



Request for Sealed Quotations for Goods

Supply and Delivery of Stationaries for the NTA

Procurement Reference No: G/RFQ/NTA-141/2025

Bidder's Name:	
Physical Address:	
Tel/Cell No:	
Contact Person:	
E-mail:	
Total amount VAT excl:	
Total amount VAT incl:	

Issued Date: 03 December 2025

Closing Date: 16 December 2025 @ 11:00

To be deposited in the bid box Bid Box located at NTA Village, Rand Street Khomasdal Windhoek, at Reception area.

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



Letter of Invitation

G/RFQ/NTA-141/2025

03 December 2025

Dear Potential Bidders,

Request for Quotations for Supply and Delivery Stationaries for the NTA

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.
- (b) All pages of the bidding document should be fully completed with accurate information at the correct spaces, initial and principal business should be in line **Stationaries**
- (c) The bidder must submit a detailed quotation on its company letterhead, in addition to Section III List of Goods and Price Schedule
- (d) have a valid original or certified copy of good Standing Tax Certificate
- (e) have an original valid or certified copy of good Standing Social Security Certificate.
- (f) 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;
- (g) Submit signed Bid-securing Declaration;
- (h) 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.
- (i) **All the mandatory documents in terms of section 50(2) of the Public Procurement Act, 2015 (Act No 15 of 2015) as amended, should be valid at the closing date of the bid or after.**

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 **16 December 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 quotation's 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 90 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

Procurement Ref No: G/RFQ/NTA -141/2025

INSTRUCTIONS TO THE PUBLIC BODY		INSTRUCTIONS TO BIDDERS				
		<u>Bidders shall fill-in columns E to F</u> • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E		F
Item #	Description	Qty	UOM	Unit Price NS (Excl.VAT)	Total price NS (Excl.VAT)	Delivery Period
1	Black Sharpie Permanent Markers (12 in box) POINTY TIP	12 boxes	Each			
2	A4 Copy Paper	500 boxes	Each			
3	A3 Storage Boxes	600	Each			
4	A4 Storage Boxes	300	Each			
5	2026 Diaries A5	26	Each			
6	A5 spiral notebooks	10	Each			
7	Ricoh Nashua Staple Refill Type X	10	Each			
8	Scissors (Large)	26	Each			
9	Box Cutter/ utility	16	Each			
10	Counter Pen and Stand	6	Each			
11	AAA rechargeable Batteries pack of ten x3	30				
12	Black Garbage bags (100 in 1 pack)	10				

13	A4 White Envelopes a box of 250	500	Each			
14	A3 White Envelopes a box of 250	500	Each			
15	Staplers	20				
16	Pencils	20				
17	Erasers	20	Each			
18	Sign here/Signature stickers packs	20	packs			
19	Paper clips (Large) box of 100x 5	500				
20	Paper Clips (small) box of 100x5	500				
21	Brown Packing Tape 48x100mm box	2 boxes				
22	Clear Packaging Tape 48x100mm box	2 boxes				
23	Security printed Tape 48x100mm box	4 boxes				
24	Office/Desk Dustbin Black	8	Each			
25	Desk organizer set (Mesh)	16	Each			
26	A4 Writing pads	6	Each			
27	Superb Red ball pens (12 in a box)	15 boxes				
28	Superb Green ball pens (12 in a box)	15 boxes				
29	Superb Black ball pens (12 in a box)	15 boxes				
30	Superb Purple ball pens (12 in a box)	15 boxes				
31	Security Sealing straps (for ceiling PVC security storage boxes)	600 seals				
	Sub Total					

		VAT 15%		
		Grand Total		
NAME OF BIDDER:		ADDRESS:		

The price shall be treated as firm in Namibian Dollars for all intent and purpose.

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

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 goods is the Supply and Delivery stationaries for the NTA.

The Ubiquity Access Points and cables required are technically specified in Section V. Inspections, Examinations and Delivery should be conducted at the NTA Rand Street, Windhoek 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	Black Sharpie Permanent Markers (12 in box) POINTY TIP		
2	A4 Copy Paper		
3	A3 Storages Boxes		
4	A4 Storage Boxes		
5	A5 2026 Diaries		
6	A5 spiral notebooks		
7	Ricoh Nashua Staple Refill Type X		
8	Scissors (Large)		
9	Box Cutter/Utility Knife		
10	Counter Pen and Stand		
11	AAA rechargeable Batteries pack of ten x3		
12	Black garbage bags (100 in 1pack)		
13	A4 White Envelopes a box of 250		
14	A3 White Envelopes a box of 250		

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>
15	Staplers		
16	Pencils		
17	Erasers		
18	Sign here/Signature stickers packs		
19	Paper clips (Large) box of 100x 5		
20	Paper clips (small) box of 100x 5		
21	Brown Packaging Tape 48x100mm box		
22	Clear Packaging Tape 48x100mm box		
23	Security Printed Tape 48x100mm box		
24	Office/Desk Dustbin Black		
25	Desk Organizer set (Mesh)		
26	A4 Writing pads		
27	Superb Red ball pens (12 in a box)		
28	Superb Green ball pens (12 in a box)		
29	Superb Black ball pens (12 in a box)		
30	Superb Purple ball pens (12 in a box)		
31	Security Sealing straps (for ceiling PVC security storage boxes)		

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NTA-141/2025

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-141/2025** 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 were modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/NTA-141/2025 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 Rand Street, 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 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: <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	NTA Village Rand Street, Windhoek, Namibia
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-141/2025

Description	Attached	Not Attached
Company's Quotation		
Quotation Letter		
Priced Activity Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Valid Good Standing Tax certificate or certified copy		
Valid Good Standing Social Security certificate or certified copy		
Valid company Registration Certificated certified copy		
Valid Affirmative Action Compliance Certificate or proof from Employment Equity Commission certified copy		
Have an original, valid good standing BIPA Certificate or certified copy.		

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