NATIONAL COUNCIL

**OFFICE OF THE SECRETARY**

**Parliament Building, Private Bag 13371, Windhoek, Namibia**
**Tel. (061) 202 8000/ 202 8111, Fax (061) 226 121**

# Request for Quotations For Goods

**PROVISION OF REPAIRING THE MACE HOLDER, GALLERY ARM REST AND THE MACE WOODEN TABLE TRIM IN THE CHAMBER AT NATIONAL COUNCIL**

## Procurement Reference No: NCS/RFQ/11-12/2026/2027

Re-advertised

| | | |
|---|---|---|
| **Bidder's Name:** | | |
| **Contact Details:** | **TELL:** | |
| | **EMAIL:** | |
| **Total quote** | **Amount inclusive of vat**<br><br>**N$** | **Amount exclusive of vat**<br><br>**N$** |

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## INFORMAL QUOTATION (GOODS)

**Procurement Ref. No NCS/RFQ/11-12/2026/2027**

**To: All Bidders**

The National Council hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be addressed to at Parliament- National Council, Private Bag 13371, Windhoek, at Love street, Parliament Building in a sealed envelope marked Quotation Reference No **NCS/RFQ/11-12/2026/2027**. Your quotation should reach the National Council on or before Friday, the 20 November 2026 by 10h00 at latest.

HEAD OF PROCUREMENT MANAGEMENT UNIT
PARLIAMENT: NATIONAL COUNCIL
13-11-2026

**Full Name of Head of Procurement Management Unit**.....

**Date:** 13/11/2026 ..... **Signature**.....

| Item No | Description | Quantity * | Unit of Measure | Rate N$ | Amount without VAT - NAD | VAT NAD | Make & Model | Country of Origin |
|---|---|---|---|---|---|---|---|---|
| 1 | Mace Holder | 2 | Each | | | | | |
| 2 | Mace wooden table trim | 1 | Each | | | | | |
| 3 | Chamber gallery arm rests | 2 | Each | | | | | |
| | | | Total exclusive. Vat | | | N$ | | |
| | | | Vat | | | N$ | | |
| | | | Total inclusive. Vat | | | N$ | | |

***Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order.***

(a) The National Council requests delivery within fifteen (15) working days as from the date of placement of order.

(b) Delivery Date: within *(Bidders proposed delivery period)* ..... days from date of placement of order.

(c) The following tests and inspections will be carried conducted on the goods at delivery:

*[public entity to list detailed test and inspection procedure]*

(d) Validity of offer: 10 working days as from closing date set for submission of quotations.

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

**Date**..... **Bidder's signature and seal** .....

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**(Please see overleaf)**

**SCHEDULE**

## BID SECURING DECLARATION

**(Section 45 of Act)**

**(Regulation 37(1)(b) and 37(5))**

**Date:** .....

**Procurement Ref No.: NCS/RFQ/11-12/2026/2027**

**To: NATIONAL COUNCIL**

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***

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# 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:……..

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## 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.*

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**General Terms and Conditions Applicable**

*[The Public Entity may amend or supplement the General Terms and Conditions mentioned hereunder to suit better its procurement requirements]*

**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 of contract and referred to as the Supplier.

**3. Rights of the Public Entity**

The Purchaser shall have the right to

(a) Ask for clarifications at time of evaluating quotations,

(b) Split the contract on an item basis or

(c) Reject all quotations.

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

**4. Eligibility Criteria**

(a) Have an original valid good standing of **Company Registration Certificate** specifying shareholders or copy certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (ActNo16 of 1963. Certificate must be valid as at the date of bid submission;

(b) Have an original **Good Standing Tax Certificate** or copy certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963). Certificate must be valid as at the date of bid submission;

(c) Have an original valid **Good Standing Social Security Certificate** or copy certified by a Commission of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963); A printout of valid electronic or online document issued in terms of the Electronic Transaction Act, 2019 (Act No 4 of 2019), subject to the authentication or validation of such printout by a public entity during the bid evaluation process, in accordance with authentication or validation guidelines of the issuing authority. Certificate must be valid as at the date of bid submission;

(d) Have an original valid **Employment Equity Commissioner or valid certified 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. Certificate must be valid as at the date of bid submission;

(e) Submit a duly completed signed and stamped Written undertaking as contemplated in section 138(2) of the Labour Act, 2007;

(f) Have a valid certified certificate indicating **SME Status** (for Bids reserved for SMEs);

(g) Submit a duly completed signed and stamped bid securing declaration.

**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 Namibia Dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

**7. The Contract**

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

**8. Purchase order**

A supplier 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 goods on or before the date set in the purchase order for delivery of the goods.
(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 (Goods) Ref. No.- G/RFQ-GCC posted in the website of the Policy Unit and on the [insert public entities name] website.

**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.

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(b) The Supplier undertakes to make good, 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 Thirty (30) working 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 noncompliance in the execution of the contract.

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# Quotation Checklist

Procurement Ref. No. **NCS/RFQ/11-12/2026/2027**

| Description | Attached | Not Attached |
|---|---|---|
| **Eligibility Criteria, to be eligible to participate in this exercise, you should:** | | |
| Have an original valid good standing of **Company Registration Certificate** specifying shareholders or copy certified a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (ActNo16 of 1963. Certificate must be valid as at the date of bid submission; | | |
| Have an original **Good Standing Tax Certificate** or copy certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963). Certificate must be valid as at the date of bid submission; | | |
| Have an original valid **Good Standing Social Security Certificate/** copy certified by a Commission of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963); A printout of valid electronic or online document issued in terms of the Electronic Transaction Act, 2019 (Act No 4 of 2019), subject to the authentication or validation of such printout by a public entity during the bid evaluation process, in accordance with authentication or validation guidelines of the issuing authority. Certificate must be valid as at the date of bid submission; | | |
| Have an original valid **Employment Equity Commissioner or valid certified 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. Certificate must be valid as at the date of bid submission; | | |
| Submit a duly completed signed and stamped Written undertaking as contemplated in section 138(2) of the Labour Act, 2007 | | |
| Have a valid certified certificate indicating **SME Status** (for Bids reserved for SMEs); | | |
| Submit a duly completed signed and stamped bid Securing Declaration; | | |

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