



NAMIBIA TRAINING
AUTHORITY

Request for Sealed Quotations for Goods

Supply and Delivery of Stationery



Procurement Reference No: G/RFQ/NTA-21/2025



Letter of Invitation

G/RFQ/NTA-21/2025

02 May 2025

Dear Sir/ Madam,

Request for Quotations for Supply and Delivery of Stationery

The Namibia Training Authority invites 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.

Queries, if any, should be addressed to Procurement@nta.com.na tel: 061 2078543.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,



Richard Ndjahera

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The NTA reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) 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 with its annex for *Bid Securing Declaration*
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) 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 be retyped for completion but the Bidder is responsible for their accurate reproduction.

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:

- (a) **have a valid company Registration Certificate;**
- (b) **have an Original/Certified good Standing Tax Certificate;**
- (c) **have an Original/Certified good Standing Social Security Certificate;**
- (d) **have a valid certified copy of 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) **Submit signed Bid-securing Declaration.**
- (f) **An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;**

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be 7 days after acceptance/issue of Purchase Order.

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 and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at

Reception

NTA Village,

Rand Street, Khomasdal

No later than 16 May 2025, 11:00 a.m.

Quotations by post or hand delivered should reach **NTA** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the NTA immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a 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 NTA 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.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity'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.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

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

- Not applicable

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

-Not applicable

14. 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/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Performance Security

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of: 10% of the contract price.

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 seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

Quotation addressed to: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

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 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.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the (BSD).

The validity period of the Quotation is _____ 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/ Letter of Acceptance 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	

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

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

Date:[Day/month/year]

Procurement Ref No.:

To:

.....
[insert complete name of Public Entity and address]

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.]



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 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.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and Delivery of Stationery

Procurement Ref No. G/RFQ/NTA-21/2025

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				<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 one item (C x F) <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 no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery (days)	Country of Origin
1.	Black SHARPIE Markers 12 in box	12	Box						
2.	White board 150 x 100cm	1	Each						
3.	A4 Copy Paper	600	Box						
4.	A3 Storage Boxes	300	Each						
5.	A4 Storage Boxes	200	Each						
6.	2025 Diaries	26	Each						
7.	A4 Bantex Files Yellow	50	Box						
8.	A4 Bantex Files Black	50	Box						
9.	A4 Bantex Files Blue	50	Box						
10.	Scissors (Large)	26	Each						
11.	Box Cutter/Utility Knife	8	Each						
12.	Counter Pen and Stand	4	Each						
13.	AAA Batteries 6B/60 (4/pack)	100	Pack						
14.	Black Garbage bags (100 in 1pack)	6	Each						
15.	A4 White Envelopes	2	Box						

16.	A3 White Envelopes	2	Box						
17.	Staplers (standard)	20	Each						
18.	Pencils	Box	Each						
19.	Erasers	20	Each						
20.	White Board Marker and eraser set	10	Set						
21.	White board cleaning liquid set	10	Set						
22.	Heavy Duty Stapler	2	Each						
23.	2-hole punch	10	Each						
24.	2-hole Punch Heavy Duty	4	Each						
25.	Pocket files	10	Each						
26.	Sign here/Signature stickers	20	Each						
27.	TOWER Laser Labels 70x101 8 up W103 (8 labels per page)	10	Box						
28.	Paper clips (Large)	5	Box						
29.	Paper clips (small)	5	Box						
30.	A-Z PVC Dividers	10	Each						
31.	Brown Packaging Tape 48x100mm box	2	Each						
32.	Clear Packaging Tape 48x100mm box	2	Each						
33.	Office/Desk Dustbin (20L)	8	Each						
34.	Sticky Notes (different colours)	100	Each						
35.	Desk Organiser set (Mesh)	20	Each						
36.	Lever Arch Files - PVC Yellow 70mm box	20	Box						
37.	Lever Arch Files - PVC Grey 70mm box	20	Box						
38.	Lever Arch Files - PVC Black 70mm box	20	Box						
39.	Lever Arch Files- PVC Blue 70mm box	20	Box						
40.	Lever Arch Files - PVC Black 40mm box	20	Box						
41.	Plastic File Fasteners, 50 sets	3	Set						
42.	A4 Writing pads	6	Each						
43.	Spike File Plastic with heavy base	4	Each						
44.	Prestik 100g	1	Each						
45.	Calculator MS-20S	10	Each						
46.	Cellotape 48X100 Clear	10	Each						

47.	Dividers - Polypropylene A4, Blank 10 Divisions	20	Each						
48.	Dividers - Polypropylene A4, Blank A-Z Divisions	1	Each						
49.	Glue Stick 40g/ PRITT	20	Each						
50.	A4 Writing pads (100 sheets)	10	Each						
51.	Soft Grip Scissor 19.6cm	2	Each						
52.	Standard Stapler 20 sheets	2	Each						
53.	A3 Shorthand note book (100 pages)	10	Each						
54.	Hard cover counter books black 192 pages	10	Each						
55.	Map pins 8mm	2	Box						
56.	Self Adhesive Redfern 200X60 l7171	2	Each						
57.	A4 Metal 3 tier letter tray	4	Each						
58.	Ruler 30cm Replica Shatter Resistant	3	Each						
59.	Correction Pen – 7ml	5	Each						
60.	Suspension File, Blue-(25 in pak)	3	Each						
61.	Business Card Holders (Small card-96 pages)	1	Each						
62.	Envelopes C4 White (A4 size)	3	Box						
63.	Envelope DLB 500 White (self seal)	2	Box						
64.	Envelope C3 (white)	2	Box						
65.	A4 PVC folding clipboard with inner pocket, penholder & nickel plated clip	1	Each						
66.	Flip Chart paper A1	2	Each						
67.	Jumbo Highlighter Green	1	Box						
68.	Jumbo Highlighter Orange	1	Box						
69.	Jumbo Highlighter Pink	1	Box						
70.	Jumbo Highlighter Yellow	1	Box						
71.	Jumbo Highlighter Blue	1	Box						
72.	Black Pen Metal Tip Rollerball (0.7mm-12 in pack)	10	Box						
73.	Green Pen Metal Tip Rollerball (0.7mm-12 in pack)	10	Box						
74.	Red Pen Metal Tip Rollerball (0.7mm-12 in pack)	10	Box						
75.	HB Traditional Pencil	3	Box						
76.	Pencil Desk Sharpener with desk clamp 7-12mm	3	Each						

77.	Heavy duty staples 26/6 box of 1000	4	Box						
78.	Heavy duty staples 23/6-6mm leg	1	Box						
79.	Standard staples	10	Box						
80.	White Board marker set	1	Set						
81.	Desk Cube notes (refills)	10	Each						
82.	A4 writing pads (100 sheets)	12	Each						
83.	A4 Flip file (50 sheets)	6	Each						
84.	Puncher (P225 2-hole_25 sheet)	3	Each						
85.	Standard Stapler-70 sheets	3	Each						
86.	A3 Shorthand note book (100 pages)	10	Each						
87.	Hardcover counter books 192 pages	20	Each						
88.	BIC Crystal Ball point black pen-Box	10	Box						
89.	Pins Indicator 20mm (100pc)	4	Box						
90.	Rubber bands extra large 180mm	5	box						
					TOTAL				
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The Scope of Services includes the Supply and Delivery of Stationery Items required for Gobabis Vocational Training Centre. Below are selected line items that are required to be Namibian produced, if not the bidder should quote an alternative produced brand). The Stationery items are technically specified in Section V. Inspections, Examinations and Delivery should be conducted at the Namibia Training Authority, Head office in Khomasdal, 10 Rand Street.

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (If applicable)
1.	Black SHARPIE Markers 12 in box		
2.	White board 150 x 100cm		
3.	A4 Copy Paper		
4.	A3 Storage Boxes		
5.	A4 Storage Boxes		
6.	2025 Diaries		
7.	A4 Bantex Files Yellow		
8.	A4 Bantex Files Black		
9.	A4 Bantex Files Blue		
10.	Scissors (Large)		
11.	Box Cutter/Utility Knife		
12.	Counter Pen and Stand		
13.	AAA Batteries 6B/60 (4/pack)		
14.	Black Garbage bags (100 in 1pack)		
15.	A4 White Envelopes		
16.	A3 White Envelopes		
17.	Staplers (standard)		
18.	Pencils		
19.	Erasers		
20.	White Board Marker and eraser set		
21.	White board cleaning liquid set		
22.	Heavy Duty Stapler		
23.	2-hole punch		
24.	2-hole Punch Heavy Duty		
25.	Pocket files		
26.	Sign here/Signature stickers		
27.	TOWER Laser Labels 70x101 8 up W103 (8 labels per page)		

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28.	Paper clips (Large)		
29.	Paper clips (small)		
30.	A-Z PVC Dividers		
31.	Brown Packaging Tape 48x100mm box		
32.	Clear Packaging Tape 48x100mm box		
33.	Office/Desk Dustbin (20L)		
34.	Sticky Notes (different colours)		
35.	Desk Organiser set (Mesh)		
36.	Lever Arch Files - PVC Yellow 70mm box		
37.	Lever Arch Files - PVC Grey 70mm box		
38.	Lever Arch Files - PVC Black 70mm box		
39.	Lever Arch Files- PVC Blue 70mm box		
40.	Lever Arch Files - PVC Black 40mm box		
41.	Plastic File Fasteners, 50 sets		
42.	A4 Writing pads		
43.	Spike File Plastic with heavy base		
44.	Prestik 100g		
45.	Calculator MS-20S		
46.	Cellotape 48X100 Clear		
47.	Dividers - Polypropylene A4, Blank 10 Divisions		
48.	Dividers - Polypropylene A4, Blank A-Z Divisions		
49.	Glue Stick 40g/ PRITT		
50.	A4 Writing pads (100 sheets)		
51.	Soft Grip Scissor 19.6cm		
52.	Standard Stapler 20 sheets		
53.	A3 Shorthand note book (100 pages)		
54.	Hard cover counter books black 192 pages		
55.	Map pins 8mm		
56.	Self Adhesive Redfern 200X60 I7171		
57.	A4 Metal 3 tier letter tray		
58.	Ruler 30cm Replica Shatter Resistant		
59.	Correction Pen – 7ml		
60.	Suspension File, Blue-(25 in pak)		
61.	Business Card Holders (Small card-96		

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	pages)		
62.	Envelopes C4 White (A4 size)		
63.	Envelope DLB 500 White (self seal)		
64.	Envelope C3 (white)		
65.	A4 PVC folding clipboard with inner pocket, penholder & nickel plated clip		
66.	Flip Chart paper A1		
67.	Jumbo Highlighter Green		
68.	Jumbo Highlighter Orange		
69.	Jumbo Highlighter Pink		
70.	Jumbo Highlighter Yellow		
71.	Jumbo Highlighter Blue		
72.	Black Pen Metal Tip Rollerball (0.7mm-12 in pack)		
73.	Green Pen Metal Tip Rollerball (0.7mm-12 in pack)		
74.	Red Pen Metal Tip Rollerball (0.7mm-12 in pack)		
75.	HB Traditional Pencil		
76.	Pencil Desk Sharpener with desk clamp 7-12mm		
77.	Heavy duty staples 26/6 box of 1000		
78.	Heavy duty staples 23/6-6mm leg		
79.	Standard staples		
80.	White Board marker set		
81.	Desk Cube notes (refills)		
82.	A4 writing pads (100 sheets)		
83.	A4 Flip file (50 sheets)		
84.	Puncher (P225 2-hole_25 sheet)		
85.	Standard Stapler-70 sheets		
86.	A3 Shorthand note book (100 pages)		
87.	Hardcover counter books 192 pages		
88.	BIC Crystal Ball point black pen-Box		
89.	Pins Indicator 20mm (100pc)		
90.	Rubber bands extra large 180mm		
91.	Supply and Delivery of Stationeries should be part of Description of Principal Business stated on the Company Registration Certificate		

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NTA-21/2025

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. **G/RFQ/NTA-21/2025** on the website of the Public Entity, www.nta.com.na 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 Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NTA-21/2025**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Namibia Training Authority
Site GCC 1.1(m)	The final destination for delivery of the Goods is: Namibia Training Authority Premises 10 Rand street Khomasdal Windhoek, Namibia
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010. (DAP)
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the NTA, the address and the contact name shall be: Richard Ndjahera rndjahera@nta.com.na For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 7 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Invoice
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed <i>shall not</i> be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price “ <i>shall not be</i> ” adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser’s name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p> <p>ii) An interest rate of 1% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	Not Applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall: Sealed and in its original boxing.
Insurance GCC 24.1	Not Applicable, Warranty applies
Transportation GCC 25	The Goods shall be delivered: <i>DAP</i>
Inspection and Test GCC 26.1	The inspection and tests shall be: <i>General Inspection</i>

Subject and GCC clause reference	Special Conditions
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Namibia Training Authority Premises 10 Rand street Khomasdal Windhoek, Namibia
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are for the whole contract are 0.05% per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: <i>1 Years for line item 4</i> For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Namibia Training Authority Premises 10 Rand street Khomasdal Windhoek, Namibia
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 5-7 days after purchase if any defect occurs.

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/NTA-02/2022**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
have a valid company Registration Certificate		
have an original/certified valid good Standing Tax Certificate		
have an original/certified valid good Standing Social Security Certificate		
have a valid certified copy of 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		
Submit signed Bid-securing Declaration		
An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof		

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.