



# **Request for Sealed Quotations for Goods**

*Supply and Delivery of General Hand  
Tools for Air-Conditioning and  
Refrigeration Level 1 & 2 Trainees at  
Zambezi VTC.*

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**Procurement Reference No: G/RFQ/NTA-128/2025**



## Letter of Invitation

**G/RFQ/NTA-128/2025**

***19 December 2025***

Dear Sir/Madam,

**Request for Quotations for Supply and Delivery of General Hand Tools for Air-Conditioning and Refrigeration Level 1 & 2 Trainees at Zambezi 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](mailto: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 **07 January 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) • 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 <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	Empty Metal Toolboxes, Gedore, (5 Compartments) L=550mm x W=248mm x H=220mm	40	Each						
2.	Long Nose Plier (5-8 inches), H-160mm VDE Insulation	40	Each						
3.	Combination Plier (5-8 inches), H-160mm VDE Insulation	40	Each						
4.	Side Cutting Plier (Diagonal Cutting Plier), H-160mm VDE Insulation	40	Each						
5.	Bend Long Nose Plier, H-160mm VDE Insulation	40	Each						
6.	Water Pump Plier, 12'' (300mm)	40	Each						
7.	Flat/Round Nose Plier, H-160mm VDE Insulation	40	Each						
8.	Wire Stripping Plier, 1.0mm to 4.0mm	40	Each						
9.	Crimping Plier, 1.0mm to 4.0mm	40	Each						
10.	Internal Circlip Plier, H-160mm, 30mm Circlip VDE	40	Each						

	Insulation								
11.	External Circlip Plier, H-160mm, 30mm Circlip VDE Insulation	40	Each						
12.	Vice Grip Plier, 230mm, 570g	40	Each						
13.	Pinch Off Plier, 10'' (250mm)	40	Each						
14.	Piecing Plier, ¼'' (REFCO)	40	Each						
15.	Torque Wrench, ½''	40	Each						
16.	Adjustable Pipe Wrench, 12'' and 14''	40	Each						
17.	Bench Vice, 150mm	16	Each						
18.	Try Square (Engineering Square), 150mm x 200mm	40	Each						
19.	Protractor, Westcott 6" Steel 180° Clear	40	Each						
20.	Divider, Samrat Steel Engineers 150mm/6''	40	Each						
21.	Inspection Mirror, 1.25" Non-Telescoping Circular	40	Each						
22.	Magnetic Spirit Level, 250mm	40	Each						
23.	General Spirit Level, 800mm	40	Each						
24.	Steel Ruler, 300mm	40	Each						
25.	Combination Square, 300mm	40	Each						
26.	Measuring Tape, 5m	40	Each						
27.	Vernier Caliper (Analogue Type), 300mm	40	Each						
28.	Vernier Caliper (Digital Type), 300mm	40	Each						
29.	Wire Gauge, 16-,14-,12-,10-,8-,6-,4-, and 2-Gauge Wire	40	Each						
30.	Feeler Gauge, 0.02mm to 5mm	10	Each						

31.	Thread Pitch Measuring Gauge, 0.25mm to 6.0mm	10	Each						
32.	Bearing Pullers, 75mm (2.9")	20	Each						
33.	Bearing Pullers, 150mm (5.9")	20	Each						
34.	Belt Tension Gauge, 2.9 x 0.5 x 7.8 Inches	10	Each						
35.	Micrometer, 0–25mm	10	Each						
36.	Engineering Square, 203.2mm x 381mm	40	Each						
37.	Engineering Scriber, 190mm (Standard)	40	Each						
38.	Prink Punch, 1/4" (6mm) L=3" (75mm)	40	Each						
39.	Center Punch, 6x12x160mm	40	Each						
40.	Lever Type Tube Benders, ¼", 3/8", ½", 5/8"	16	Each						
41.	External Spring Bender, ¼", 3/8", ½", 5/8"	16	Each						
42.	Internal Spring Bender, 20mm and 25mm	16	Each						
43.	Flaring and Swaging Kit, FT-278 L	40	Each						
44.	Hexagonal Wrenches, 6mm - 24mm	40	Each						
45.	Open-Ended Spanners Kit, 6mm - 24mm	40	Each						
46.	Combination Spanners Kit, 6mm - 32mm	40	Each						
47.	Flare Nut Spanner Kit, 6mm - 24mm	40	Each						
48.	Ratchet Box Wrench Set, 6mm - 17mm	40	Each						
49.	Allen Keys Set, 1.5mm - 10mm	40	Each						
50.	Adjustable Wrench, 8"	40	Each						
51.	Adjustable Wrench, 10"	40	Each						

52.	Adjustable Wrench, 12''	40	Each						
53.	Electrical Screwdrivers Set, 1.5x40mm - 6.5x40mm	40	Each						
54.	Mechanical Screwdrivers Set, 1.5x40mm - 6.5x40mm	40	Each						
55.	Allen Key Socket Wrench Set, 6mm - 24mm	40	Each						
56.	Socket Hexagon Wrench Set, 6mm - 24mm	40	Each						
57.	Screw Extractor Set, 6mm - 24mm	40	Each						
58.	Rivet Gun, H-250mm VDE Insulation	40	Each						
59.	Silicone Gun, 300mL	40	Each						
60.	Grease Gun, Standard (450g)	40	Each						
61.	Fin Comb, 15mm x 1.25 x 1mm	40	Each						
62.	Air Blower, 220–240VAC/50HZ, 1500W	10	Each						
63.	Heat Gun, 220–240VAC/50HZ, 1500W	10	Each						
64.	Paint Brush, 1'', 2'', 3'', 4''	40	Each						
65.	Cable Knife, H-160mm VDE Insulation	40	Each						
66.	Tube Cutters, 1/8'' – 1.1/8''	40	Each						
67.	Pipe Reamer, ¼'' to 1-5/8''	40	Each						
68.	Mini Tube Cutter, 1/8'' – 5/8''	40	Each						
69.	Hacksaw, 305mm x 100mm	40	Each						
70.	Junior Hacksaw, H-250mm	40	Each						
71.	Needle File Set (5Pc), Round, Bi Half-Round, Flat, Square, Triangular	40	Each						
72.	PVC Tube Cutter, 1-1/2''	40	Each						

73.	Tin Snips, H-250mm - 300mm	40	Each						
74.	Tap/Die Stocks Set, 3x.5 to 10x1 (Standard)	40	Each						
75.	Files Flat Smooth Cut, 200mm	40	Each						
76.	Files Flat 2nd Cut, 350mm	40	Each						
77.	Files Round Smooth Cut, 250mm	40	Each						
78.	Files Round 2nd Cut, 250mm	40	Each						
79.	Files Triangle Smooth Cut, 200mm	40	Each						
80.	Files Triangle 2nd Cut, 350mm	40	Each						
81.	File Brusher, 4-1/3" x 1-1/2"	40	Each						
82.	Wire Brush, Cottam Wood 37mm Steel	40	Each						
83.	Brooms, Industrial	10	Each						
84.	Brooms, Normal	10	Each						
85.	Mops and Bucket	10	Each						
86.	Cold Chisel, 20mm x 250mm, 350g Flat	40	Each						
87.	Chipping Hammer, 300mm, 500g	40	Each						
88.	Mallet Hammer, 350g	40	Each						
89.	Club Hammer, 1.25Kg	40	Each						
90.	Claw Hammer, 340g	40	Each						
91.	Ball Pein Hammer, 500g	40	Each						
92.	Leak Detector, R134A R410A R22 Freon	10	Each						
93.	Sling Psychrometer, -5–50°C (20–120°F)	40	Each						

94.	Analogue Thermometer, -40 to +40°C	40	Each						
95.	Digital Thermometer, -40 to +40°C	40	Each						
96.	Infrared Thermometer, Fluke Type: -32°C to 1300°C	10	Each						
97.	Manifold Gauge Set, R410A Type	10	Each						
98.	Manifold Gauge Set, R22 Standard Type	20	Each						
99.	Electrical Multimeter, 600V – 1000V AC/DC	20	Each						
100.	Digital Clamp-On Tester, 600V – 1000V AC/DC	20	Each						
101.	Megger Meter Electrical Tester, MIT525 Insulation (600–100V AC)	10	Each						
102.	Line Voltage Tester, 240V – 600V AC/DC	10	Each						
103.	Oxy-Acetylene Gas Welding Set, Afrox Porta Pack	8	Each						
104.	Spare Oxygen Cylinder, Afrox Porta Pack Cylinders	8	Each						
105.	Spare Acetylene Cylinder, Afrox Porta Pack Cylinders	8	Each						
106.	Gas Welding & Cutting Kit, RX Weld Oxygen Acetylene Torch Kit	4	Each						
107.	Oxygen Cylinder, 11.5Kg Afrox Hire	4	Each						
108.	Acetylene Cylinder, 17.4Kg Afrox Hire	4	Each						
109.	Argon Cylinder, 17.4Kg Afrox Hire	4	Each						
110.	Nitrogen Cylinder Regulator, 5/8’’	4	Each						
111.	Argon Cylinder with Regulators, 5/32’’	4	Each						
112.	Two-Stage Vacuum Pump, 220VAC/50HZ	8	Each						
113.	Industrial Extension Ladder, 6m	2	Each						

114.	Industrial Heavy-Duty A-Frame Aluminum Stepladder, 2.4m, 5 Steps	2	Each						
115.	Electrical Extension Lead on a Reel, 30m	8	Each						
116.	Refrigerant Recovery System, 220VAC/50HZ	4	Each						
117.	Refrigerant Recovery Cylinder, WC=9L	4	Each						
118.	Refrigerant Recovery Cylinder, WC=20L	4	Each						
119.	Digital Refrigerant Charging Scale, 25–30kg	8	Each						
120.	Cordless Drill Machine, 18V (Makita/Bosch)	10	Each						
121.	Drilling Machine, 220VAC/50HZ, 750W–1500W	8	Each						
122.	Pedestal Drill Press, 32mm, 220VAC/50HZ, 1500W–2000W	4	Each						
123.	Angle Grinder, 3000–4500RPM, 750W 220VAC/50HZ	4	Each						
124.	Angle Grinder, 3000–4500RPM, 1500W 220V/50HZ	4	Each						
125.	Metal Cut-Off Grinder, 220V/50HZ, 1500W–3000W	4	Each						
126.	Bench Grinder, 8’’ Double-Wheeled GBG, 220VAC/50HZ, 450W–750W	4	Each						
127.	Jig Saw, 220VAC/50HZ, 750W	4	Each						
128.	Soldering Iron Station, Adjustable Temperature 220V/50HZ, 60W, 450°C	10	Each						
		<b>Sub Total</b>							
		<b>VAT @ 15%</b>							
		<b>Grand Total</b>							

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 Request for Quotations for Supply and Delivery of General Hand Tools for Air-Conditioning and Refrigeration Level 1 & 2 Trainees at Zambezi VTC.

The General Hand Tools required are technically specified in Section V. Inspections, Examinations and Delivery should be conducted at the Namibia Training Authority, Zambezi Vocational Training Centre, Namibia.

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.	Empty Metal Toolboxes, Gedore, (5 Compartments) L=550mm x W=248mm x H=220mm		
2.	Long Nose Plier (5-8 inches), H-160mm VDE Insulation		
3.	Combination Plier (5-8 inches), H-160mm VDE Insulation		
4.	Side Cutting Plier (Diagonal Cutting Plier), H-160mm VDE Insulation		
5.	Bend Long Nose Plier, H-160mm VDE Insulation		
6.	Water Pump Plier, 12'' (300mm)		
7.	Flat/Round Nose Plier, H-160mm VDE Insulation		
8.	Wire Stripping Plier, 1.0mm to 4.0mm		
9.	Crimping Plier, 1.0mm to 4.0mm		
10.	Internal Circlip Plier, H-160mm, 30mm Circlip VDE Insulation		
11.	External Circlip Plier, H-160mm, 30mm Circlip VDE Insulation		
12.	Vice Grip Plier, 230mm, 570g		
13.	Pinch Off Plier, 10'' (250mm)		
14.	Piecing Plier, ¼'' (REFCO)		

15.	Torque Wrench, ½’’		
16.	Adjustable Pipe Wrench, 12’’ and 14’’		
17.	Bench Vice, 150mm		
18.	Try Square (Engineering Square), 150mm x 200mm		
19.	Protractor, Westcott 6" Steel 180° Clear		
20.	Divider, Samrat Steel Engineers 150mm/6’’		
21.	Inspection Mirror, 1.25" Non-Telescoping Circular		
22.	Magnetic Spirit Level, 250mm		
23.	General Spirit Level, 800mm		
24.	Steel Ruler, 300mm		
25.	Combination Square, 300mm		
26.	Measuring Tape, 5m		
27.	Vernier Caliper (Analogue Type), 300mm		
28.	Vernier Caliper (Digital Type), 300mm		
29.	Wire Gauge, 16-,14-,12-,10-,8-,6-,4-, and 2-Gauge Wire		
30.	Feeler Gauge, 0.02mm to 5mm		
31.	Thread Pitch Measuring Gauge, 0.25mm to 6.0mm		
32.	Bearing Pullers, 75mm (2.9")		
33.	Bearing Pullers, 150mm (5.9")		
34.	Belt Tension Gauge, 2.9 x 0.5 x 7.8 Inches		
35.	Micrometer, 0–25mm		
36.	Engineering Square, 203.2mm x 381mm		

37.	Engineering Scriber, 190mm (Standard)		
38.	Prink Punch, 1/4" (6mm) L=3" (75mm)		
39.	Center Punch, 6x12x160mm		
40.	Lever Type Tube Benders, 1/4", 3/8", 1/2", 5/8"		
41.	External Spring Bender, 1/4", 3/8", 1/2", 5/8"		
42.	Internal Spring Bender, 20mm and 25mm		
43.	Flaring and Swaging Kit, FT-278 L		
44.	Hexagonal Wrenches, 6mm - 24mm		
45.	Open-Ended Spanners Kit, 6mm - 24mm		
46.	Combination Spanners Kit, 6mm - 32mm		
47.	Flare Nut Spanner Kit, 6mm - 24mm		
48.	Ratchet Box Wrench Set, 6mm - 17mm		
49.	Allen Keys Set, 1.5mm - 10mm		
50.	Adjustable Wrench, 8"		
51.	Adjustable Wrench, 10"		
52.	Adjustable Wrench, 12"		
53.	Electrical Screwdrivers Set, 1.5x40mm - 6.5x40mm		
54.	Mechanical Screwdrivers Set, 1.5x40mm - 6.5x40mm		
55.	Allen Key Socket Wrench Set, 6mm - 24mm		
56.	Socket Hexagon Wrench Set, 6mm - 24mm		
57.	Screw Extractor Set, 6mm - 24mm		
58.	Rivet Gun, H-250mm VDE Insulation		

59.	Silicone Gun, 300mL		
60.	Grease Gun, Standard (450g)		
61.	Fin Comb, 15mm x 1.25 x 1mm		
62.	Air Blower, 220–240VAC/50HZ, 1500W		
63.	Heat Gun, 220–240VAC/50HZ, 1500W		
64.	Paint Brush, 1'', 2'', 3'', 4''		
65.	Cable Knife, H-160mm VDE Insulation		
66.	Tube Cutters, 1/8'' – 1.1/8''		
67.	Pipe Reamer, ¼'' to 1-5/8''		
68.	Mini Tube Cutter, 1/8'' – 5/8''		
69.	Hacksaw, 305mm x 100mm		
70.	Junior Hacksaw, H-250mm		
71.	Needle File Set (5Pc), Round, Bi Half-Round, Flat, Square, Triangular		
72.	PVC Tube Cutter, 1-1/2''		
73.	Tin Snips, H-250mm - 300mm		
74.	Tap/Die Stocks Set, 3x.5 to 10x1 (Standard)		
75.	Files Flat Smooth Cut, 200mm		
76.	Files Flat 2nd Cut, 350mm		
77.	Files Round Smooth Cut, 250mm		
78.	Files Round 2nd Cut, 250mm		
79.	Files Triangle Smooth Cut, 200mm		
80.	Files Triangle 2nd Cut, 350mm		

81.	File Brusher, 4-1/3" x 1-1/2"		
82.	Wire Brush, Cottam Wood 37mm Steel		
83.	Brooms, Industrial		
84.	Brooms, Normal		
85.	Mops and Bucket		
86.	Cold Chisel, 20mm x 250mm, 350g Flat		
87.	Chipping Hammer, 300mm, 500g		
88.	Mallet Hammer, 350g		
89.	Club Hammer, 1.25Kg		
90.	Claw Hammer, 340g		
91.	Ball Pein Hammer, 500g		
92.	Leak Detector, R134A R410A R22 Freon		
93.	Sling Psychrometer, -5–50°C (20–120°F)		
94.	Analogue Thermometer, -40 to +40°C		
95.	Digital Thermometer, -40 to +40°C		
96.	Infrared Thermometer, Fluke Type: -32°C to 1300°C		
97.	Manifold Gauge Set, R410A Type		
98.	Manifold Gauge Set, R22 Standard Type		
99.	Electrical Multimeter, 600V – 1000V AC/DC		
100.	Digital Clamp-On Tester, 600V – 1000V AC/DC		
101.	Megger Meter Electrical Tester, MIT525 Insulation (600–100V AC)		
102.	Line Voltage Tester, 240V – 600V AC/DC		

103.	Oxy-Acetylene Gas Welding Set, Afrox Porta Pack		
104.	Spare Oxygen Cylinder, Afrox Porta Pack Cylinders		
105.	Spare Acetylene Cylinder, Afrox Porta Pack Cylinders		
106.	Gas Welding & Cutting Kit, RX Weld Oxygen Acetylene Torch Kit		
107.	Oxygen Cylinder, 11.5Kg Afrox Hire		
108.	Acetylene Cylinder, 17.4Kg Afrox Hire		
109.	Argon Cylinder, 17.4Kg Afrox Hire		
110.	Nitrogen Cylinder Regulator, 5/8"		
111.	Argon Cylinder with Regulators, 5/32"		
112.	Two-Stage Vacuum Pump, 220VAC/50HZ		
113.	Industrial Extension Ladder, 6m		
114.	Industrial Heavy-Duty A-Frame Aluminum Stepladder, 2.4m, 5 Steps		
115.	Electrical Extension Lead on a Reel, 30m		
116.	Refrigerant Recovery System, 220VAC/50HZ		
117.	Refrigerant Recovery Cylinder, WC=9L		
118.	Refrigerant Recovery Cylinder, WC=20L		
119.	Digital Refrigerant Charging Scale, 25–30kg		
120.	Cordless Drill Machine, 18V (Makita/Bosch)		
121.	Drilling Machine, 220VAC/50HZ, 750W–1500W		
122.	Pedestal Drill Press, 32mm, 220VAC/50HZ, 1500W–2000W		
123.	Angle Grinder, 3000–4500RPM, 750W 220VAC/50HZ		
124.	Angle Grinder, 3000–4500RPM, 1500W 220V/50HZ		

125.	Metal Cut-Off Grinder, 220V/50HZ, 1500W–3000W		
126.	Bench Grinder, 8’’ Double-Wheeled GBG, 220VAC/50HZ, 450W–750W		
127.	Jig Saw, 220VAC/50HZ, 750W		
128.	Soldering Iron Station, Adjustable Temperature 220V/50HZ, 60W, 450°C		
	<b>Lead Time (7 days)</b>		



## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

**Procurement Reference Number: G/RFQ/NTA-128/2025**

**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-128/2025** on the website of the NTA [www.nta.com.na](http://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-128/2025** 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
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: <b>Namibia Training Authority</b>
<b>Site GCC 1.1(m)</b>	The final destination for delivery of the Goods is: <b>Zambezi, Vocational Training Centre</b>
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010. (DAP)
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For the NTA, the address and the contact name shall be: <b>Richard Ndjahera,</b> <a href="mailto:rndjahera@nta.com.na">rndjahera@nta.com.na</a> For the Supplier, the address and contact name shall be: _____
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
<b>Delivery and Documents GCC 13.1</b>	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
<b>Price Adjustment GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
<b>Terms of Payment GCC 16.1</b>	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
<b>Terms of Payment GCC 16.3</b>	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment GCC 16.4 (a)</b>	The price shall not be adjustable to the fluctuation in the rate of exchange.
<b>Payment Period GCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p><b>On Acceptance:</b> 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>
<b>Transportation GCC 25</b>	The Goods shall be delivered: NTA Village, Rand Street, Khomasdal
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be: <i>General Inspection</i>
<b>Location of Inspection and Tests GCC 26.2</b>	<b>Zambezi, Vocational Training Centre</b>
<b>Liquidated Damages GCC 27.1</b>	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-128/2025**

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