



NAMIBIA TRAINING AUTHORITY

Request for Sealed Quotations for Goods

Supply, Delivery and Installation of Motorized Roll-up Blinds to the NTA Head Office

Procurement Reference No: G/RFQ/NTA-44/2025

Telephone: +264 61 207 8543 Facsimile: +264 61 2078551, E-mail: Procurement@nta.com.na



NAMIBIA TRAINING AUTHORITY

Letter of Invitation

G/RFQ/NTA-44/2025

01 August 2025

Dear Sir/Madam,

Request for Quotations for Supply, Delivery and Installation of Motorized Roll-up Blinds to the NTA Head Office

The NTA 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 *Email: Procurement@nta.com.na, tel: 061 207 8543.*

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 90 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; and
- (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.
- (g) Certified copy of National Identity Card

5. Bid Security/Bid Securing Declaration

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

6. Delivery Contract Period for Service

The contract shall be once off.

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

not later than **18 August 2025, 11:00 a.m.**

Quotations by post or hand delivered should reach the 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 Public Entity 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 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.

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:

No	Categories of bidders	Margin of Preference (MP) (%)	Documentary Evidence	MP(%)
1	Manufacturer	2	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant	
2	Micro, Small and Medium Enterprise	1	-SME registration certificate -Declaration indicating the percentage of Namibian MSME Ownership	
3	Women owned enterprise	1	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/ shareholder certificate -declaration indicating the percentage of Namibian female ownership	
4	Youth owned enterprise	2	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/ shareholder certificate -declaration indicating the percentage of Namibian female ownership	
5	Previously Disadvantaged Person owned enterprise	2	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/ shareholder certificates -declaration indicating the percentage of Namibian PDPs ownership	
6	Suppliers providing environmental protection	1	-declaration and proof that the bidder meets the requirements set out in the bidding document	
7	Suppliers providing employment to Namibian	1	declaration that the bidder employs 50% or more Namibian citizens	
	Total	10		

Bidders should indicate which category they qualify for Margine of Preference.

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

Not Applicable.

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)

*[Complete this form with all the requested details and submit it as the first page of 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	Namibia Training Authority
Procurement Reference Number:	G/RFQ/NTA-44/2025
Subject matter of Procurement:	Supply, Delivery and Installation of motorized roll-up blinds to the NTA

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.

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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

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	

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.:

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.]



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

Procurement Ref No: _____

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
				<p align="center"><u>Bidders shall fill-in columns E - I and fill the total</u></p> <p>E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F)</p> <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	Unit of measure	Quantity required	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
Lot 1: Remote-Controlled Blockout Roller Blinds – NTA Hall									
1	100% Polyester / PVC-Backed Blockout Dark grey blinds (Height2300mm xWidth1670mm)	Each	2						
2	100% Polyester / PVC-Backed Blockout Dark grey blinds (Height2300mm xWidth1670mm)	Each	1						
3	100% Polyester / PVC-Backed Blockout Dark grey blinds (Height2300mm xWidth1510mm)	Each	3						
4	100% Polyester / PVC-Backed Blockout Dark grey blinds (Height1500mm xWidth1783mm)	Each	6						
5	<i>Others (specify)</i>								

			Total Excl. VAT					
			15% VAT					
			Total Incl. VAT					
Lot 2: Vertical Blinds – Offices of COO, GM and Transformation								
6	Polyester fabric, UV-resistant, anti-fade, flame-retardant (Height1790mm xWidth1445mm)	Each	4					
7	Others (specify)	Each						
			Total Excl. VAT					
			15% VAT					
			Total Incl. VAT					
Lot 3: Vision Blinds – Office of the CEO								
8	Dual-layer day & night fabric Light Grey Blind, (Height1500mm xWidth2430mm)	Each	2					
9	Dual-layer day & night fabric Light Grey Blind, (Height1500mm xWidth4010mm)	Each	2					
10	Dual-layer day & night fabric Light Grey Blind, (Height1500mm xWidth2420mm)	Each	1					
11	Others (specify)	Each						
			Total Excl. VAT					

		15% VAT			
		Total Incl. VAT			
Grand Total Lot 1, 2 and Lot 3.					
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, Delivery and Installation of Motorized Roll-up Blinds to the NTA Head Office.

The Blinds Materials required are technically specified in detail below. Inspections, Examinations and Delivery should be conducted at Namibia Training Authority, Head office in Khomasdal, 10 Rand Street.

1. Specification Table: Supply & Installation of Remote-Controlled Blockout Roller Blinds – NTA Hall

Item	Height in mm	Width in mm	Quantity	Control	Operation	Fabric Type	Colour	Remarks
1	2300	1670	2	Remote-Controlled	Battery-Operated Motor	100% Polyester / PVC-Backed Blockout	Dark Grey	Full blackout blinds with individual remotes
2	2300	1670	1	Remote-Controlled	Battery-Operated Motor	100% Polyester / PVC-Backed Blockout	Dark Grey	Match design with Door 1 & 2
3	2300	1510	3	Remote-Controlled	Battery-Operated Motor	100% Polyester / PVC-Backed Blockout	Dark Grey	Fit each with dedicated remote
4	1500	1783	6	Remote-Controlled	Battery-Operated Motor	100% Polyester / PVC-Backed Blockout	Dark Grey	Uniform design across all windows

General Requirements

- **Mounting Type:** Top concrete fix
- **Bottom Rail:** Colour-matched aluminium finish
- **Battery:** Rechargeable lithium battery pack with charger
- **Remote:** Multi-channel RF remote (two remotes)
- **Accessories:** All required brackets, screws, plugs, and installation hardware
- **Warranty:** Minimum 2-year warranty on motor and control.
- **Compliance:** Flame retardant, UV-resistant, RoHS/REACH compliant
- **Installation:** On-site measurement verification, professional fitting, and commissioning
- **Colour Matching:** All blinds to be uniform in **Dark Grey**

Sample image.

BLOCKOUT ROLLER BLINDS



A Blockout Roller Blind is perfect for any area where you require full light or privacy control. Available in a wide range of colours and textures, the roller hardware is also available in a choice of colours. The Blockout Roller Blind features durable practicality with decorative style.

2. Specification Table: Vertical Blinds – Offices of COO & GM Transformation

Item	Dimension Height	Dimensions Width	Quantity	Lifting Mechanism	Vane Size	Vane Material	Colour	Mounting Type	Remarks
1	1790mm	1445mm	4	Manual – Right-Hand Side Control	127 mm (standard)	Polyester fabric, UV-resistant, anti-fade, flame-retardant	Dark Grey	Face or Recess Mount (site determined)	Uniform style & color, privacy & glare control

Full Specification Details

1. Product Type

- **Type:** Fabric Vertical Blinds
- **Design:** Adjustable vertical louvers (vanes)
- **Style:** Classic straight finish with bottom chain connectors

2. Vane (Louvre) Specifications

- **Width:** 127 mm (industry standard)
- **Material:** Durable polyester fabric
- **Treatment:** Anti-mildew, anti-static, UV-resistant, and flame-retardant (compliant with ISO/BS/NFPA standards)
- **Colour:** Dark Grey (corporate neutral tone)
- **Finish:** Opaque/light-filtering (optional full blackout based on user preference)

3. Track & Headrail System

- **Headrail Material:** Powder-coated aluminium, white or matching
- **Operation:** Cord and chain mechanism (manual), installed on the **right-hand side**
- **Stacking Option:** One-way or split draw (default: one-way to match opening direction)
- **Slat Movement:** 180° rotation for full light/privacy control

4. Mounting & Fixing

- **Mounting:** Top fix
- **Fixings Included:** Screws, plugs, brackets, and end stops
- **Installation Surface:** Concrete

5. Control Mechanism

- **Operation:** Manual control with metal bead chain and cord
- **Side Control Location:** **Right-hand side**
- **Chain Colour:** Silver or matching to blind fabric/headrail

6. Compliance

- Flame retardancy: BS 5867 / NFPA 701
- UV Protection: ISO 105-B02
- Environmental: RoHS / REACH compliant

Sample Image

VERTICAL BLIND



3. Specification Table: Vision Blinds – Office of the CEO

Item	Dimension Height	Dimension Width	Quantity	Operation	Fabric Type	Colour	Control Mechanism	Remarks
1	1500 mm	2430 mm	2	Battery-Operated Motorized	Dual-layer day & night fabric	Light Grey	Remote-Controlled (RF)	Zebra/vision style roll-up blind
2	1500 mm	4010 mm	2	Battery-Operated Motorized	Dual-layer day & night fabric	Light Grey	Remote-Controlled (RF)	Oversized window: reinforce roller tube
3	1500 mm	2420 mm	1	Battery-Operated Motorized	Dual-layer day & night fabric	Light Grey	Remote-Controlled (RF)	Match design & hardware with above

Detailed Technical Specification

1. Product Type

- **Type:** Vision/Zebra Roller Blind (Dual-layer light filtering & blackout fabric)
- **Function:** Alternate transparent and opaque stripes allow light control & privacy

2. Fabric Specification

- **Material:** 100% Polyester / Polyester-PVC blend
- **Opacity:** Light filtering + privacy layer (dual function)
- **Finish:** UV-resistant, anti-static, flame-retardant, mould/mildew resistant
- **Colour:** Light Grey (modern, corporate neutral)
- **Pattern Type:** Horizontal stripe pattern with alternating sheers and solids

3. Roller System

- **Tube Material:** Extruded Aluminium
- **Tube Diameter:** 45 mm or 50 mm (depending on width)
- **Bottom Bar:** Aluminium, enclosed weight, colour-matched
- **Mounting Brackets:** Universal for wall or ceiling fix

4. Motor & Remote Control

- **Motor Type:** Internal tubular, battery-powered motor (rechargeable lithium)
- **Voltage:** 12V or 16V (depending on width and motor brand)
- **Battery Life:** 6–12 months per charge (usage-dependent)
- **Remote Control:**
 - **Type:** RF (Radio Frequency), wireless
 - **Channels:** Single or multi-channel (group control possible)
 - **Range:** Up to 30 meters indoor
- **Optional:** Smart-home integration (Wi-Fi module or app control)

5. Installation

- **Mounting Type:** Top fix (based on window recess or wall layout)
- **Fixings Included:** Screws, plugs, anchors for relevant wall types
- **Installation Site Prep:** Accurate final measurements to be confirmed before production
- **Installation Team:** Certified personnel for motorized systems

6. Warranty & Compliance

- **Warranty:**
 - 2 years on motor & electronics
 - 1 year on installation workmanship
- **Standards:**
 - Flame-retardancy: NFPA 701 / BS 5867
 - UV resistance: ISO 105-B02
 - Electrical safety: CE / RoHS compliant

Sample Image (type and colour subjected to changes)



SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	100% Polyester / PVC-Backed Blockout Dark grey blinds (Height2300mm xWidth1670mm)		
2.	100% Polyester / PVC-Backed Blockout Dark grey blinds (Height2300mm xWidth1670mm)		
3.	100% Polyester / PVC-Backed Blockout Dark grey blinds (Height2300mm xWidth1510mm)		
4.	100% Polyester / PVC-Backed Blockout Dark grey blinds (Height1500mm xWidth1783mm)		
5.	Polyester fabric, UV-resistant, anti-fade, flame-retardant (Height1790mm xWidth1445mm)		
6.	Dual-layer day & night fabric Light Grey Blind, (Height1500mm xWidth2430mm)		
7.	Dual-layer day & night fabric Light Grey Blind, (Height1500mm xWidth4010mm)		
8.	Dual-layer day & night fabric Light Grey Blind, (Height1500mm xWidth2420mm)		
9.	<i>Attach brochure pictures of the blinds offered</i>		

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 on the website of the NTA www.nta.com.na except where modified by the Special Conditions below.

SECTION VII: 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: _____

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: Procurement Management Unit, procurement@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 shall not 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
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.

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.4 (a)	The price shall not be 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>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>An interest rate of -----% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
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>
Location of Inspection and Tests GCC 26.2	<p>Namibia Training Authority Premises</p> <p>10 Rand street</p> <p>Khomasdal</p> <p>Windhoek, Namibia</p>
Liquidated Damages GCC 27.1	Liquidated damages 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.
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 7 day(s)

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/NTA-44/2025**

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; and		
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.		
Certified copy of National Identity Card		

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