REPUBLIC OF NAMIBIA
MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE
PROCUREMENT MANAGEMENT UNIT

Tel (061) 270 6209
Fax (061) 2706000
Enquiries: Mr. M. Booysen

Government Office Park, Luther Street
Private Bag 13391
Windhoek, Namibia

Request for Quotations For Works

ELECTRICAL RENOVATION AT THE REHOBOTH YOUTH CENTRE, HARDAP REGION.

Procurement Reference No: W/RFQ/027-08/2026

Closing date: **Wednesday 16 September 2026 @ 11h00**

Bidders Name.....

Total Quotation Amount.....

REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

Letter of Invitation

PROCUREMENT REFERENCE NO: W/RFQ/027-08/2026

27 August 2026

DEAR PROSPECTIVE BIDDER

ELECTRICAL RENOVATION AT THE REHOBOTH YOUTH CENTRE, HARDAP REGION.

The Ministry of Education, Innovation, Youth, Sports, Arts and Culture requests you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document. For enquiries, please do not hesitate to contact the following person:

Administrative enquiries:	Mr Gustav. Kanana	Gustav.Kanana@meiysac.gov.na
	Ms L. van Wyk	Leonie.vanWyk@meiysac.gov.na
Technical enquiries:	Mr. M. Booysen	+264 81 253 0986

Please prepare and submit your quotation on **Wednesday, 16 September 2026 at 11h00**, in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

MR GUSTAV. KANANA
DEPUTY DIRECTOR: HEAD OF PMU

Ministry of Education, Innovation, Youth, Sports, Art And Culture
Procurement Management Unit
28 AUG 2026
Private Bag 13391, Windhoek

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Education, Innovation, Youth, Sports, Arts and Culture per the lowest evaluated cost per lot and to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the works mentioned in Section III, by completing, signing and returning:

(a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
(b) the Priced Activity Schedule in Section IV;
(c) the Specifications and Compliance Sheet in Section V; and
(d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for 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 90 days from the date of bid submission deadline.

4. Eligibility Criteria

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

(a) Have a valid certified copy company Registration Certificate;
(b) Have a valid original or certified copy of good standing Tax Certificate;
(c) Have a valid original or certified copy of good Standing Social Security Certificate;
(d) Have a valid 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;
(e) Have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
(f) have a certificate indicating SME Status

5. Bid Security/Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be one month after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

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 at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation Box located **at Ministry of Education, Innovation, Youth, Sports, Arts and Culture**, Head Office, Government Office Park. Ministry of Education Building, Second Floor, not later than **Wednesday, 16 September 2026 at 11h00am**. Quotations by post or hand delivered should reach Ministry of Education, Innovation, Youth, Sports, Arts and Cultures by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered. **Mark the Procurement Reference number and closing date and time on top of your sealed envelope.**

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three 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 evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

The benchmark set by Ministry of Education, Innovation, Youth, Sports, Arts and Culture will be taken into consideration during evaluation.

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

13.1 The applicable margins of preference and their application methodology are as follows

Category	Margin of Preference	Documentary Evidence to be provided
MSME	1%	Certified copy of SME registration certificate Declaration indicating the percentage of Namibian MSME ownership

8. Submission of Quotations

Quotations should be deposited in the Quotation Box located **at Ministry of Education, Innovation, Youth, Sports, Arts and Culture**, Head Office, Government Office Park. Ministry of Education Building, Second Floor, **Room 226** not later than **Monday, 14 September 2026 at 11h00am**. Quotations by post or hand delivered should reach Ministry of Education, Innovation, Youth, Sports, Arts and Cultures by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered. **Mark the Procurement Reference number and closing date and time on top of your sealed envelope.**

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

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13. Margin of Preference

13.1 The applicable margins of preference and their application methodology are as follows

Category	Margin of Preference	Documentary Evidence to be provided
MSME	1%	Certified copy of SME registration certificate Declaration indicating the percentage of Namibian MSME ownership

PDP owned enterprises	2%	Certified copy of ID's of all shareholders Certified copy of founding statement/company registration indicating ownership structure/shareholder certificate Declaration indicating the percentage of Namibian PDP's ownership
Women owned enterprise	2%	Certified copies of ID's of all share holders Certified copy of Founding statement/company registration indicating ownership structure/shareholder certificate Declaration indicating the percentage of Namibian female ownership.
Youth owned enterprise	2%	ID's of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate Declaration indicating the percentage of Namibian Youth ownership
Service rendered by Namibian citizens	1%	Declaration that bidder employs 50% or more Namibian citizens

In line with the paragraph 9 (3) of the Notice of issuance of code of good practice on preference referred to in section 71 and 72 of the Public Procurement Act, 15 of 2015 bidders are requested to **include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications**.

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works 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. Performance Security

N/A

16. Notification of Award and Debriefing

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days of the unsuccessful bidders being informed of the award.

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 Priced Activity Schedule 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:	Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Procurement Reference Number:	**W/RFQ/RFQ-08/2026**
Subject matter of Procurement:	**ELECTRICAL RENOVATION AT THE REHOBOTH YOUTH CENTRE, HARDAP REGION.**

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of our Quotation is _____ [Bidder to insert number days] from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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.

Works will commence within _____ [Bidder to insert number days] from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ [Bidder to insert number] days from date of issue of Purchase Order/Letter of acceptance.

We declare that we "qualify/do not qualify" for Margin of Preference applicable to Small and Medium enterprises and shall upon request submit documentary evidence in this respect. [Bidder to strike out as appropriate]

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(5) and 56(2))

Date: .....

Procurement Ref No.: .W/RFQ/027-08/2026

To: .....

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**

Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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 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

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: STATEMENT OF REQUIREMENTS

SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS / DRAWINGS:

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/027-08/2026**

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]
The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N$)	Total Price (N$)
	As per attached Bill of Quantity				
			Subtotal		
			VAT @ %		
			Total		

Priced Activity Schedule Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/027-08/2026**

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1	ELECTRICAL RENOVATION AT THE REHOBOTH YOUTH CENTRE, HARDAP REGION.		

Specifications and 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. **W/RFQ-WCC**) available at MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE website: www.msyns.com except where modified by the Special Conditions below.

SECTION VI: 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 Works available at MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTUREs or website: www.msyns.com except where modified by the Special Conditions below.

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/027 - 08/2026**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Project Manager **GCC 1.1(y)**	The Project Manager is: **Mr. David Kaambu**
Site **GCC 1.1(aa)**	The Site is located at Rehoboth Youth Centre, Hardap Region.
Start Date **GCC 1.1(dd)**	The Start Date shall be from: September 2026
The Works **GCC 1.1(hh)**	**ELECTRICAL RENOVATION AT THE REHOBOTH YOUTH CENTRE, HARDAP REGION.**
Language and Law **GCC 3.1**	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Notices **GCC 6**	Any notice shall be sent to the following addresses: 1. For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be **Mr. M. Booysen 0812530986** 2. For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be: .....
Insurance **GCC 13.1**	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: (for the full amount of the works including removal of debris, professional fee etc...) (b) for loss or damage to Equipment: (for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer. (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well). (d) for personal injury or death: (i) of the Contractor's employees:[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].

GCC Clause Reference	Special Conditions
	(ii) of other people: [This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives]. (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.
Intended Completion Date GCC 16.1	**60 days after receipt of purchase order**
Possession of the Site GCC 20.1	**7 days within receipt of Purchase Order**
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 3 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	Not Applicable
Payment Certificates GCC 39.7	A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	Not Applicable
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45	(i) No proportion of any payments shall be retained
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 0.05 % of contract sum per day.
Advance Payment GCC 48.1	(i) No advance payment shall be made.

GCC Clause Reference	Special Conditions
Performance Security GCC 49.1	(i) No Performance Security required.
GCC 56.1	"As built" drawings or operating and maintenance manuals are not required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: No additional cost will be added and work should be done as per quote and requested.

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

PROCUREMENT REFERENCE NO.: **W/RFQ/027- 08/2026**

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing Declaration		

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.*

Contractor: Service Request No: MRE18/0469 Request Date: 10/10/2025 Date Printed: 10/10/2025
Project No: 153 Constituency: Rehoboth West (Urban)
Project Name: Electrical renovation

Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Cover only for one lever switch :				
0268	1 Lever 1 way flush with cover plate	15.0	No		
	Moving total:				
	Cover only to double outlet 100mm x 100mm :				
0302	Single outlet 100 x 100mm complete with cover	20.0	No		
	Moving total:				
	Sundries :				
0445	With lampholder - 2PL9 fittings complete	28.0	No		
	Moving total:				

Republic of Namibia

Ministry of Works and Transport

Maintenance Contract Control - Department of Works
Building Construction - Bill of Quantity

Contractor: Service Request No: MRE18/0469 Request Date: 10/10/2025 Date Printed: 10/10/2025

Project No: 153 Constituency: Rehoboth West (Urban)

Project Name: Electrical renovation

Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Surface mounted fluorescent fittings complete with tubes and prismatic diffuser similar or equal to				
0459	2 x 58W	8.0	No		

Moving total:

Republic of Namibia

Ministry of Works and Transport

Maintenance Contract Control - Department of Works
Building Construction - Bill of Quantity

ıractor: Service Request No: MRE18/0469 Request Date: 10/10/2025 Date Printed: 10/10/202

oject No: 153 Constituency: Rehoboth West (Urban)

Project Name: Electrical renovation

Item Description	Amount
Total Value of Building	
Value of Scheduled Items:	
Contingence at 0.10	
Sub Total:	
Escalation at 0.10	
Sub Total:	
Value of Non-Scheduled Items:	
Markup at 10 %	
Sub Total:	
District Factor %	
District Factor Allowance	
Sub Total:	
Preliminary Allowance:	
VAT 15 %	
Final Total:	

"The project with grand total above [redacted] to be done through normal public procurement!"