

**NATIONAL ASSEMBLY**

**PROCUREMENT MANAGEMENT UNIT**

Tel: (061) 288 2516

Reference: 5/7/3

Reference number: G/RFQ/03-11/25/26

Enquiries: Ms. E. Alweendo

Private Bag 13323

Windhoek

06 OCTOBER 2025

**NOTICE FOR SELECTION OF AWARD**

SECTION 55 OF THE PUBLIC PROCUREMENT ACT, 15 OF 2015  
REGULATION 38 (1) OF THE PUBLIC PROCUREMENT ACT, 15 OF 2015

**PART A**

**PROCUREMENT OF TYPIST CHAIRS FOR THE TRAINING ROOM.:  
PROCUREMENT REFERENCE NUMBER: G/RFQ/03-11/25/26.**

**TO: Chase Branding and Design (Pty) Ltd**

**P.O. Box 41517**

**Windhoek**

**Contact: 081 2962628**

- a) Kindly note that in terms of Section 55 of the Public Procurement Act, 2015 (Act No. 15 of 2015), you have been selected for **PROCUREMENT OF TYPIST CHAIRS FOR THE TRAINING ROOM.: PROCUREMENT REFERENCE NUMBER: G/RFQ/03-11/25/26**
- b) You are informed that in the absence of any application for review of the selection of award referred to in paragraph (a) within seven (7) days of this notice, the Accounting Officer of National Assembly will award the contract to you.
- c) The period of seven (7) days referred to in paragraph (b) starts on 07 October 2025 and ends on 15 October 2025.

**PART B**

**NOTICE TO BIDDERS NOT SELECTED FOR AWARD**

<b>No.</b>	<b>Name of bidder</b>
<b>No</b>	<b>Name of Bidder</b>
1.	Chase Branding and Design (Pty) Ltd
2.	Performance Development Centre

d) Kindly note that, bidder (s) whose particulars are specified in PART A has been selected for award.

e) The price offered by the bidders referred to in paragraph (a) is as below:


Name of bidder	Description of works	Amount
Chase Branding and Design (Pty) Ltd	PROCUREMENT OF TYPIST CHAIRS FOR THE TRAINING ROOM	N\$ 57 787.96

(g) The criteria used to select for award of the bidder referred to in paragraph (a) is set out in the bid document reference number: **(G/RFQ/03-11/25/26)**.

h) Kindly note that if you are not satisfied with the selection of award made the Public entity, you may make an application for the review of the selection made within 7 days of this notice, and in the absence of an application for review, the Accounting Officer of National Assembly will award to the selected bidder.

i) The period of seven (7) days referred to in paragraph (b) starts on **07 October 2025 and ends on 15 October 2025**.

Yours Sincerely

  
**ESTHER N. KAAPANDA**  
**SECRETARY: NATIONAL ASSEMBLY**





## **National Assembly**

Private Bag 13323  
Windhoek  
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Enquiries: Ms E. Alweendo  
Tel: 061-2882516

06 October 2025

### **PROCUREMENT MANAGEMENT UNIT**

#### **NOTICE OF PROCUREMENT AWARD/EXECUTIVE SUMMARY OF BID EVALUATION REPORT**

**(Section 55 (8) & Regulation 39 (1))**

**TO: ALL BIDDERS**

**SUBJECT: PROCUREMENT OF TYPIST CHAIRS FOR THE TRAINING ROOM:  
PROCUREMENT REFERENCE NUMBER: G/RFQ/03-11/25/26.**

**PROCUREMENT REFERENCE NUMBER: G/RFQ/03-11/25/26**

- 1. Scope of Contract:** Procurement of Typist Chairs for the Training Room.: Procurement Reference Number: G/RFQ/03-11/25/26
- 2. Procurement method used:** Request for Sealed Quotation
- 3. Date of invitation of bids:** 15 August 2025
- 4. Closing date for submission of bids:** 20 August 2025
- 5. Date of opening of bids:** 20 August 2025
- 6. Number of bids received by closing date:** Two (2)
- 7. Splitting of contract as per the lowest evaluated cost per item applicable (Yes/No):** No
- 8. Number of responsive bids:** Two (2)
- 9. Number of none responsive bids:** None (0)

#	Bidder's Name	Amount	Responsive	Reasons why bid is not responsive	Contact
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		quoted EXL VAT	(Yes/ No)		awarded (Yes/ No) and contract value
1.	Performance Development Centre	N\$ 59 400.00	Yes	Not the lowest responsive bid	No
2.	Chase Branding and Designs (Pty) Ltd	N\$ 50 250.40	No	None	Yes (57 787.96)

10. Your participation in this regard was highly appreciated.

  
**ESTHER KAAPANDA (MS)**  
**SECRETARY: NATIONAL ASSEMBLY**  
**NAMIBIA**

7/10/2025  
**DATE**