



Procurement Management Unit

Issue Date: 30 June 2026
Closing Date: 31 July 2026 @ 10h00

Request for Sealed Quotations for Goods

Supply and Delivery of Office Stationery to the Namibia Qualifications Authority for a period of 24 months (Time-Based Contract)

Procurement Reference No: G/RFQ/NQA-08/2026/27

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

Disclaimer: Bidders are advised to be vigilant against scammers purporting to be members of the NQA's Procurement Management Unit and soliciting payments or other favours in exchange for procurement contracts. All official correspondences will only be communicated through NQA's authorised official email addresses. Any suspicious communication should be disregarded and reported to the NQA immediately.

NOTICE TO BIDDERS

Please take note:

- Take note to sign all relevant pages as stipulated in this standard bidding document.
- Complete the declaration of conflict of interest under Instructions to Bidder 4(k).
- 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

Procurement Reference No: G/RFQ/NQA-08/2026/27

Date: 30 June 2026

Dear Prospective Bidder,

Supply and Delivery of Office Stationery to the Namibia Qualifications Authority for a period of 24 months (Time-Based Contract)

The Namibia Qualifications Authority invites you to submit your best quote for the goods 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. Hilma Ngwali at Hilma.Ngwali@namqa.org or +264 61 384 165/113. ***Request for clarifications should be received seven (7) working days prior to the deadline set for submission of bids.***

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,

Paulus Paulus

Head: Procurement Management Unit

SECTION I: INSTRUCTION TO BIDDERS

1. Rights of Public Entity

The Namibia Qualifications Authority reserves the right:

- a) to split the contract as per the lowest evaluated cost per item, or
- b) to accept or reject any quotation, or
- c) to cancel the quotation process and reject all quotations at any time prior to contract award; and
- d) to reduce or increase the quantity of items

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 for **one hundred and twenty (120) working days** from the date of submission deadline.

4. Eligibility Criteria

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

- 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 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; Certificate must be valid at the date of submission.**
- c) submit an original or a 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 or 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 a signed **Bid Securing Declaration.**

- g) must submit at least **three (3) relevant reference letters** for office stationery supplied for corporate / government clients, not older than five (5) years. These references should be on a client's letterhead, dated, specify the nature of goods supplied, signed and stamped.
- h) bidder must operate a company registered for **supply and delivery of office stationery** (company registration/founding statement document submitted with the bid document must clearly indicate that the company supply these goods).
- i) must submit a valid fitness certificate from the City of Windhoek.
- j) bidder must demonstrate sufficient technical and operational capacity to handle large and recurring order in writing, by **submitting a brief proposal**. This must be evidenced through the following:
- Logistics Capability: Details of logistics arrangements, vehicles, and distribution network. (**the bidder must attach proof of vehicle**).
 - Delivery Capability: Demonstrated ability to fulfil bulk and recurring orders within agreed timelines. (The bidder must clearly stipulate **delivery timelines, expressed in working days**, calculated from the date of official order placement).
- k) a bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

Bids from service providers appearing on the ineligibility lists of African Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- Government Republic of Namibia, Procurement Policy Unit
<https://egp2.gov.na/EGovProcClient/forms/SearchSuspendedBidders.jsf>
- African Development Bank
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- World Bank Group
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>
- European Bank for Reconstruction and Development
<http://www.ebrd.com/pages/about/integrity/list.shtml>
- Inter-American Development Bank Group
<http://www.iadb.org/en/topics/transparency/integrity-at-the-idbgroup/sanctioned-firms-and-individuals,1293.html>
- World Bank Group
<http://www.worldbank.org/en/projectsoperations/procurement/debarred-firms>

BIDDERS' CONFLICT OF INTEREST DECLARATION

(to be completed by the bidder)

Mandatory Requirements	Yes	No
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder participated in more than one bid in this bidding process? Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However,		

this does not limit the inclusion of the same subcontractor in more than one bid?		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		
Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process?		
Is the bidder a member of the Council, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit of the NQA?		
<i>If yes, please elaborate the nature of conflict:</i> 		

Note: Any Bidder found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout all the stages of the evaluation process.

5. Bid Security/Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process.

6. Delivery

Delivery shall be within 30 working days of receiving the Purchase Order. Such delivery is subject to the issuance of a purchase order/ acceptance letter to the selected bidder.

6.1. Test and Inspections will be conducted on the goods at delivery:

- 6.1.1 Any defect on the products.
- 6.1.2 Specified capacity as per description.
- 6.1.3 Functionality of all items
- 6.1.4 Availability of all components
- 6.1.5 Guarantee condition

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 **Bid Box** located at the **Namibia Qualifications Authority, Head Office, Corner of Simeon Shixungileni and Dr. W. Külz Street, Windhoek** not later than **Friday, 31 July 2026 at 10h00 am**. Quotations by post or hand delivered should reach the same address 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 Securing Declaration, will be put on the website www.namqa.org/procurement and <https://egp1.gov.na> and available to any bidder on request within three (3) 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 to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotation, 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

Quotations shall be fixed in Namibian Dollars, and all payments will be made in this currency

13. Margin of Preference

The applicable margins of preference and the documentary evidence required are outlined in the table below. Moreover, in addition to the documentary evidence outline in the table below, a bidder **MUST** include **a DECLARATION** in its bid, outlining the preference the bidder qualifies for (this declaration doesn't have to be from the Police, the bidder can type one and duly sign it on the company letterhead):

The applicable margins of preference applicable for Exclusive Preferences to Local Suppliers and their application methodology is as follows:

$$A = \frac{\text{Margin of Preference} \times \text{Bid Price}}{100}$$

Categories of bidders	Definition/Criteria	MOP	Documentary evidence to be submitted with the bid. (all the documents required per category must be submitted)	Document evidence submitted (bidder to indicate yes/no by ticking)	
				Yes	No
Manufacturer	"manufacturer" means a person or a company that is involved in the physical or chemical transformation of materials or components into new products whether or not –(a) the transformation is through work - (i) performed by a power-driven machine or by hand; or (ii) done in a home or factory; or (iii) the new products are sold on a wholesale or retail basis;	2%	a) Certified copy of Certificate of registration from a registering authority		
			b) Declaration (<i>under oath</i>) by the bidder that the manufactured goods meet the local content as determined in Annexure 1 of Code of Good Practice, as per the cost structure for Value Added Calculation.		
Micro, Small and medium Enterprise	a bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51% owned by Namibians	1%	a) Certified copy of SME registration certificate		
			b) Declaration (<i>under oath</i>) indicating the percentage of Namibian MSME		

Women-owned enterprise	a bidder who is a woman or whose minimum equity is 51% owned by Namibian women	1%	a) Certified copy of Identity Documents (IDs) of all shareholders		
			b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificate		
			c) Declaration (under oath) indicating the percentage of Namibian female ownership		
Youth owned enterprise	a bidder who is a youth or whose minimum equity is 51% owned by Namibian youths. "youth" means a young person aged from 16 to 35 years old as per Section 1 of the National Youth Council Act, 2009 (Act No. 3 of 2009)	2%	a) Certified copy of IDs of all shareholders		
			b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificate		
			c) Declaration (under oath) indicating the percentage of Namibian youth ownership		
Previously Disadvantaged, Person (PDP) owned enterprise	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs "Previously disadvantaged persons" means persons contemplated in Article 23(2) of the Namibian Constitution and includes - (a) women; and (b) persons with any disability as defined in the National Disability Council Act, 2004 (Act No. 26 of 2004);"	2%	a) Certified copy of IDs of all shareholders		
			b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificates		
			c) Declaration (under oath) indicating the percentage of Namibian PDPs ownership (declaration to specify which category of PDP is being applied for)		
Supplier providing environmental protection	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document	1%	a) Declaration (under oath) by the bidder that the latter deals with environmental protection		
Suppliers providing employment to Namibian	A bidder who employs 50% or more Namibian citizens	1%	a) Declaration (under oath) that the bidder employs 50% or more Namibian citizens. b) Certified copies of IDs of Namibian citizens employed by the bidder		
		10%			

14. Award of Contract

Two (2) bidders having submitted the lowest evaluated responsive quotation and qualified to for supply and delivery of office stationery goods 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 Namibia Qualifications Authority shall after award will promptly inform all unsuccessful bidders by posting a notice of award of ward on its website www.namqa.org/procurement and <https://egp1.gov.na> within seven (7) working days of award. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) working days of the publication of the notice of award.

17. Successful bidder's performance management

The successful bidders are subjected to annual performance reviews to be completed by the respective NQA representative. The review will be done at intervals to be decided upon by the Accounting Officer.

The performance reviews will amongst others cover the following issues:

- **Reliability:** How reliably do you follow through on your commitments to NQA?
- **Cost:** How closely did your final total costs correspond to your expectations at the beginning of the transaction?
- **Order Accuracy:** How well did the product/service delivered matched your order specifications and quantity?
- **Delivery / Timeliness:** How satisfied is the appraiser about the timeliness of the product/service delivery?
- **Quality:** How satisfied is the appraiser about the quality of the product/service provided by your company?
- **Documentation Accuracy:** Does your company present its all and correct documents with its deliveries?
- **Personnel:** How satisfied is the appraiser about the attitude, courtesy, and professionalism of your company's staff?
- **Customer Support:** How satisfied is the appraiser about the customer support she/he received from your company? **Responsiveness:** How responsive is your company to information requests, issues, or problems that arose in the course of the transaction?

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:	Namibia Qualifications Authority
Procurement Reference Number:	G/RFQ/NQA-08/2026/27
Subject matter of Procurement:	Supply and Delivery of Office Stationery to Namibia Qualifications Authority for a period of 24 months (Time-Based Contract)

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, 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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to 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:	

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

Date:[Day|month|year].
Procurement Ref No.: **G/RFQ/NQA-08/2026/27**

To: Namibia Qualifications 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 _____, _____
[insert date of signing]

Corporate Seal/stamp:



Republic Of Namibia
Ministry of Justice and Labour Relations

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:

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.

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: NAMIBIA QUALIFICATIONS AUTHORITY Procurement Ref No. G/RFQ/NQA-08/2026/27

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
None				<u>Bidders shall fill-in columns E - I and fill the total</u> 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.	BIC Crystal Pen Black (60 per box)	4	Case						
2.	Highlighter (Green, Blue, Yellow, Pink, and Violet)	40	Each						
3.	Stick, n Film index 45x12mm (200 sheets 8 pads/pack)	300	Each						
4.	Stick' n Pop – up flags 45x15mm (150 sheets 5 pads)	500	Each						
5.	Pantel Technic Clitch Pencil assorted 0.5mm pd 105 green/blue	36	Each						
6.	A5 Top Spiral Shorthand Pad 140 pages	50	Each						
7.	Trodat Stamp Ink 7011 blue 28 ml	6	Each						
8.	AA Batteries	100	Each						
9.	AAA Batteries	100	Each						
10.	Scientific Calculator	1	Each						
11.	A4 192 Pages Counter Books	20	Each						
12.	A4 288 Pages Counter Books	10	Each						
13.	Lever Arch Files PVC 70-01 black	10	Each						
14.	USB 2.0 16 GB	80	Each						

15.	Glue Pritt 22g	72	Each					
					SUB TOTAL			
					VAT			
					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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Procurement Reference Number: **G/RFQ/NQA-08/2026/27**

[Bidders should complete columns C and D with the specifications and Performance standards of the services 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.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	BIC Crystal Pen Black (60 per box)		
2.	Highlighter (Green, Blue, Yellow, Pink, and Violet)		
3.	Stick, n Film index 45x12mm (200 sheets 8 pads/pack)		
4.	Stick' n Pop – up flags 45x15mm (150 sheets 5 pads)		
5.	Pantel Technic Clitch Pencil assorted 0.5mm pd 105 green/blue		
6.	A5 Top Spiral Shorthand Pad 140 pages		
7.	Trodat Stamp Ink 7011 blue 28 ml		
8.	AA Batteries		
9.	AAA Batteries		
10.	Scientific Calculator		
11.	A4 192 Pages Counter Books		
12.	A4 288 Pages Counter Books		
13.	Lever Arch Files PVC 70-01 black		
14.	USB 2.0 16 GB		
15.	Glue Pritt 22g		

Specifications and Performance Standards 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** available on request from www.namqa.org except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NQA-08/2026/27**

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: Namibia Qualifications Authority
Site GCC 1.1(m)	The destination for delivery of the Goods is: Namibia Qualifications Authority Corner of Simeon Shixungileni and Dr. W. Külz Street 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: Namibia Qualifications Authority Corner of Simeon Shixungileni and Dr. W. Külz Street Windhoek Email: Harmoni.Beukes@namqa.org Keep in copy: Mr. Paulus Paulus (Head: PMU) Paulus.Paulus@namqa.org 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 be as follows: An adjudicator shall be appointed, when necessary, in accordance with the Namibian Laws.

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 15 working days upon the issuance of a purchase order to the successful bidder. The documents to be furnished by the Supplier are: (a) signed delivery note, tax invoice and purchase order as issued by the NQA.
Price Adjustment GCC 15.1	The price charged for the Goods/Services supplied and the related Services performed shall not be adjustable.
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 (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
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date. Not Applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be clearly identifiable and wrapped to guard against damage.
Insurance GCC 24.1	Carriage and Insurance Paid (CIP)

Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The Goods shall be delivered: Namibia Qualifications Authority Corner of Simeon Shixungileni and Dr. W. Külz Street Windhoek
Inspection and Test GCC 26.1	Inspection will be done upon delivery. <i>Arrangements for inspections are to be made with Mr. Angelo Cloete on 061 384 163 or Johannes.lileka@namqa.org during office hours.</i>
Location of Inspection and Tests GCC 26.2	Namibia Qualifications Authority Corner of Simeon Shixungileni and Dr. W. Külz Street Windhoek
Liquidated Damages GCC 27.1	Not applicable
Warranty GCC 28.3	The period of validity of the warranty shall be 12 months.
Repair and Replacement GCC 28.5	Repair or replacement shall be done within seven (7) days.

Quotation Checklist Schedule

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NQA-08/2026/27

Description	Attached (please tick if submitted and cross if not)
Quotation Letter.	
Priced Activity Schedule.	
Specification and Compliance Sheet.	
Bid Securing Declaration.	
Submit a certified copy 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.	
Submit an original or a certified copy of a valid Good Standing Tax Certificate.	
Submit an original or a copy of a valid Good Standing Social Security Certificate.	
Submit a valid certified copy of Affirmative Action Compliance Certificate <u>(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).</u> or 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.	
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.	
Submit at least three (3) relevant reference letters for office stationery supplied for corporate / government clients, not older than five (5) years. These references should be on a client's letterhead, dated, specify the nature of goods supplied, signed and stamped.	
Submit a valid fitness certificate from the City of Windhoek.	
Bidder operates a company registered for supply and delivery of office stationery <u>(company registration/founding statement document submitted with the bid document must clearly indicate that the company supply these goods).</u>	

Bidder demonstrated sufficient technical and operational capacity to handle large and recurring orders in writing, by submitting a brief proposal.	
Attach declaration(s) and documentary evidence in the event a bidder is applying for a margin of preferences (optional).	

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.