



Procurement Management Unit

Issue Date: 09 September 2025

Informal Quotation for Works

Supply and Installation of Signage and Marking of Parking Lot
at NQA (Lum-Sum Contract)

Procurement Reference No: W/IQ/NQA-03/2025/26

Bidder's Name:			
Contact Details:	Tel:		
	Email:		
Total Quote Amount (N\$):			

Namibia Qualifications Authority
Private Bag 13247
Windhoek
Namibia

Phone: +264 61 384 113
Website: www.namqa.org

Fax: +264 61 384 114



Letter of Invitation
INFORMAL QUOTATION (WORKS)

Procurement Ref. No. W/IQ/NQA-03/2025/26

To: Prospective Bidder,

Namibia Qualification Authority (NQA) hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with an annex which you may wish to enclose, and should be addressed to the **NQA**, situated at the corner of **Simeon Shixungileni and Dr. W. Külz Street, Windhoek** in a sealed envelope marked Quotation Reference No. W/IQ/NQA-03/2025/26. Your quotation should reach the **NQA** on or before **Friday, 19 September 2025 by 10h00 am** at the latest. Bidders are encouraged to make sure that this document is fully completed in all spaces provided.

Queries, if there is any, should be addressed to **Ms. Hilma Ngwali** at Hilma.Ngwali@namqa.org.

Head of Procurement Management Unit: Mr. Smart Isaacs

Date: 09 September 2025

Signature: 

Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Supply and mount chromadek signage "NQA Client Parking" Size: 300x120mm	9	Per unit		
2.	Supply and mount chromadek signage "wheelchair sign" Size: 450x300mm	1	Per unit		
3.	Supply and mount chromadek signage "Clamping Zone" Size: A3	3	Per unit		
4.	"1 to 32" parking bays marking with white road marking paint on paved floor at NQA Basement Size: 400x400mm	32	Per unit		
5.	Supply and mount of "NO CASH KEPT ON PREMISES" signage Size: 300x300mm	3	Per unit		

6	Supply and mount of "NO CASH PAYMENTS ACCEPTED" signage Size: 300x300mm	3	Per unit		
7	Supply and Mount Chromadek "VEHICLES ARE PARKED AT OWN RISK" signage Size: 300x 300mm	5	Per unit		
Note					
				Sub Total	
				VAT @%	
				Total	

- (a) Namibia Qualification Authority requests service completion period: **October 2025.**
- (b) Bidder's proposed completion period: within 5 days from date of placement of order.
- (c) Validity of offer: 90 days from closing date set for submission of quotations.

I/We agree to supply the abovementioned goods at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.: W/IQ/NQA-03/2025/26

To: Namibia Qualification Authority
Private Bag 13247
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: [insert complete name of Bidder]
.....
.....
.....

Dated on _____ day of _____, _____
Corporate Seal/stamp:



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

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

.....

3. UNDERTAKING

I[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.*

General Terms and Conditions Applicable

1. Employer

The Public Entity inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

2. Service Provider

The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Service Provider.

3. Rights of Public Entity

The Public Entity shall have the rights to:

- (a) ask for clarifications at time of evaluating quotations
- (b) split the contract on an item basis or
- (b) reject all quotations.

A Public Entity shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

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

- a) must submit a **certified copy** (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)), of a **full valid Founding Statement including any Amendment, and with a Certificate of Incorporation, clearly indicating ownership and shares.**
- b) must submit an **original** or a **certified copy** (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)), of a **valid Good Standing Tax Certificate**, as certified by the Commissioner of Oath; **Certificate must be valid at the date of submission.**
- c) must submit an **original** or a **certified copy** (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)), of a **valid Good Standing Social Security Certificate**, as certified by the Commissioner of Oath; **Certificate must be valid at the date of submission.**
- d) has the Bidder submitted a **valid certified copy** (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), 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 or a valid certified copy of the original document, as certified by the Commissioner of Oath; **Certificate must be valid at date of submission.**
- e) submit a **Written Undertaking** in terms of section 138 of the Labour Act, 2007 and section 50(2)(d) of the Public Procurement Act, 2015.
- f) submit signed Bid-securing Declaration.
- g) complete all space provided for the bidders in the bidding document.
- h) attach at least one (1) Reference letter of a successfully completed or current similar projects not older than 5 years.

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

6. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. The Contract

The Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Service Provider

8. Purchase Order

A service provider to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) May not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the services on or before the date set in the purchase order for delivery of the services.
- (c) the purchase order shall be valid for 90 days only and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.- **NCS-LS/RFQ-GCC** posted on the website of the Policy Unit and on the NQA website.

10. Warranty

- (a) The service provider warrants that the services provided shall conform to the standards, specifications as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the service provider in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make goods, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

11. Payment

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Service Provider making goods all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

12. Project Manager

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administrating the contract.

13. Advanced payment

Advance payment is not applicable.