp2.gov.na** within seven (7) days. Furthermore,

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the Ministry shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidder's receipt of the selection for award.

SECTION II: QUOTATION LETTER

(To be completed by Bidders)

[*Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments.* ***If your quotation is not authorised, it may be rejected.***]

Quotation Addressed to:	
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 [*forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is **90** 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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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



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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:……..

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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:

PROCUREMENT REF NO. G/RFQ/38-08/2026

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) • **Section I: Instruction to Bidders clause 1 (a), rights of the Public Entity is amended to read that the contract shall be awarded wholly to the lowest evaluated bid. Thus, grand totals should be indicated; bids without grand totals will be rejected (G + H).** • No equivalent is allowed, will lead to disqualification • Bidders shall fill in and sign the bottom section of this page, non-signing thereof will lead to disqualification. • All pages of the bid document including overwrite, deletions and all attachments shall be initialled by the person authorized to sign the bid. • No tipex/correction fluids shall be used, the use thereof shall lead to disqualification of bids. • The bidding document must be bound, including all the attachments and no loose papers/documents will be accepted • Section III; List of Goods and Price Schedule must be completed in full with detailed specifications, all line items must be costed in full without any material deviation and signed by the authorised person to submit the bid. • Section IV; Specifications and Compliance Sheet must be completed in full without any material deviation, and signed by the authorised person to submit the bid, bidder must indicate compliance or details of non-compliance to all line items. • Bidder must submit documentary evidence that the bidder does not have any Conflict of Interest with other bidders and the public entity. • Bidding Proceeding is limited to: • Namibian Citizens or • An entity incorporated or registered in Namibia in terms of the company or close corporation laws of Namibia • A co-operative registered under the laws regulating co-operatives in Namibia • A trust registered under the laws regulating trusts in Namibia or • A partnership or a joint venture or similar arrangement in which Namibian citizens own 51 percent equity

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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.	Bag Carrier Handy WHT 240+140x460x24MIC LD/HD 250's	20x250 bags	Each						
2.	Bag Carrier Heavy Duty WHT 300+160x580x30MIC LD/HD 250's	30x250 bags	Each						
3.	Carton Meat (10kg) 405x320x105xWPC 108722	1600	Each						
4.	Sheet Foilene LD/HD 785x1400x8MIC 200's	8 packs of 200	Each						
5.	Knives snoek 6 inch plastic handle	10	Each						
					TOTAL				
					TOTAL G+H				

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

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	

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

PROCUREMENT REFERENCE NUMBER: G/RFQ/38-08/2026

[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.]

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

	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1.	Bag Carrier Handy WHT 240+140x460x24MIC LD/HD 250's		
2.	Bag Carrier Heavy Duty WHT 300+160x580x30MIC LD/HD 250's		
3.	Carton Meat (10kg) 405x320x105xWPC 108722		
4.	Sheet Foilene LD/HD 785x1400x8MIC 200's		
5.	Knives snoek 6 inch plastic handle		

Specifications and Compliance Sheet Authorised By:

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

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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**) available on the **E-GP *https: //egp2.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/38-08/2026

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
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, **Secretary to Procurement Committee, Ministry of Agriculture Fisheries Water and Land Reform, (Land Reform Building), No.55 Robert Mugabe Avenue, Ground Floor, Office No. A1.27 Private Bag 13184, Windhoek,** contact name is Ms. Jessica Soja, email address: Jessica.Soja@mfmr.gov.na telephone no. **061 2053044** For the Supplier, the address and contact name shall be: _____

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Subject and GCC clause reference	Special Conditions
Disputes **GCC 10.2**	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: In the case of a dispute between Public entity and Supplier who is a national of Namibia, the dispute shall be referred to adjudication or arbitration in accordance with the laws of Namibia.
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within **30** days from the date of Purchase Order The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Invoice; and (c) Original Purchase order
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 **(30)** 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

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Subject and GCC clause reference	Special Conditions
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: **NONE**
Insurance **GCC 24.1**	Goods to be insured: **None**
Transportation **GCC 25**	The goods shall be delivered. The seller assumes all responsibilities and costs for delivering the goods to be named place of destination: **Ministry of Agriculture, Fisheries, Water and Land Reform, Hardap dam. Fisheries office building**
Inspection and Test **GCC 26.1**	The inspection and tests shall be: done upon delivery of goods at final delivery destination and shall include: 1. Ensuring the quantity of materials delivered correspond to the quantity stipulated in the bidding document. 2. Inspection for any physical defects on the goods. 3. Inspection to determine if the goods supplied complies with technical specifications.
Location of Inspection and Tests **GCC 26.2**	The inspections and tests shall be conducted at: **Ministry of Agriculture, Fisheries, Water and Land Reform, Hardap dam, Fisheries office Building**
Liquidated Damages **GCC 27.1**	Liquidated damages for the whole contract are **1%** of the final contract price] per day. The maximum number of liquidated damages for the whole contract is **4%** of the final contract price.
Warranty **GCC 28.3**	The period of validity of the warranty shall be: **90** day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: **Ministry of Agriculture, Fisheries, Water and Land Reform, Windhoek, Land Reform Building, Robert Mugabe Avenue, Directorate of Resettlement and Regional Programme Implementation.**
Repair and Replacement **GCC 28.5**	The period for repair or replacement shall be: **7** day(s)

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SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

	N$	N$
Raw Materials, Accessories & Components		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
Labour Cost		
• Direct Labour	.....	
• Clerical Wages	.....	
• Salaries to Management	.....	.....
Utilities		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
Depreciation	.....	
Interest on Loans	.....	
Rent	.....	.....
Other (please specify)		
•	.....	
•	.....	
•	.....	.....
TOTAL COST		

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Local Value Added = $\frac{\text{Total Cost – Cost of imported inputs}}{\text{Total Cost}}$ x 100

NB! The cost structure should be certified by a Certified Accountant

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SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No. G/RFQ/38-08/2026

No.	Description	Attached	Not Attached
1	Fully completed Quotation Letter and signed by the person authorized to sign the bid.		
2	List of Goods and Price Schedule completed in full with detailed specifications;		
3	Specifications and Compliance Sheet submitted is completed in full without any material deviation and signed by the authorised person to submit the bid;		
4	Bid securing declaration is completed and signed by the authorised person to submit the bid;		
	A valid certificate of good standing with the Receiver of Revenue indicating VAT registrations status		
4	a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;		
6	a valid Affirmative Action Compliance Certificate issued under section 41 of that Act, proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in the Act, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
7	A written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No.11 of 2007);		
8	Company Profile		
9	**A valid;** certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;		
	certificate of registration of a co-operative registered under the laws regulating co- operatives Namibia;		

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	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;		
	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 agreements unless a bidder is a sole proprietor.		
10	Complete and sign Specification & Compliance Sheet on a bidder's letter head		
11	All pages of the bid document including overwriting, deletions and all attachments shall be initialled by the person authorized to sign the bid		

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.*

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