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

Tel (062) 562249
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Enquiries: Mr. Peter Shikomba
+264 81 2477977

Government Office Park, Luther Str.
Private Bag 13391
Windhoek, Namibia

Request for Sealed Quotations

SUPPLY, DELIVERY OF TAILORING MATERIAL AT WINDHOEK MULTI-PURPOSE YOUTH RESOURCE CENTRE, KHOMAS REGION MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

Procurement Reference Number: G/RFQ/027-60/2026

Closing date: **Monday, 12 OCTOBER 2026 @ 11h00**

Bidders Name: .....

Total Quotation Amount.....

REPUBLIC OF NAMIBIA

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

Letter of Invitation

SUPPLY, DELIVERY OF TAILORING MATERIAL AT WINDHOEK MULTI-PURPOSE YOUTH RESOURCE CENTRE, KHOMAS REGION MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

21 September 2026

Procurement Reference Number: G/RFQ/027-60/2026

TO: Prospectus Bidders

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. G. Kanana	Gustav.Kanana@meiysac.gov.na
	Ms. L. van Wyk	Leonie.vanwyk@meisyac.gov.na
Technical enquiries:	Mr. P Shikomba	+264 81 2477977

Please prepare and submit your quotation on **Monday, 12 October 2026** at **11h00,** in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

23/09/2026

MR. G. KANANA
DEPUTY DIRECTOR: HEAD OF PMU

SECTION I: INSTRUCTIONS TO BIDDERS

1. **Rights of Public Entity**
   The Ministry reserves the right:
   (a) to split the contract as per the lowest evaluated cost per item, and
   (b) 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 items mentioned in Section III by completing, signing and returning:
   (a) the Quotation Letter in Section II
   (b) the List of Goods and Price Schedule Section III;
   (c) the Specifications and Compliance Sheet in Section V;
   (d) the Supplier's Business principal must be in line;
   (e) the use of correctional fluid is prohibited;
   (f) corrections should be signed/initialled;
   (g) all pages must be initialled and every blank (provided) space must be completed; and
   (h) 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 not be retyped for completion.

3. **Validity of Quotations**
   The Quotation validity period shall be 60 days from the date of submission deadline.

4. **Eligibility Criteria**
   To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents is attached:

	Document name / title	Please tick
1	**Signed Bid Securing Declaration**	
2	**Valid certified copy of Certificate of Tax Good Standing for Procurement Purposes**, issued by the Ministry of Finance: Inland Revenue.	
3	**Valid Certified copy of a valid Affirmative Action Compliance Certificate** (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or **Letter from the Employment Equity Commission** (letter should be on letterhead, stamped and signed by the EEC).	
4	**Valid certified copy of Good Standing Certificate with the Social Security Commission.**	
5	**Valid Certified Copy of the Close Corporation Certificate** (issued in terms of Act 26 of 1988) or **Founding Statement or any other Company Registration Certificate.** These Certificates should clearly indicate the goods / services that the Supplier is registered to render.	
6	**Valid Certified copy of a valid Certificate of Registration as an SME**, issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).	
7	**A written undertaking**, as contemplated in section 138(2) of the Labour Act No 11 of 2007.	

5. **Delivery**
   Delivery shall be **fourteen (14) days after the issuing of the Purchase Order**. A penalty of 1% per week shall be instituted on late delivery.

5.1 The following tests and inceptions will be conducted on the goods at delivery:
- Check if it is correct delivery as specified on the request for quotation
- If delivery is on time
- If delivery note is attached

6. **Sealing and Marking of Quotations**
   Quotations should be sealed in a single envelope, clearly marked with the **Procurement Description**, addressed to the Ministry, with the Bidder's name and contact information at the back of the envelope.

7. **Submission of Quotations**
   Quotations should be deposited in the Quotation/Bid box at **Ministry of Education Building, at Ministry of Education, Innovation, Youth, Sports, Arts and Culture, 2nd floor, room 226 – Government Office Park, Luther Street, Procurement Management Unit, Windhoek, not later than 11h00 on Monday, 12 October 2026.**

8. **Opening of Quotations**
   Quotations will be opened internally by the Ministry immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, will be posted on the website of the Ministry and available to any bidder on request within three working days of the Opening.

9. **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 or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

Margin of Preference

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 with 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**.

10. Technical Compliance

Bidders shall submit along with their quotation's documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations (if any), with respect to the Ministry'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.

11. Prices and Currency of Payment

Prices shall remain fixed for the duration of the period and quoted in Namibian Dollars (N$). The Ministry **shall not** consider price increases due to exchange rates; therefore, bidders are advised to make their own projections.

12. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services, shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order in accordance with terms and conditions contained in Section VI: General Conditions of Contract and Contract Agreement.

13. Notification of Award and Debriefing

The Public Entity shall, after award of contract, promptly publish on the website, of the name of the successful bidder and the contract amount.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

Complete this form with all the requested details and submit 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:	**Ministry of Education, Innovation, Youth, Sports, Arts and Culture.**
Procurement Ref:	**G/RFQ/027-60/2026**
Subject:	**SUPPLY, DELIVERY OF MATERIALS FOR TWO SEMESTER AT WINDHOEK MULTI-PURPOSE YOUTH RESOURCE CENTRE, KHOMAS REGION MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE**

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, except for the qualified deviations [Bidder may delete this phrase in case of no deviation] 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.

The validity period of the Quotation is 30 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/Award letter 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(5) and 56(2)

Date: .....

To: Ministry of Education, Innovation, Youth, Sports, Arts and Culture

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
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: **SUPPLY, DELIVERY OF TAILORING MATERIAL**
AT WINDHOEK MULTI-PURPOSE YOUTH RESOURCE CENTRE, KHOMAS REGION
MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

INSTRUCTIONS TO THE PUBLIC BODY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to I shall be filled in by the Ministry of Education, Innovation, Youth, Sports, Arts and Culture	Bidders shall fill-in columns E – I and fill the total E = mark with a *if an equivalent is quoted F = Rate per unit G =Total price for all items (CxF) • 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 code	**Description**	**Qty**	**UOM**	*	**Unit Price (Excl. VAT) N$**	**Total price (Excl. VAT) N$**	**Delivery Period (days)**	**Country of Origin**
1.	Hand sewing needles	100						
2.	Elastic	100						
3.	Fabric materials 2 different color (Full roll)	50						
4.	Fabric African Print Cotton materials (Assorted 3 differnt color) 50m	50						
5.	Fabric Cotton Materials (Assorted 3 different color) 50m	50						
6.	Iron	10						
7.	Ironing board	10						
8.	Thread 3000m White (Size 40/2)	100						
9.	Thread 3000m Black (Size 40/2)	100						
10.	Thread 3000m Grey (Size 40/2)	100						

11.	Thread 3000m Cream (Size 40/2	100						
12.	Machine needles size 14, 16, and 18	50 each						
13.	Hand Needles Size 14	20 packs						
14.	Hand Needles Size 16	20 packs						
15.	Hand Needles Size 18	20 packs						
16.	Measuring Tape 5m	50						
17.	Scissors	50						
18.	Zips different size 20 cm	100						
19.	Zips different size 30 cm	100						
20.	Zips different size 40 cm	100						
21.	Zips different size 50 cm	100						
22.	Sewing Pins	50 packs						
23.	Lining rolls (4 Assorted colours 50m)	50						
24.	Buttons (Assorted colours and sizes)	500						
25.	Elastic (Assorted colours and sizes) 10m	100						
26.	Pen, Pencil, Ruler, Sharpener and Ruber	100 each						
27.	Machine Needles 90/14	200						
28.	Seam Ripper	100						

****Items to be delivered at: WINDHOEK MULTI-PURPOSE YOUTH RECOURCE CENTRE ****

	Sub Total	
COMPANY NAME:	**VAT 15%**	
	Total	
NAME OF STAFF:	ADDRESS:	
POSITION:	SIGNATURE:	DATE:

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Item No	Technical Specification Required
A*	B*
1.	**SUPPLY, DELIVERY INSTALLATION OF MATERIAL AT WINDHOEK MULTI-PURPOSE YOUTH RESOURCE CENTRE, KHOMAS REGION, MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE**

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Item No	Technical Specification Required	Compliance of Specification Offered Indicate comply/not comply	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	**SUPPLY, DELIVERY OF TAILORING MATERIAL AT WINDHOEK MULTI-PURPOSE YOUTH RESOURCE CENTRE, KHOMAS REGION MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE**		

Bidders should complete columns C and D with the specification of the goods offered. Attach detailed technical literature as stated in the requirements. Authorise the specification offered in the signature block below.

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 and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **G/RFQ-GCC**), except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is: **WINDHOEK MULTI-PURPOSE YOUTH RECOURCE CENTRE** **MEIYSAC**
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: For the Ministry, the address and the contact name shall be: **MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE** **WINDHOEK** Attention: **Mr P Shikomba, 0812477977** For the Supplier, the address and contact name shall be: _____
Delivery and Documents **GCC 13.1**	The Service are to be delivered within __7__ days from the date of the Purchase Order. The bidder to ensure that services is received as per client's expectation. The documents to be furnished by the Supplier are: (a) Signed delivery note; and first Invoice for payment.

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice.
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	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Performance Security GCC 18	(i) No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: product name, quantities
Insurance GCC 24	The bidder bears the cost of insurance
Transportation GCC 25	The Goods shall be delivered: Delivery Duty Paid
Inspection & Tests GCC 26.	Testing and commissioning of goods shall be at the supplier's expense
Liquidated Damages GCC 27	Liquidated damages for the whole contract are 1% per week. The maximum amount of liquidated damages for the whole contract is 5% of the final contract price.
Warranty GCC 28.3	For item 1, the minimum period of warranty/shelf life shall be ____ For item 2, the minimum period of warranty/shelf life shall be ____ For item 3, the minimum period of warranty/shelf life shall be ____

SCHEDULE 2: COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N$	N$
Raw Materials, Accessories (clinical supplies) & Components		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
Labour Cost		
• Direct Labour	.....	
• Clerical Wages	.....	
• Salaries to Management	.....	.....
Utilities		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
Depreciation	.....	
Interest on Loans	.....	
Rent	.....	.....
Other (please specify)		
•	.....	
•	.....	
•	.....	.....
TOTAL COST		

Local Value Added = Total Cost – Cost of imported inputs x 100
Total Cost

NB! The cost structure should be certified by a Certified Account

3: QUOTATION CHECKLIST SCHEDULE

Supplier/Bidder Name: _____

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Mandatory Documentations		

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