



Procurement Management Unit

Issue Date: 10 April 2026
Closing Date: 21 April 2026 @ 10H00

Informal Quotation for Goods

Supply and Delivery of Office Stationaries to the Namibia
Qualifications Authority (Lump-Sum Contract)

Procurement Reference No: G/IQ/NQA-01/2026/27

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

Namibia Qualifications Authority
Private Bag 13247
Windhoek
Namibia

Phone: +264 61 384 100
Website: www.namqa.org

Fax: +264 61 384 114

NOTICE TO BIDDERS

Please take note:

- Take note to sign all relevant pages as stipulated in this standard bidding document.
- Initialize all pages of this standard bidding document, including supporting documents.
- Stamp all pages where applicable as indicated where a stamp is required.
- Submit a complete bidding document as issued.
- A receipt and/or proof of application will not be accepted as being in good standing on the respective requirement(s). However, applicable for the Affirmative Action Compliance certification.
- Copies of mandatory documents not certified by the Namibian Police or Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963) will not be accepted, except the valid Good Standing Social Security Certificate.



**Letter of Invitation
INFORMAL QUOTATION (Goods)**

Procurement Ref. No. G/IQ/NQA-01/2026/27

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. G/IQ/NQA-01/2026/27.

Your quotation should reach the above address not later than **Tuesday, 21 April 2026 at 10h00 am**. Bidders are encouraged to make sure that this document is fully completed in all spaces provided.

Queries, if any, should be addressed to **Ms. Hilma Ngwali** at Hilma.Ngwali@namqa.org or **+264 61 384 165/113**.

Yours faithfully,

Paulus Paulus
Head: Procurement Management Unit

Date: 10 April 2026

Priced Activity Schedule

Item No.	Brief Description of Services	Qty	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.	Bic Cystal ball Pen Black (60 per box)	04	Case		
2.	Highlighters (Green, Blue, Yellow, Pink & Violet)	40	EA		
3.	Stick'n Film index 45x12mm (200 sheets 8 pads/pack)	500	EA		

4.	Stick'n Pop-up flags 45x15mm (150 sheets 5 pads)	300	EA		
5.	Pantel Techniclitch pencil assorted 0.5mm PD105 Green/Blue	36	EA		
6.	A5 Top Spiral Shorthand Pad 140 pages	50	EA		
7.	Trodat Stamp Ink 7011 Blue 28 ml	10	EA		
8.	AA Batteries	48	EA		
9.	AAA Batteries	80	EA		
10.	Scientific Calculator	01	EA		
11.	A4 192 Pages Counter Books	20	EA		
12.	A4 288 Pages Counter Books	10	EA		
		Subtotal			
		VAT @ %			
		Total			

- (a) Namibia Qualification Authority requests delivery within 14 days from the date of purchase order issuance.
- (b) Validity of offer: 60 working 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.....

Bidder's stamp.....

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

Date:

Procurement Ref No.: G/IQ/NQA-01/2026/27

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 Justice and Labour Relations

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:

Stamp:

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. Purchaser

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

2. Supplier

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 Supplier.

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 must:

- a) 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 or company registration including any Amendment, if any, and with a Certificate of Incorporation, clearly indicating ownership and shares.**
- b) submit an original or a certified copy of a **valid Good Standing Tax Certificate. Certificate must be valid at the date of submission.**
- c) submit an original or copy of a **valid Good Standing Social Security Certificate. Certificate must be valid at the date of submission.**
- d) submit a valid 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** *(in the event that the AAC certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commissioner indication that the employer did submit the report for the period following from the date when the certificate was issued)*, **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 of a valid certified copy of the original document; **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) submit an **MSME/SMEs Certificate. This bid is exclusive to MSME/SMEs.**
- h) complete all space provided for the bidders in the bidding document.

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 60 working 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 (Goods) Ref. No.- G/RFQ-GCC posted on the website www.namqa.org/procurement and <https://egp1.gov.na>.

10. Warranty

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier 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 Purchaser undertakes to effect payment within 30 days after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any non-compliance with the execution of the contract.

12. Advanced payment

Advance payment is not applicable.