



NAMIBIA TRAINING
AUTHORITY

Request for Quotations for Works

Supply, Delivery and Installation of Windows and Door Glasses for the NTA

Procurement Reference No: W/RFQ/NTA-03/2025

Telephone: +264 61207 8530 Facsimile: +264 612078551, e-mail: procurement@nta.com.na



NAMIBIA TRAINING
AUTHORITY

Letter of Invitation

W/RFQ/NTA-03/2025

01 December 2025

Dear Sir/Madam

Supply, Delivery and Installation of Windows and Door Glasses to the NTA

The *NTA* invites you to submit your best quote for the works described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to *procurement@nta.com.na*

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 lot; and
- (b) to accept or reject any quotation or 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 works mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for 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 *180* days from the date of bid 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 a valid original or valid certified copy of original good Standing Tax Certificate;
- (c) have a valid original or valid certified copy of original 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.
- (g) 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.

5. Bid Security/Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be 14 *days* after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the NTA with the Bidder's name at the back of the envelope.

8. Submission of Quotations

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

Date 15 December 2025, 11:00 (AM)

Pedestrian Entry Point

NTA Village,

Rand Street, Khomasdal.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 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 evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The

whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

N/A

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works 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

N/A

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 7 days. Furthermore, the *NTA* shall attend to all requests for debriefing made in writing within 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 Priced Activity Schedule 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: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

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

The validity period of our Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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.

Works will commence within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

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: STATEMENT OF REQUIREMENTS

Specification for Broken Glasses Replacement in NTA Head Office and Assessment Office.

No.	Location & Description	length (mm)	Width (mm)	Thickness (mm)	Qty
1	Maintenance Flat (Clear)	1440	430	3	1
2	Workshop (Clear)	390	265	3	1
3	Gym (Clear)	495	505	3	1
4	Flat C (Clear)	880	580	3	1
5	Flat C (Clear)	855	560	3	2
6	Flat C (Obscure Glass)	580	580	3	1
7	Transport Flat (Clear)	875	580	3	1
8	Transport Flat (Clear)	280	225	3	1
9	Transport Flat (Clear)	850	560	3	1
10	Levy Collection (Clear)	560	560	3	1
11	Will (Clear)	230	740	3	2
12	Internal Audit (Clear)	880	585	3	1
13	NTF (Clear)	590	460	3	1
14	Cafeteria Back (Clear)	580	580	3	1
15	Cafeteria Front (Clear)	265	580	3	1
16	Cafeteria Toilets (Obscure Glass)	560	555	3	1
17	RMS (Clear)	1190	580	3	2
18	NTF (Clear)	585	460	3	1
19	Chief Risk (Clear)	290	585	3	1
20	HR Guard house Clear safety glass	1090	770	3	1
21	Hall, Toilet (Obscure Glass)	1165	605	3	2
22	GM TVET Boardroom (Clear)	1145	560	3	1
23	TVET Standard Manager behind (Clear)	810	880	3	1
24	Research Kitchen (Clear)	285	580	3	1
25	Hall man's toilet (Obscure Glass)	150	525	6	1
26	Hall kitchen (Clear)	150	525	6	1

27	Procurement (Clear)	1175	515	3	1
28	Finance (Clear safety glass)	1055	510	6	1
29	Asset main office (Clear)	385	270	3	2
30	IT open plan (Clear)	1180	460	3	1
31	Finance Toilet (Clear)	1150	440	3	1
32	Assessment Instrument and Printing (Clear)	455	295	3	12
33	Assessment Reception (Clear)	600	1530	3	1
34	Security House (Clear)	1145	435	3	1

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Maintenance Flat (Clear)	1	Each		
2	Workshop (Clear)	1	Each		
3	Gym (Clear)	1	Each		
4	Flat C (Clear)	1	Each		
5	Flat C (Clear)	2	Each		
6	Flat C (Obscure Glass)	1	Each		
7	Transport Flat (Clear)	1	Each		
8	Transport Flat (Clear)	1	Each		
9	Transport Flat (Clear)	1	Each		
10	Levy Collection (Clear)	1	Each		
11	Will (Clear)	2	Each		
12	Internal Audit (Clear)	1	Each		
13	NTF (Clear)	1	Each		
14	Cafeteria Back (Clear)	1	Each		
15	Cafeteria Front (Clear)	1	Each		
16	Cafeteria Toilets (Obscure Glass)	1	Each		
17	RMS (Clear)	2	Each		
18	NTF (Clear)	1	Each		
19	Chief Risk (Clear)	1	Each		
20	HR Guard house Clear safety glass	1	Each		
21	Hall, Toilet (Obscure Glass)	2	Each		
22	GM TVET Boardroom (Clear)	1	Each		
23	TVET Standard Manager behind (Clear)	1	Each		
24	Research Kitchen (Clear)	1	Each		
25	Hall man's toilet (Obscure Glass)	1	Each		

26	Hall kitchen (Clear)	1	Each		
27	Procurement (Clear)	1	Each		
28	Finance (Clear safety glass)	1	Each		
29	Asset main office (Clear)	2	Each		
30	IT open plan (Clear)	1	Each		
31	Finance Toilet (Clear)	1	Each		
32	Assessment Instrument and Printing (Clear)	12	Each		
33	Assessment Reception (Clear)	1	Each		
34	Security House (Clear)	1	Each		
Enter 0% VAT rate if VAT exempt.				Subtotal	
				VAT @ %	
				Total	

Priced Activity Schedule Authorised by:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: _____

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

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Maintenance Flat (Clear) 1440mmx430mm)		
2	Workshop (Clear) (390mmx265mm)		
3	Gym (Clear) (495mmx505mm)		
4	Flat C (Clear) (880mmx580mm)		
5	Flat C (Clear) (855mmx560mm)		
6	Flat C (Obscure Glass) (580mmx580 mm)		
7	Transport Flat (Clear) (875mmx580 mm)		
8	Transport Flat (Clear) (280mmx225 mm)		
9	Transport Flat (Clear) (850mmx560 mm)		
10	Levy Collection (Clear) (560mmx560 mm)		
11	Will (Clear) (230mmx740 mm)		
12	Internal Audit (Clear) (880mmx585 mm)		
13	NTF (Clear) (590mmx460 mm)		
14	Cafeteria Back (Clear) (580mmx580 mm)		
15	Cafeteria Front (Clear) (265mmx580 mm)		
16	Cafeteria Toilets (Obscure Glass) (560mmx555 mm)		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
17	RMS (Clear) (1190mmx580 mm)		
18	NTF (Clear) (585mmx460 mm)		
19	Chief Risk (Clear) (290mmx585 mm)		
20	HR Guard house Clear safety glass (1090mmx770 mm)		
21	Hall, Toilet (Obscure Glass) (1165mmx605 mm)		
22	GM TVET Boardroom (Clear) (1145mmx560 mm)		
23	TVET Standard Manager behind (Clear) (810mmx880 mm)		
24	Research Kitchen (Clear) (285mmx580 mm)		
25	Hall man's toilet (Obscure Glass) (150mmx525 mm)		
26	Hall kitchen (Clear) (150mmx525 mm)		
27	Procurement (Clear) (1175mmx515 mm)		
28	Finance (Clear safety glass) (1055mmx510 mm)		
29	Asset main office (Clear) (385mmx270 mm)		
30	IT open plan (Clear) (1180mmx460 mm)		
31	Finance Toilet (Clear) (1150mmx440 mm)		
32	Assessment Instrument and Printing (Clear) (455mmx295 mm)		
33	Assessment Reception (Clear) (600mmx1530 mm)		
34	Security House (Clear) (1145mmx435mm)		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **W/RFQ-GCC**) available on the website of the NTA www.nta.com.na except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/NTA – 03/2025

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	The purchaser is: Namibia Training Authority
Intended Completion Date GCC	The intended completion date is: 14 days after the award
Project Manager GCC 1.1(y)	The Project Manager is: Mr Nahas Kamudulunge
Site GCC 1.1(aa)	The Site is located at: Namibia Training Authority Premises 10 Rand street Khomasdal Windhoek, Namibia
Start Date GCC 1.1(dd)	The Start Date shall be: Immediately after award
The Works GCC 1.1(hh)	The Works consist of:
Interpretation GCC 2.2	The project will be completed in the following sections: N/A
Interpretation GCC2.3	The following additional documents shall form part of the contract: N/A
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to

GCC Clause Reference	Special Conditions
	extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document: Procurement Management Unit, procurement@nta.com.na For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be
Insurance GCC 13.1	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i> (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. The Contractor shall choose to take the insurance covers indicated above

GCC Clause Reference	Special Conditions
	as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.
Site Date GCC 14.1	The site Data shall be: Not Applicable
Possession of the Site GCC 20.1	The Site Possession Date shall be: Immediately after completion
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	Not Applicable
GCC 25.3	Program updates <i>shall not</i> be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 365 days.
Payment Certificates GCC 39.7	A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	Not Applicable
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	No proportion of any payments shall be retained

GCC Clause Reference	Special Conditions
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are <i>0.10 per cent per day of the Contract Price</i> .
Bonus GCC 47.1	The Bonus for the whole of the Works is Not Applicable
Advance Payment GCC 48.1	The Advance Payments shall be Not Applicable
Performance Security GCC 49.1	Not Applicable
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>are not</i> required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: Not Applicable

SCHEDULE 2**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: W/RFQ/NTA – 03/2025**

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Security Declaration		

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.*