



Request for Sealed Quotations for Goods

*Supply and Delivery of Consumables for
Solar Installation and Maintenance for
Keetmanshoop VTC.*

Procurement Reference No: G/RFQ/NTA-93/2025

Telephone: +264 61 207 8530 Facsimile: +264 61 2078551, e-mail: Procurement@nta.com.na



Letter of Invitation

G/RFQ/NTA-93/2025

08 October 2025

Dear Sir/Madam,

Request for Quotations for Supply and Delivery of Consumables for Solar Installation and Maintenance for Keetmanshoop VTC.

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 8530.

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; Certificate of Incorporation must be trading in line with goods requested in this bid
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid 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 Security/Bid Securing Declaration

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

6. 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 **24 October 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 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

- **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:	
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 [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 180 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.*

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. [To be filled 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 weeks) (days/month	Country of Origin
1.	Panel Solid Wire — Red, 1mm², 100m roll	10	Each						
2.	Panel Solid Wire — Black, 1mm², 100m roll	10	Each						
3.	Panel Solid Wire — Blue, 1mm², 100m roll	10	Each						
4.	Panel Solid Wire — White, 1mm², 100m roll	10	Each						
5.	Panel Solid Wire — Green, 1mm², 100m roll	10	Each						
6.	House Wiring Conductor — White, 1.5mm², 100m roll	5	Each						
7.	House Wiring Conductor — Red, 1.5mm², 100m roll	5	Each						
8.	House Wiring Conductor — Blue, 1.5mm², 100m roll	5	Each						
9.	House Wiring Conductor — Black, 1.5mm², 100m roll	5	Each						
10.	House Wiring Conductor — Green, 1.5mm², 100m roll	5	Each						
11.	House Wiring Conductor — White, 2.5mm², 100m roll	5	Each						

12.	House Wiring Conductor — Red, 2.5mm ² , 100m roll	5	Each						
13.	House Wiring Conductor — Blue, 2.5mm ² , 100m roll	5	Each						
14.	House Wiring Conductor — Black, 2.5mm ² , 100m roll	5	Each						
15.	House Wiring Conductor — Green, 2.5mm ² , 100m roll	5	Each						
16.	Pine Timber — Square 80×80×6000 mm	5	Each						
17.	PVC Conduit Pipe — 20 mm × 4 m	200	Each						
18.	Slotted Trunking — Grey, 40×40×2000 mm	50	Each						
19.	Galvanised Trunking — 50×50×3000 mm	2	Each						
20.	Loop In Box — 8 Way, 20 mm	20	Each						
21.	PVC Adapters — Male, 20 mm	100	Each						
22.	PVC Saddles — 20 mm	100	Each						
23.	PVC Elbow — 90°	10	Each						
24.	PVC Couplers — 20 mm	100	Each						
25.	Flexible Conduit — 20 mm, 100 m long	1	Each						
26.	Surfix Cable — 1.5mm ² , 2 core + E, 100 m long	1	Each						
27.	Armoured Cable — 1.5mm ² , 2 core, 100 m long	1	Each						
28.	PVC Compression Gland — 20 mm	100	Each						
29.	Metal Cable Gland — 20 mm (Size 0)	50	Each						
30.	Rubber Shroud — Size 0	50	Each						
31.	Metallic Conduit — 20 mm × 50 m long	1	Each						
32.	Metal Conduit Adapter — Male, 20 mm	20	Each						

33.	Self-Tapping Screw — M3 × 20 mm	500	Each						
34.	Insulation Tape — Red	20	Each						
35.	Insulation Tape — Black	20	Each						
36.	Insulation Tape — White	20	Each						
37.	Roof Tape — Self-adhesive waterproof flash band with aluminum foil	5	Each						
38.	Silicone Sealant — 300 ml, Clear	5	Each						
39.	Hand Caulk Gun	2	Each						
40.	Heat Shrink Tubing Kit 2:1 (280 pieces) — assorted sizes (see specification)	2	Each						
41.	Copper Pipe Soldering Flux — 75 g	10	Each						
42.	Soldering Wire — 2 mm, 500 g (for copper pipes & fittings)	10	Each						
43.	Welding Rods Box — 2.6 mm	1	Each						
44.	Cutting Disk — 115×3×22.2 mm	10	Each						
45.	Cutting Disk — 150×3×22.2 mm	10	Each						
46.	Grinding Disk — 115×3×22.2 mm	10	Each						
47.	Grinding Disk — 150×3×22.2 mm	10	Each						
48.	Copper Pipe Fitting Brush — inside fitting	4	Each						
49.	Copper Pipes — 15 mm × 5.5 m, Class 0	20	Each						
50.	Copper Pipes — 15 mm × 5.5 m, Class 2	10	Each						
51.	Copper Pipes — 22 mm × 5.5 m, Class 0	20	Each						
52.	Copper Pipes — 22 mm × 5.5 m, Class 2	10	Each						

53.	Capillary Equal Tee — 15 mm	50	Each						
54.	Capillary Elbow — 15 mm, 90°	50	Each						
55.	Capillary Equal Tee — 22 mm	50	Each						
56.	Capillary Elbow — 22 mm, 90°	50	Each						
57.	Compression Equal Tee — 15 mm	50	Each						
58.	Compression Elbow — 15 mm, 90°	50	Each						
59.	Compression Equal Tee — 22 mm	50	Each						
60.	Compression Elbow — 22 mm, 90°	50	Each						
61.	Capillary Unequal Tee — 15 mm–15 mm–22 mm, 90°	50	Each						
62.	Spark Lighter — Triple Flint	4	Each						
63.	Non-Return Valve — 22 mm	3	Each						
64.	Mixing Valve — 22 mm	3	Each						
65.	Vacuum Breaker — 22 mm	6	Each						
66.	Temperature & Pressure Relief Valve — 10 Bar	3	Each						
67.	Coupler Straight — Compression Coupler Straight CXC (15 mm)	10	Each						
68.	Coupler Straight — Compression Coupler Straight CXC (22 mm)	10	Each						
69.	Coupler Straight — Capillary Coupler Straight CXC (15 mm)	50	Each						
70.	Coupler Straight — Capillary Coupler Straight CXC (22 mm)	50	Each						
71.	Heat Transfer Fluid (Glycol) — Red, 5 L	1	Each						
72.	Pressure Control Valve — 400 kPa	3	Each						

73.	Solar Drain Cock — 22 mm	3	Each						
74.	Copper Stop End — 22 mm, compression	10	Each						
75.	Thread Tape — White	10	Each						
76.	Plumbers Hemps — 8 ply × 44 m	2	Each						
77.	HDPE Pipe — 25 mm × 50 m	1	Each						
78.	HDPE Pipe — 32 mm × 50 m	1	Each						
79.	Ball Valve — 15 mm	10	Each						
80.	Straight Coupler — C/MI 15 mm BG4243G/B/1	20	Each						
81.	Straight Coupler — C/MI 22 mm BG4243G/B/1	20	Each						
82.	Hexagonal Bolts — M10 × 120 mm	50	Each						
83.	Washers — M10 flat washers	100	Each						
84.	Nuts — M10 hexagonal	50	Each						
85.	Pressure Gauge — 10 Bar	3	Each						
86.	HDPE Elbows — 25 mm compression, 90°	10	Each						
87.	HDPE Elbows — 32 mm compression, 90°	10	Each						
88.	HDPE Coupler — 25 mm compression	10	Each						
89.	HDPE Coupler — 32 mm compression	10	Each						
90.	Standard Cylindrical Tank — 100 L, Green	1	Each						
91.	Wheel Rollers — 100 mm diameter, 35 mm thickness, nylon	12	Each						
92.	Scutch Hammer Combs/Blades	8	Each						
		Sub Total							

	VAT @ 15%						
	Grand 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 Consumables for Solar Installation and Maintenance for Keetmanshoop VTC.

The Consumables for Solar Installation and Maintenance required are technically specified in Section V. Inspections, Examinations and Delivery should be conducted at the Namibia Training Authority, Keetmanshoop Vocational Training Centre, Namibia

Ite m N o	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.	Panel Solid Wire — Red, 1mm ² , 100m roll		
2.	Panel Solid Wire — Black, 1mm ² , 100m roll		
3.	Panel Solid Wire — Blue, 1mm ² , 100m roll		
4.	Panel Solid Wire — White, 1mm ² , 100m roll		
5.	Panel Solid Wire — Green, 1mm ² , 100m roll		
6.	House Wiring Conductor — White, 1.5mm ² , 100m roll		
7.	House Wiring Conductor — Red, 1.5mm ² , 100m roll		
8.	House Wiring Conductor — Blue, 1.5mm ² , 100m roll		
9.	House Wiring Conductor — Black, 1.5mm ² , 100m roll		
10.	House Wiring Conductor — Green, 1.5mm ² , 100m roll		
11.	House Wiring Conductor — White, 2.5mm ² , 100m roll		
12.	House Wiring Conductor — Red, 2.5mm ² , 100m roll		
13.	House Wiring Conductor — Blue, 2.5mm ² , 100m roll		
14.	House Wiring Conductor — Black, 2.5mm ² , 100m roll		
15.	House Wiring Conductor — Green, 2.5mm ² , 100m roll		

16.	Pine Timber — Square 80×80×6000 mm		
17.	PVC Conduit Pipe — 20 mm × 4 m		
18.	Slotted Trunking — Grey, 40×40×2000 mm		
19.	Galvanised Trunking — 50×50×3000 mm		
20.	Loop In Box — 8 Way, 20 mm		
21.	PVC Adapters — Male, 20 mm		
22.	PVC Saddles — 20 mm		
23.	PVC Elbow — 90°		
24.	PVC Couplers — 20 mm		
25.	Flexible Conduit — 20 mm, 100 m long		
26.	Surfix Cable — 1.5mm ² , 2 core + E, 100 m long		
27.	Armoured Cable — 1.5mm ² , 2 core, 100 m long		
28.	PVC Compression Gland — 20 mm		
29.	Metal Cable Gland — 20 mm (Size 0)		
30.	Rubber Shroud — Size 0		
31.	Metallic Conduit — 20 mm × 50 m long		
32.	Metal Conduit Adapter — Male, 20 mm		
33.	Self-Tapping Screw — M3 × 20 mm		
34.	Insulation Tape — Red		
35.	Insulation Tape — Black		
36.	Insulation Tape — White		
37.	Roof Tape — Self-adhesive waterproof flash band with aluminum foil		

38.	Silicone Sealant — 300 ml, Clear		
39.	Hand Caulk Gun		
40.	Heat Shrink Tubing Kit 2:1 (280 pieces) — assorted sizes (see specification)		
41.	Copper Pipe Soldering Flux — 75 g		
42.	Soldering Wire — 2 mm, 500 g (for copper pipes & fittings)		
43.	Welding Rods Box — 2.6 mm		
44.	Cutting Disk — 115×3×22.2 mm		
45.	Cutting Disk — 150×3×22.2 mm		
46.	Grinding Disk — 115×3×22.2 mm		
47.	Grinding Disk — 150×3×22.2 mm		
48.	Copper Pipe Fitting Brush — inside fitting		
49.	Copper Pipes — 15 mm × 5.5 m, Class 0		
50.	Copper Pipes — 15 mm × 5.5 m, Class 2		
51.	Copper Pipes — 22 mm × 5.5 m, Class 0		
52.	Copper Pipes — 22 mm × 5.5 m, Class 2		
53.	Capillary Equal Tee — 15 mm		
54.	Capillary Elbow — 15 mm, 90°		
55.	Capillary Equal Tee — 22 mm		
56.	Capillary Elbow — 22 mm, 90°		
57.	Compression Equal Tee — 15 mm		
58.	Compression Elbow — 15 mm, 90°		
59.	Compression Equal Tee — 22 mm		

60.	Compression Elbow — 22 mm, 90°		
61.	Capillary Unequal Tee — 15 mm–15 mm–22 mm, 90°		
62.	Spark Lighter — Triple Flint		
63.	Non-Return Valve — 22 mm		
64.	Mixing Valve — 22 mm		
65.	Vacuum Breaker — 22 mm		
66.	Temperature & Pressure Relief Valve — 10 Bar		
67.	Coupler Straight — Compression Coupler Straight CXC (15 mm)		
68.	Coupler Straight — Compression Coupler Straight CXC (22 mm)		
69.	Coupler Straight — Capillary Coupler Straight CXC (15 mm)		
70.	Coupler Straight — Capillary Coupler Straight CXC (22 mm)		
71.	Heat Transfer Fluid (Glycol) — Red, 5 L		
72.	Pressure Control Valve — 400 kPa		
73.	Solar Drain Cock — 22 mm		
74.	Copper Stop End — 22 mm, compression		
75.	Thread Tape — White		
76.	Plumbers Hemps — 8 ply × 44 m		
77.	HDPE Pipe — 25 mm × 50 m		
78.	HDPE Pipe — 32 mm × 50 m		
79.	Ball Valve — 15 mm		
80.	Straight Coupler — C/MI 15 mm BG4243G/B/1		
81.	Straight Coupler — C/MI 22 mm BG4243G/B/1		

82.	Hexagonal Bolts — M10 × 120 mm		
83.	Washers — M10 flat washers		
84.	Nuts — M10 hexagonal		
85.	Pressure Gauge — 10 Bar		
86.	HDPE Elbows — 25 mm compression, 90°		
87.	HDPE Elbows — 32 mm compression, 90°		
88.	HDPE Coupler — 25 mm compression		
89.	HDPE Coupler — 32 mm compression		
90.	Standard Cylindrical Tank — 100 L, Green		
91.	Wheel Rollers — 100 mm diameter, 35 mm thickness, nylon		
92.	Scutch Hammer Combs/Blades		
	Lead Time (7 days)		

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NTA-93/2025

Specifications and Compliance Sheet Authorized 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-93/2025** on the website of the NTA 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-93/2025 The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

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: NTA Village, Rand Street, Khomasdal
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 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

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 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 ----2-----% 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: NTA Village, Rand Street, Khomasdal
Inspection and Test GCC 26.1	The inspection and tests shall be: <i>General Inspection</i>
Location of Inspection and Tests GCC 26.2	NTA Village, Rand Street, Khomasdal
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.

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/NTA-93/2025**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		

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