PARLIAMENT
REPUBLIC OF NAMIBIA
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

SUPPLY AND DELIVERY OF REFRESHMENTS FOR THE OFFICE OF THE SECRETARY

Procurement Reference No: G/IQ/11-34/2026/2027

Bidder's Name:		
Contact Details:	**TEL:**	
	EMAIL:	
Total quote	**Amount inclusive of vat** **N$**	**Amount exclusive of vat** **N$**

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INFORMAL QUOTATION (GOODS)

Procurement Ref. No G/IQ/11-34/2026/2027

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 **G/IQ/11-34/2026/2027**. Your quotation should reach the National Council on or before Friday, the 20 November 2026 by 10h00 at latest.

Full Name of Head of Procurement Management Unit.....T. Steyn.....

HEAD: PROCUREMENT MANAGEMENT UNIT 05-11-2026 PARLIAMENT: NATIONAL COUNCIL

Date: 05/11/2026 **Signature**.....

Item No	Description	Quantity*	Unit of Measure	Rate N$	Amount without VAT - NAD	VAT NAD	Make & Model	Country of Origin
1	Quality street sweets	6 packets	1 kg					
2	Eet sum mor (Baker's brand)	6 packets	200g					
3	Tennis Biscuits (Baker's brand)	4 packets	200g					
4	Fresh Milk (farm fresh)	10 boxes	1L					
5	Pure honey	6	500g					
6	Cool drinks Coke	3 cases	330 ml					
7	Cool drinks Fanta orange	1 cases	330 ml					
8	Cool drinks Stoney	2 cases	330 ml					
9	Cool drinks Coke Zero	1 cases	330 ml					
10	Cool drinks Sprite	1 cases	330 ml					
11	Liqui fruit assorted	3 cases	330 ml					
12	Romany cream: Mint, Chocolate & Vanilla	6 packets	500 g					
13	Smoothies Supa sweets assorted: cream soda, mint, raspberry & grape	4 packets	250 g					
14	Sparkles assorted	4 packets	125 g					
15	Lemon cream original (Baker's brand)	4 packets	200 g					

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16	Ginger biscuits (Baker's brand)	4 packets	200 g					
17	Assorted choice biscuits (Baker's brand)	6 packets	200 g					
18	Chips Lay's assorted	6 packs	125 g					
19	Simba chips assorted	10 packs	125 g					
20	Mixed raisins & nuts	6 packs	125 g					
21	Jacobs Coffee original	2	200g					
22	Five Roses	3 packets	125g					
23	Riccoffy Sachets	400 sachets	4 g					
24	Jacobs original sachets	500 Sachets	8 g					
25	Freshpack/ Laager rooibos tea sachets	200 sachets	1.5 g					
26	Five Roses smooth Ceylon blend tea sachets	200 sachets	1.5 g					
27	Five Roses Green tea perfectly pure sachets	100 sachets	1.5 g					
28	Brown sugar	4	2 kg					
29	Cremora Milk (powder)	2	1kg					
			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 twenty (20) 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: 20 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.: G/IQ/11-34/2026/2027

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;

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(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.

(h) Please note that this procurement is subject to the Code of good practice and exclusive preference shall be given to bidder:

a) Who qualifies as a Namibian bidder in terms of section 71(3) of the Act;
b) Demonstrates that the bidder meets the local content and
c) Meets any or more of the criteria specified in paragraph 13 (margin of preference) of the bidding documents.
d) Bidder must attach declaration where required under the Margin Preference as specified.

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.

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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 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.

12. Margin of Preference

12.1 The applicable margins of preference applicable for Exclusive Preference to Local Suppliers and their application methodology are as follows:

Please note

A total margin of preference scored by a bidder will be deducted from the bid/quote price of the bidder for evaluation purposes only.

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

12.2 Bidders applying for the Margin of Preference shall submit, evidence of:

Category	Margin of Preference	Documentary evidence
Manufacturer	**2%**	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.
MSME	**1%**	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	**1%**	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian Female ownership
Youth owned enterprise	**2%**	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian youth ownership

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PDP owned enterprise	**2%**	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting Environmental protection	**1%**	-declaration and proof that the bidder meets the requirements set out in the bidding document.
Service rendered by Namibian citizens	**1%**	-declaration that the bidder employs 50% or more Namibian citizens.
TOTAL	**10%**	

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Quotation Checklist

Procurement Ref. No. **G/IQ/11-34/2026/2027**

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 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;		
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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