



Request for Sealed Quotations for Goods

***Supply and Delivery of Hand Tools for the Welding and
Fabrication Nkurenkuru VTC
Level 2-4***

Procurement Reference No: G/RFQ/NTA-116/2025

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



Letter of Invitation

G/RFQ/NTA-116/2025

19 January 2026

Dear Sir/Madam,

**Request for Quotations for Supply and Delivery of Hand Tools for the Welding and Fabrication
Nkurenkuru VTC Level 2-4**

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;
- (g) provide certified copies of the National Identifications Documents of all shareholders;

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 **02 February 2026, 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.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Supply and Delivery of Hand Tools for the Welding and Fabrication Nkurenkuru VTC

Level 2-4 Procurement Ref No: G/RFQ/NTA 116/2025

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]				Bidders shall fill-in columns E - I and fill the total 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					
Consumables				E	F	G	H	I	
A	B	C	D	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
Item no.	Description of Goods	Quantity required (Number of Trainees)	Unit of measures						
1.	Rafter Square	5	600mm x 400mm						
2.	Engineering Square	5	200mm						
3.	Measuring tape 5m	6	5M						
4.	Steel rulers	30	300mm, 600mm and 1000mm						
5.	Tin snip	20	Bi-mat 250mm weight 0.52kg (Storeroom)						
6.	Centre Punch	20	Diameter 4mm overall length 100mm						

7.	Scriber	20	Metal scriber size 190mm (length)						
8.	Steel Protractor 360°	10	180° angle ruler finder 140mm						
9.	Pro-mag level	20	Curve-O-Mark Level Pro-Mag Contour #8 (14777) CNT8						
10.	Curve o marker	20	No1 cnt1 frame, protractor/trip le joint arm &holder (J1874)						
11.	Divider 150mm, 300mm (steel dividers)	40	150mm x 20 and 300mm x 20						
12.	Leather spats	20	Leather ankle protector (long and short)						
13.	Ball peen Hammer	20	900g						
14.	Chipping hammer	20	290mm chisel and point hammer						
15.	Plier (long nose plies)	20	225mm						
16.	Radius bar	20	Oxy-LPG- Acet- TJ6051						
17.	Bevel square	20	250mm blade and locking function						
18.	Folding ruler (line of chord)	20	600mm 60r type						

19.	5 Pound Hammer	20	5 Pound						
20.	Rubber Hammer	20	450g/160z						
21.	Combination Square	20	300mm						
22.	Welding wire brush	20	37mm steel wire brush						
23.	Hacksaw + blade (metal) (300mm)	20	Hacksaw x20 and blades 40(24 teeth)						
24.	Bevel gauge	20	Sliding T-Bevel Gauge 200mm						
25.	File flat 300mm cut 1 + handle	20	Cut1						
26.	File three square 250mm cut 1+ handle	20	Cut1						
27.	File half round 300mm cut 3 +handle	20	Cut3						
28.	File flat 300mm cut 3 + handle	20	Cut3cut1						
29.	File round 300mm cut 1+ handle	20	Cut1						
30.	Heavy duty box 700×270×335mm	20	Students (welders toolbox) EMTY						
31.	Adjustable wrench 300mm	20	250mm (A) x 29mm (L)						
32.	File round 300mm cut 1 +handle	20	Cut 1						
33.	File flat 300mm cut 3 + handle	20	Cut 3						
34.	Padlock	20	38mm						
35.	Fencing plier	20	300mm						
36.	Chalk line	20	HCLRO 130 (30m)						
37.	Sprit level	20	600mm						
38.	Drill bit set	20	1-13mm						
39.	Side cutter	20	110mm Vorel						

			42301						
40.	Chisel flat	20	200mm						
41.	Leak testing liquid	10	Soapy Water						
42.	Oxygen cylinders	20	11.5 kg						
43.	Acetylene cylinder	15	8 kg						
44.	Template papers (hard board) A1	5	Brown color roller						
45.	Cutting nozzles 0.8,1.2,1.6 mm	90	30 x 0.8mm, 30 x 1.2mm and 30 x 1.6mm						
46.	Bench Vice	10	8" In (208 Mm) Cast Iron Bench Vice Jaw Width 208 Mm Jaw Opening 237 Mm Base Dimensions 183 Mm Base Bolt Spacing 145 Mm						
47.	Grinders Small	6	115mm Professional Angle Grinder 850w						
48.	Grinders Big	6	230mm Professional Angle Grinder 220v						
49.	20m Extension Lead	6	22.5MM-						

			BLACK (Exr-SDP25BK						
50.	Welding Nozzles	30	Size (0.9mm, 1.2mm) 23-A-90 (0-10)						
51.	Welding Nozzle	30	23-A-90 (13-15)						
52.	Spark Lighter	30	Gas –Light 24677						
53.	Flint Lighter Renewals	30	BOC flint Renewal Pack for 3 Flint Lighter /BOC gas						
54.	Hose Pipe Gas Welding	20	8mm Diameter 12m Red/Blue						
55.	Hose Check Valve (Left Hand And Right Hand)	20	3/8						
56.	Pop Rivets	200 pieces	8.8 X 25pop Aluminum						
57.	Inert Gas House	30	Diameter 5mm Black						
58.	Rivet Gun	5	Heavy Duty 2.4mm 3.2mm 4mm And 4.8mm						
59.	Hose Fittings (fitted Oxy-acetylene Twin Hose Set	30 30	(3/8”fittings)-8mm x 20m						
60.	Hose Kit, Two Nipples, Two Nuts And Three O Clip BPSs	30	5MM 3/8						
61.	Hose/pipe Connection nuts (oxygen and acetylene)	30	1/4 L/H 3/8						

62.	Oxygen Regulator	10	INPUT THREAD: R/H 5/8" BSP						
63.	Acetylene Regulator	10	L/H 5/8" INPUT THREAD L/H 3/8"						
64.	Regulator	10	S 600 Arc 40 L Co2/Air						
65.	Gauge Reg	40	Content 0- 4000kpa Da						
66.	Gauge Reg	40	Outlet 0- 900kpa Da						
67.	Gauge Reg	40	Content 0- 30000kpa 02						
68.	Gauge Reg	40	Outlet 0- 220kpa Da						
69.	Cable Connection	60	Uni-Ccm-10- 25 Male 10- 25mm 60%						
70.	Cable Connection	60	Uni-Ccm-35- 50 Male 35- 50mm 60%						
71.	Cable Connection	60	Uni -Ccf 10- 25 Female 10- 25mm 60%						
72.	Cable Connection	60	Uni-Ccf 35-50 Female 35- 50mm 60%						
73.	Parallel Clip	200	(For 8mm Hose) 10 Off						
74.	O Clip	200	(8mm Hopuse) 10 Off						
75.	Oxygen Flashback Arrester	150	(Reg) 3/8"-						

			8mmda /Hc- 188srrgb Mount 3/8						
76.	Oxygen Flashback Arrester	150	(Reg) 3/8"- 8mm 02 Hc - 188srlgb Mount 3/8						
77.	Industrial Cylinder Trolley (Cutting Stations)	8	Same Size (INDUSTRIA L SIZE)						
78.	Ball Pen Hummer	10	900g						
79.	Hummers	5	4 Pond Hummer						
80.	Avil With A Stand	5	30 Kg Anvil Eanvil030						
81.	Spray Gun	4	Painter Tes Steel Paint Spray Gun 300ml, Nozzle Size: 1.2mm, Weight 410gm						
82.	Welding Screen	40	2m X 3m						
83.	Rs Pro Braked Swivel Castor Wheel, 50kg Capacity, 50mm Wheel	70	Welding Screens Wheel						
84.	Nozzle Cleaner	20	Long Sizes						
85.	Tap And Die Sets/ Threading Tools	5	45 Pieces A/Steel Tap And Die Set Die Sizes. M6 X 1 To M24 X 1.5 Tap Sizes. 6 X 1,8 To 25 X 1.5cm						

86.	Bolts And Nuts	50	M 12 X 60mm						
87.	Hose Clamp	100	G6-8mm						
88.	Earth Clamp	50	400amp						
89.	Electrode Holder	50	300amp						
90.	Sandpaper	50 rollers	40 Grit Sandpaper And Fine-Grit Sandpaper						
91.	Flap Disc	50	115 X 22 Sand flex Flap Disc A240						
92.	Plug, Welding Male	30	50-70 W033718						
93.	Wire Brush	50	5 Row Mild Steel						
94.	Wire Brush	50	6 Row Stainless Steel						
95.	Wagener Spanner Set	20	26pc Set 6 To 32 In Roll Up Bag Chrome Vanadium – Din 3113-Iso						
96.	Cable Ties	2 packets	2.5 X 100 Mm And 3.6 X 1500mm						
97.	Pencil Grinder Mounted Point	50	Shape A3 Mini 16 X 45 And Shape A12 18 X 32						
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

Request for Quotations for Supply and Delivery of Supply and Delivery of Tools for the Workshop Nkurenkuru VTC Level 2

The safety tools required are technically specified in Section V. Inspections, Examinations and Delivery should be conducted at the Namibia Training Authority, Nkurenkuru VTC, Nkurenkuru Extension 6, erf 2109, 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>
	Rafter Square		
	Engineering Square		
	Measuring tape 5m		
	Steel rulers		
	Tin snip		
	Centre Punch		
	Scriber		
	Steel Protractor 360°		
	Pro-mag level		
	Curve o marker		
	Divider 150mm, 300mm (steel dividers)		
	Leather spats		
	Ball peen Hammer		
	Chipping hammer		
	Plier (long nose plies)		
	Radius bar		
	Bevel square		
	Folding ruler (line of chord)		
	5 Pound Hammer		
	Rubber Hammer		
	Combination Square		
	Welding wire brush		
	Hacksaw + blade (metal) (300mm)		
	Bevel gauge		
	File flat 300mm cut 1 + handle		
	File three square 250mm cut 1+ handle		

File half round 300mm cut 3 +handle			
File flat 300mm cut 3 + handle			
File round 300mm cut 1+ handle			
Heavy duty box 700×270×335mm			
Adjustable wrench 300mm			
File round 300mm cut 1 +handle			
File flat 300mm cut 3 + handle			
Padlock			
Fencing plier			
Chalk line			
Sprit level			
Drill bit set			
Side cutter			
Chisel flat			
Leak testing liquid			
Oxygen cylinders			
Acetylene cylinder			
Template papers (hard board) A1			
Cutting nozzles 0.8,1.2,1.6 mm			
Bench Vice			
Grinders Small			
Grinders Big			
20m Extension Lead			
Welding Nozzles			
Welding Nozzle			
Spark Lighter			
Flint Lighter Renewals			
Hose Pipe Gas Welding			
Hose Check Valve (Left Hand And Right Hand)			
Pop Rivets			
Inert Gas House			
Rivet Gun			
Hose Fittings (fitted Oxy-acetylene Twin Hose Set			
Hose Kit, Two Nipples, Two Nuts And Three O Clip BPSs			
Hose/pipe Connection nuts (oxygen and acetylene)			

	Oxygen Regulator			
	Acetylene Regulator			
	Regulator			
	Gauge Reg			
	Gauge Reg			
	Gauge Reg			
	Gauge Reg			
	Cable Connection			
	Cable Connection			
	Cable Connection			
	Cable Connection			
	Parallel Clip			
	O Clip			
	Oxygen Flashback Arrester			
	Oxygen Flashback Arrester			
	Industrial Cylinder Trolley (Cutting Stations)			
	Ball Pen Hammer			
	Hammers			
	Avil With A Stand			
	Spray Gun			
	Welding Screen			
	Rs Pro Braked Swivel Castor Wheel, 50kg Capacity, 50mm Wheel			
	Nozzle Cleaner			
	Tap And Die Sets/ Threading Tools			
	Bolts And Nuts			
	Hose Clamp			
	Earth Clamp			
	Electrode Holder			
	Sandpaper			
	Flap Disc			
	Plug, Welding Male			
	Wire Brush			
	Wire Brush			
	Wagener Spanner Set			

	Cable Ties			
	Pencil Grinder Mounted Point			

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NTA-116/2025

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-116/2025** 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-116/2025 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: Nkurenkuru VTC, Nkurenkuru Extension 6, Erf 2109, 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 14 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	Nkurenkuru VTC, Nkurenkuru Extension 6, Erf 2109, 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-116/2025**

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