REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

Tel: (061) 2933044
Fax: (061) 2933039
Enquiries: Evelyn.Block
Email: Evelyn.Block@meiysac.gov.na

Luther Street, Govt. Office Park
P/Bag 13186
WINDHOEK

Request for Sealed Quotations for Goods

SUPPLY AND DELIVERY OF EGRONOMIC HEAVY DUTY CHAIR FOR THE PERSONAL ASSISTANT TO THE EXECUTIVE DIRECTOR: EDUCATION, INNOVATION, ARTS AND CULTURE

Procurement Reference No: G/RFQ/10-173/2026-2027

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18 November 2026

Letter of Invitation

PROSPECTIVE BIDDERS

SUPPLY AND DELIVERY OF ERGONOMIC HEAVY DUTY CHAIR FOR THE PERSONAL ASSISTANT TO THE EXECUTIVE DIRECTOR: EDUCATION, INNOVATION, ARTS AND CULTURE

The Ministry of Education, Arts and Culture 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 Ms. Christine Mudumbi (Christine.Mudumbi@meiysac.gov.na)** or **Ms. Evelyn Block (Evelyn.Block@meiysac.gov.na) or Ms. Regina Puteho (Regina.Puteho@meiysac.gov.na** , Room **106/164** First Floor, Government Office, Park, **061-2933044/2933047/56**. Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation. Quotations should be deposited in the Quotation/Bid Box located at **First Floor, Room 108, Government Office Park** not later than **27 November 2026 before 10H00.** Quotations by post or hand delivered should reach FIRST FLOOR, ROOM 108, GOVERNMENT OFFICE PARK by the same date and time at latest.

Yours faithfully,

20/11/2026

Ms. Regina Puteho
DEPUTY DIRECTOR
HEAD OF PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Education, Arts and Culture reserves the right:

(a) to split the contract as per the lowest evaluated cost per item, or

(b) to accept or reject any quotation; and

(c) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

(a) the Quotation Letter in Section II with its annex for *Bid Securing Declaration*

(b) the List of Goods and Price Schedule Section III;

(c) the Specifications and Compliance Sheet in Section V; and

(d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be **60** (thirty) days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

(a) have a **valid certified copy** company Registration Certificate **Certified by Namibian Police**;

(b) have an **original/certified copy** of a valid good Standing Tax Certificate **Certified by Namibian Police**;

(c) have an **original/certified copy** of valid good Standing Social Security Certificate **Certified by Namibian Police**;

(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 **Certified by Namibian Police**;

(e) have a **certificate copy** of indicating SME Status (for Bids reserved for SMEs) **Certified by Namibian Police**;

(f) Complete and 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) Complete the whole bidding document where required and an incomplete bidding document shall lead to disqualification.

(i) Complete in terms of Section 71.3 of the Public Procurement Act, Act 15 of 2015, **Margin of Preference**.

(j) Signed, initialled and submitted documents

(k) Certified Valid Copy of Proof of Fitness Certificate from City of Windhoek.

5. Bid Security/Bid Securing Declaration

Bidders are required to *submit a Bid Securing Declaration* for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Security as per the format contained in Appendix to Quotation Letter of this document

6. Delivery

Delivery shall be **30** days after acceptance/issue of Purchase Order. Deviation in delivery period s*hall not be accepted if such deviation is not reasonable.*

6.1. The following tests and inspections will be conducted on the goods at delivery:
AS PER ATTACHED SPECIFICATIONS

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 FIRST FLOOR, ROOM 108, GOVERNMENT OFFICE PARK, not later than **27 November 2026,** before **10H00.** Quotations by post or hand delivered should reach this office by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within seven (7) 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

The applicable margins of preference and their application methodology are as follows:

In terms of Section 71.3 of the Public Procurement Act, Act 15 of 2015, Margin of Preference shall apply as follows:

MARGIN OF PREFERENCE: BIDDERS WHO QUALIFY UNDER THIS CATEGORY MUST ATTACH DOCUMENTARY EVIDENCE AS STATED ON THE TABLE BELOW.

Category	Margin of Preference	Documentary Evidence	
Manufacturer	2 percent	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.	
MSME	1 percent	-SME Registration Certificate -Declaration indicating the percentage of Namibia MSME ownership	
Women-Owned Enterprise	1 percent	-ID of all shareholders -Founding Statement/Company Registration indicating ownership structure/shareholder certificate. -Declaration indicating the percentage of Namibian female ownership	
Youth-Owned Enterprise	2 percent	-ID of all shareholders -Founding Statement/Company Registration indicating ownership structure/shareholder certificate. -Declaration indicating the percentage of Namibian youth ownership	
PDP-Owned Enterprise	2 percent	-ID of all shareholders -Founding Statement/Company Registration indicating ownership structure/shareholder certificate. -Declaration indicating the percentage of Namibian PDPs ownership	
Supplier Promoting Environment Protection	1 percent	-Declaration and proof that the bidder meets the requirements set out on the bidding document	
Service Rendered by the Namibian Citizens	1 percent	-Declaration that the bidder employs 50% or more Namibian Citizens.	
TOTAL	**10%**		

Formula for calculation of Margin of Preference:

$$A = \frac{MP \times BP}{100}$$

"A" represents the amount to be determined
"M" represents the total percentage of all margins of preferences granted
"BP" represents the bid price

13.1.1. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

[To be inserted if 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. 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. 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:	Ministry of Education, Innovation, Youth, Sports Arts and Culture
Procurement Reference Number:	**G/RFQ/10-173/2026-2027**
Subject matter of Procurement:	**SUPPLY AND DELIVERY OF ERGONOMIC HEAVY DUTY CHAIR FOR THE PERSONAL ASSISTANT TO THE EXECUTIVE DIRECTOR: EDUCATION, INNOVATION, ARTS AND CULTURE**

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 **60 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	

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

SECTION III:

LIST OF GOODS AND PRICE SCHEDULE

SUPPLY AND DELIVERY OF ERGONOMIC HEAVY DUTY CHAIR FOR THE PERSONAL ASSISTANT TO THE EXECUTIVE DIRECTOR: EDUCATION, INNOVATION, ARTS AND CULTURE

Procurement Ref No. G/RFQ/10-173/2026-2027

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [*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	Quantity required	Specification	*	Price per unit NAD	Total price without VAT NAD	VAT: NAD	Delivery weeks/days/ months	Country of Origin
1	Ergonomic Heavy Duty Chair Big & Tall 500 LBS 224kg Max Weight High Back Chair. The true Big & Tall 500 Pound. Heavy duty swivel & tilt, lock and tensioner. Material Bonded Leather. Chrome arms with extra thick padding. Chrome gas height adjustment base. Maximum weight 500 pounds – 227kg	1							
					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

Sample

In Line

68



1



2

1. Operators Chair Netted 5 Star Nylon Base – Black
2. Operators Chair Netted 5-Star Nylon Base – Clear View Net
Netted back with adjustable Lumbar support. Height adjustable arms 2D with PU armpads. Econo synchron mechanism. Moulded foam seat

Big & Tall 500LBS

227kg Max Weight





Choosen

Brown

Black

High Back Chair The true Big & Tall 500 Pound. Heavy duty swivel & tilt, lock and tensioner. Material: Bonded Leather. Chrome arms with extra thick padding. Chrome gas height adjustment & base. Maximum weight 500 Pounds – 227kg

Ty

150kg Max Weight



Black

Executive Heavy Duty High Back
Moulded Foam Solid Aluminium Arms with Upholstered Soft Armpads. Knee Tilt Mechanism. 5 Star Aluminium Base. 50mm PU Castors. Upholstered in Black PU Leather

Atlantic

160kg Max Weight



Black

IN STOCK
SHORT LEAD TIME

Leather Look Heavy Duty Chair Heavy duty PU leather 160kg Weight capacity. Ergonomic contouring. PU leather arm pad. Chrome base. 2 Tube castor. Swivel & tilt



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:.....

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 IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/10-173/2026-2027**

[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

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

* ***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 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 website of the Public Entity *(insert website address)* 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/10-173/2026-2027**

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
Purchaser **GCC 1.1(h)**	The purchaser is: Ministry of Education, Arts and Culture, Head Office
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is Ministry of Education, Arts and Culture, Government Office Park, Windhoek
Incoterms Edition **GCC 4.2(b)**	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices **GCC 8.1**	Any notice shall be sent to the following addresses: For the Ministry of Education, Arts and Culture, the address and the contact name shall be: Government Office Park / **Ms. Christine Mudumbi (Christine.Mudumbi@meiysac.gov.na)** , **Ms. Regina Puteho (Regina.Puteho@meiysac.gov.na)** , Room 164/106 First floor, 061-2933056/3044 For the Supplier, the address and contact name shall be: _____

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: _____
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within **30 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. ii) An interest rate of *[insert percentage]* is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Insurance **GCC 24.1**	*[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]*
Transportation **GCC 25**	The Goods shall be delivered:

Subject and GCC clause reference	Special Conditions
Inspection and Test **GCC 26.1**	The inspection and tests shall be: AS PER SPECIFICATIONS
Location of Inspection and Tests **GCC 26.2**	The inspections and tests shall be conducted at:
	Liquidated damages for the whole contract are 10% *[insert percentage of the final contract price]* per day. The maximum amount of liquidated damages for the whole contract is *[insert percentage 4-10%]* of the final contract price.
Warranty **GCC 28.3**	The period of validity of the warranty shall be: For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Ministry of Education, Arts and Culture, Government Office Park, Luther Street For item 1, the minimum period of warranty/shelf life shall be ____ For item 2, the minimum period of warranty/shelf life shall be ____ For item 3, the minimum period of warranty/shelf life shall be ____
Repair and Replacement **GCC 28.5**	The period for repair or replacement shall be: 5 day(s)

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0}\right] - P_0$$

$$a+b+c = 1$$

in which:

P_1	=	adjustment amount payable to the Supplier.
P_0	=	Contract Price (base price).
a	=	fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
b	=	estimated percentage of labor component in the Contract Price.
c	=	estimated percentage of material component in the Contract Price.
L_0, L_1	=	labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
M_0, M_1	=	material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

a = *[insert value of coefficient]*
b= [*insert value of coefficient]*
c= [*insert value of coefficient]*

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = *[insert number of weeks]* weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

(a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The

Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.

(b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.

(c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

SCHEDULE 1

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		

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

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

SCHEDULE 2

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/10-173/2026-2027

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		
Margin of Preference		

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.*