



REPUBLIC OF NAMIBIA

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

PROCUREMENT MANAGEMENT UNIT

Tel (061) 270 6209
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Enquiries: Ms. M. Mupetami

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

Request for Sealed Quotations

**SUPPLY AND DELIVERY OF HOSPITALITY TRAINING
EQUIPMENT FOR SKILLS TRAINING AT FRANS
DIMBARE YOUTH SKILLS TRAINING CETNRE IN
DIVUNDU, KAVANGO EST REGION - MINISTRY OF
EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS
AND CULTURE**

Procurement Reference Number: G/RFQ/027-135/2025

Closing date: **Tuesday, 17 March 2026 @ 11h00**

Bidders Name:

Total Quotation Amount.....



REPUBLIC OF NAMIBIA

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

Letter of Invitation

SUPPLY AND DELIVERY OF HOSPITALITY TRAINING EQUIPMENT FOR SKILLS TRAINING AT FRANS DIMBARE YOUTH SKILLS TRAINING CENTRE IN DIVUNDU, KAVANGO EST REGION - MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

27 February 2026

Procurement Reference Number: G/RFQ/027-135/2025

TO: PROSPECTIVE 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:	Ms R. Puteho	Regina.Puteho@meiyac.gov.na
	Ms L. van Wyk	Leonie.vanwyk@meiyac.gov.na
	Ms Edward Siwiya	+264 66 258307 / 17

Please prepare and submit your quotation on **Tuesday, 17 March 2026** at **11h00**, in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

pp:  27/02/2026
MS REGINA PUTEHO
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 Tuesday, 17 March 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%	<ul style="list-style-type: none"> – Certified copy of SME registration certificate – Declaration indicating the percentage of Namibian MSME ownership
PDP owned enterprises	2%	<ul style="list-style-type: none"> – 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%	<ul style="list-style-type: none"> – 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/027-135/2025
Subject:	SUPPLY AND DELIVERY OF HOSPITALITY TRAINING EQUIPMENT FOR SKILLS TRAINING AT FRANS DIMBARE YOUTH SKILLS TRAINING CENTRE IN DIVUNDU, KAVANGO EST 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

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:.....

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 AND DELIVERY OF HOSPITALITY TRAINING EQUIPMENT FOR SKILLS TRAINING AT FRANS DIMBARE YOUTH SKILLS TRAINING CETNRE IN DIVUNDU, KAVANGO EST 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		<u>Bidders shall fill-in columns E – I and fill the total</u> E = mark with a *if an equivalent is quoted F = Rate per unit G =Total price for all items (CxF) <ul style="list-style-type: none"> 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.	Electrical stove (oven) four plate 75x 50cm	8						
2.	Gas stove (oven) four plate 75X50cm	8						
3.	Gas cylinder bottle 90kg	8						
4.	Micro wave LG 70x60cm	8						
5.	Food processor stainless steel 64x64cm	5						
6.	Food processor glass 64x64cm	5						
7.	Blender 225mmx300 mm	7						
8.	Metal toaster double door 85x74,8cm	4						
9.	Measuring scale 63x32 cm	4						

10.	Salamander kitchen Abdallah 70x70 cm	1						
11.	Steamer wit double container	3						
12.	Commercial dish washer 1000x 1000mm	1						
13.	Coffee machine 930x620 mm (pod)	1						
14.	Planetary mixers 424x598mm (abpatlas)	2						
15.	Deep fryer double (rovsun) 373x 372 mm	3						
16.	Two door glass fridge 100x76,5cm	1						
17.	Glass counter top bakery display case 92x80cm	1						
18.	Industrial dough mixer 50x50cm	5						
19.	Kitchen smoker extractor 66,5x 64,7 cm (slim pyramid)	15						
20.	Hand mix 76,8x74,2cm	8						
21.	Bain- Marie 35,0x35,0cm (Nisbet)	15						
22.	Deep freezer double door 100x7,5cm	1						
23.	Plate rack metal or stainless steel 150cm x90cm	1						
24.	Grill pan 35 cm	5						
25.	Colander stainless steel with handle 80x40	6						
26.	Colander stainless steel with handle 52.6x31,7 cm	6						
27.	Work (cooking pan) 35 cm	6						
28.	Nonstick pizza pan (round) 12 inches	4						
29.	Nonstick pizza pan (round) 14 inches	4						
30.	Nonstick pizza pan (round) 16 inches	4						
31.	Non-stick pan 35 cm	7						
32.	Non-stick pan 32cm	7						
33.	Non-stick pan 28cm	7						
34.	Non-stick pan 24cm	7						

35.	Non-stick pan 20cm	7						
36.	Non-stick cooking pots 30x 28,6 cm	15						
37.	Non-stick cooking pots 28x28cm	7						
38.	Non-stick cooking pots 24x18.6cm	5						
39.	Cake tin square 25 cm x25cm	1						
40.	Cake tin square 28x28cm	1						
41.	Cake tin square 30x30cm	1						
42.	Cake tin rectangle 49,8 x38,5cm	2						
43.	Cake tin rectangle 30,9x 36, cm							
44.	Cake pan in number from 0 -9 35x 32,5 cm	9						
45.	Pudding tin ceramic 12cm	15						
46.	Pudding tin stainless steel 12cm	15						
47.	Baking tray rectangle 70x54cm (stainless steel)	2						
48.	Backing tray rectangle 50x36 cm (glass)	6						
49.	Backing tray square 40x40 cm (glass)	4						
50.	Backing tray round 30cm (ceramic)	4						
51.	Mixing bowl stainless steel 13 inches	5						
52.	Mixing bowl stainless steel 12 inches	5						
53.	Mixing bowl stainless steel 8 inches	5						
54.	Mixing bowl glass 14 inches	7						
55.	Mixing bowl glass 13 inches	7						
56.	Mixing bowl glass 11 inches	7						
57.	Mixing bowl glass 5 inches	7						
58.	Ceramic bowl 5inches	7						
59.	Ceramic bowl 12 inches	7						

60.	Ceramic bowl 13 inches	7						
61.	Scissor tong 70cm	15						
62.	Ice tong 50cm	7						
63.	Cake lifter 15.5cm	7						
64.	Egg lifter 40cm	7						
65.	Hamburger lifter 25 cm	5						
66.	Spider skimmer stainless steel 32 cm	7						
67.	Kitchen scissors 20 cm	15						
68.	Vegetable knife 25 c	15						
69.	Fish scale 15cm	15						
70.	Balloon whisk 40cm (metal)	16						
71.	Knife sharpener 15cm	15						
72.	Grater 28 x15c	15						
73.	Tin opener 15c	15						
74.	Waiter friend 15cm	15						
75.	Spatula rubber 35cm	15						
76.	Spatula stainless steel (for decorating cakes) 17inches	7						
77.	Spatula stainless steel (for cake decoration) 12 inches	7						
78.	Spatula stainless steel (for cake decoration) 12 inches	5						
79.	Basting brush 20cm	15						
80.	Pastry brush 25cm	15						
81.	Rolling pin wooden 45cm	15						
82.	Salt pepper (glass) 15cm	15						
83.	Shaker pepper (glass) 15cm	15						
84.	Measuring cup set (plastic)	7						

85.	Measuring cup set (stainless steel)	7						
86.	Measuring plastic jug with number	17						
87.	Tea strainer 15,6cm	16						
88.	Strainer 28,5cm	16						
89.	Meat tenderizer hammer (metal) 30cm	16						
90.	Sieve 25cm	16						
91.	Ladle serving spoon (stainless steel)	16						
92.	Pasta spoon 30 cm (stainless steel)	16						
93.	Slotted spoon 39,5 cm (stainless steel)	16						
94.	Sold spoon 39,5cm (stainless steel)	16						
95.	Rice spoon 30cm (stainless steel)	16						
96.	Serving spoon 3 9,5 cm (stainless steel)	16						
97.	Perforated spoon 36,5 cm (stainless steel)	16						
98.	Wooden spoon 35.5cm	16						
99.	Wooden spoon small 35,5cm	16						
100.	Caving fork 35,5 cm	10						
101.	Serving fork 40cm	15						
102.	Relish fork 42cm	16						
103.	Chef's knife 33cm	16						
104.	Sankoku knife 35cm	10						
105.	Bread knife 40cm	10						
106.	Vegetable knife 35cm	16						
107.	Carving knife 40cm	10						
108.	Clever 30cm	16						
109.	Turning knife 3,2 cm	16						

110.	Serrated knife 40cm	10						
111.	Paring knife 35cm	10						
112.	Boning knife 32,5cm	10						
113.	Palette knife 32cm	16						
114.	Trussing needle 25cm	16						
115.	Butcher knife 32,5cm	16						
116.	Dinner knife 20,5 cm	50						
117.	Dessert knife 18cm	40						
118.	Steak knife 19,5cm	40						
119.	Fish knife 19,5cm	20						
120.	Table spoon 19,5cm	50						
121.	Tea spoon 12,5 cm	30						
122.	Soup spoon 19,5cm	30						
123.	Ice spoon 19,5cm	10						
124.	Demitasse spoon 12,5cm	10						
125.	Dinner fork 20,5 cm	50						
126.	Dessert fork 18cm	40						
127.	Stater fork 18cm	40						
128.	Fish fork 19,5cm	30						
129.	Cake fork 19,5cm	50						
130.	Sugar bowl 25,5cm	15						
131.	Platter stainless steel 40x 20cm	20						
132.	Side plate ceramic in white 19,5cm	40						
133.	Fruit plate ceramic in white 21cm	40						
134.	Starter plat ceramic in white 22,5cm							

135.	Dessert plate ceramic in white 20,5cm	40						
136.	Main plate ceramic in white 25,5cm	50						
137.	Service plate ceramic white 35,5 cm	30						
138.	Salad bowl ceramic 28cm	20						
139.	Soup plate 24cm	30						
140.	Glass bowl 12cm	15						
141.	Rivière 40x 30cm	7						
142.	Soup plate ceramic 24cm	20						
143.	Cream soup plate ceramic 22cm	20						
144.	Tea pot 35 x28 cm	4						
145.	Coffee pot 70x30cm	4						
146.	Soup cup 20 x25 cm	8						
147.	Sauce boat 16,5x 28cm	8						
148.	Kidney plate 16,5x 10cm	8						
149.	Oyster plate 5,5 x17,5 cm	8						
150.	Tea saucer 15cm	50						
151.	Coffee saucer 16,5cm	50						
152.	Coffee cup 9,5 x7,5cm	50						
153.	Tea cup 7,5 x5,5cm	50						
154.	Ashtray 6,5x9,5cm	15						
155.	Butter dish 15x10cm	5						
156.	Gravy boat and spoon	6						
157.	Bud vase 28cm	16						
158.	Red wine glass 19 x7,5cm	15						
159.	White wine glass 30x 7,5cm	15						

160.	Champagne flute glass	15						
161.	Tumbler 13 x5,5cm	20						
162.	Standard beer glass	15						
163.	High ball glass 17x5,5cm	15						
164.	Colanda glass 20cm	15						
165.	Martin glass 9 cm	15						
166.	Cocktail glass 14cm	15						
167.	Pilsner glass	15						
168.	Middy pot glass 20,5 cm	15						
169.	Old fashion glass 8,9 x 8,26cm	10						
170.	Balloon glass 11,4 x8,26 cm	15						
171.	Port glass 16,8 x7,3cm	15						
172.	Small liqueur glass 15 x10cm	15						
173.	Sherry glass 15 x5,5cm	15						
174.	Beer mug 16x 6,5cm	5						
175.	Water Jug glass 19,5 x9,5cm	15						
176.	Cappuccino glass 15 x 10cm	10						
177.	Cooking cutter set of 4 diamond (plastic or stainless steel)	1						
178.	Pizza cutter 16cm	15						
179.	Ice cream scooper 17cm	7						
180.	Egg ring square 11,5 x11,5cm	7						
181.	Folding table rectangle stainless steel180cmx75	15						
182.	Oven glove medium	16						
183.	Cooking cutter in love shape set (stainless steel)	1						
184.	Table linen rectangle 263x178cm white colour (cotton or polyester)	16						

185.	Table linen rectangle 263x178cm red colour (cotton or polyester)	16						
186.	Over lay blue 100 x94 (cotton or polyester)	16						
187.	Table runner red 120cm x144cm	16						
188.	Napkin red 30x30cm	10						
189.	Napkin white 30x30cm	10						
190.	Napkin green 30x30cm	10						
191.	Napkin blue 30x30cm	10						
192.	Napkin Marron 30x30cm	10						
193.	Plate mate black and gold	30						
194.	Doilies gold or white	30						
195.	Cutting board wooden 48 x32cm	15						
196.	Cutting board plastic Yellow 42x35 cm	15						
197.	Cutting board plastic red 42x35cm	15						
198.	Cutting board plastic blue 42x35cm	15						
199.	Cutting board plastic green 42x35cm	15						
200.	Cutting board plastic brown 42x35cm	15						
201.	Cutting board plastic white 42x35cm	15						
202.	Basin plastic 60x 60cm	8						
203.	Basin stainless steel 60cm 70cm	8						
204.	Serving dish glass round 60 x40cm	7						
205.	Serving dish ceramic rectangle 40cm x70cm	7						
206.	Serving dish stone ware round 40 x50 cm	7						
207.	Serving dish stoneware rectangle 30x50cm	7						
208.	Serving tray wooden 60x80cm	15						
209.	Serving tray stainless steel 40x 70cm	15						

210.	Serving tray plastic 35x 65 cm	15							
					Sub Total				
COMPANY NAME:					VAT 15%				
					Total				
NAME OF STAFF:					ADDRESS:				
POSITION:					SIGNATURE:			DATE:	

**** ITEMS TO BE DELIVERED AT FRANS DIMBARE YOUTH SKILLS TRAINING CENTER IN DIVUNDU**

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Item No	Technical Specification Required
A*	B*
1.	SUPPLY AND DELIVERY OF HOSPITALITY TRAINING EQUIPMENT FOR SKILLS TRAINING AT FRANS DIMBARE YOUTH SKILLS TRAINING CENTRE IN DIVUNDU, KAVANGO EST REGION

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 AND DELIVERY OF HOSPITALITY TRAINING EQUIPMENT FOR SKILLS TRAINING AT FRANS DIMBARE YOUTH SKILLS TRAINING CENTRE IN DIVUNDU, KAVANGO EST REGION		

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)	<p>The Site/final destination for <u>delivery of the Goods</u> is:</p> <p style="text-align: center;">FRANS DIMBARE YOUTH SKILLS TRAINING CENTRE MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE DIVUNDU</p>
Incoterms Edition GCC 4.2(b)	<p>Incoterms shall be governed by the rules prescribed in Incoterms 2010.</p>
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses: For the Ministry, the address and the contact name shall be:</p> <p style="text-align: center;">MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE DIVUNDU</p> <p style="text-align: center;">Attention: Edward Siwiya, 066-258307 / 17</p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p>
Delivery and Documents GCC 13.1	<p>The Service are to be delivered within <u>7</u> days from the date of the Purchase Order. The bidder to ensure that services is received as per client's expectation.</p> <p>The documents to be furnished by the Supplier are: (a) Signed delivery note; and first Invoice for payment.</p>
Terms of Payment GCC 16.1	<p>The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice.</p>
Terms of Payment GCC 16.3	<p>Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.</p>

Subject and GCC clause reference	Special Conditions
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		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

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