

REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE & LABOUR RELATIONS

JUSTICE

**Request for Sealed Quotations
for Goods**

PROCUREMENT OF BRANDED

AND PROMOTIONAL ITEMS

Procurement Reference No: G/RFQ/16-21/2025

Ministry of Justice, Talla's Building Independence Avenue, Tel no: 061-2805271/5308 Email:
info.procurement@moj.gov.na

Due Date: 13 August 2025



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE & LABOUR RELATIONS

JUSTICE

Letter of Invitation

TO: All Bidders

.....
G/RFQ/16-21/2025

22 July 2025

Dear Sir/Madam

Procurement of branded and promotional items

The **Ministry of Justice and Labour relations** invite you to submit your quotation for the listed works described in detail hereunder. Your offer should be indicated on this form with any annexure which you may wish to enclose in a sealed envelope and should be addressed to Procurement Management Unit (PMU), **Ministry of Justice and Labour Relation, in the bid box located at the entrance foyer, Talla's Building, Independence Avenue. Your Offer/ Quotation should state the bid description and Reference No: G/RFQ/16-21/2025.** Your quotation should reach the Ministry of Justice on or before **13 August 2025 by 12:30** at least.

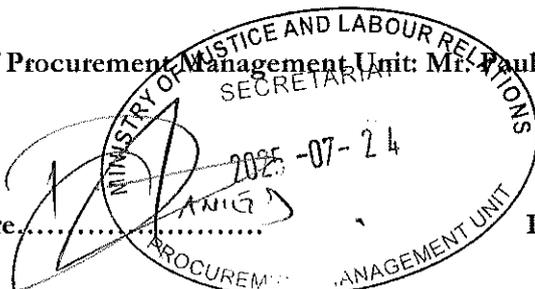
Bidders are urged to initial each page and ensure that all space provided in this document are completed. Furthermore, biddings must indicate no quote for services that they cannot render. Failure to adhere to instructions, your bid may be disqualified.

Queries, if any, should be addressed to **Head of PMU Mr. Paul Daniels 061 2805271/5308.**

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Head of Procurement Management Unit: **Mr. Paul Daniels**

Signature.....



Date: 24 July 2025

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *Ministry of Justice and Labour Relations* reserves the right to:

- a) To split the contract as per the lowest evaluated cost item where applicable
- b) To accept or reject any quotation.
- c) To cancel the quotation process and reject all quotations at any time prior to contract award.
- d) Reduce or increase the quantity of items where applicable.
- e) Cancel bid not finalised with (2025/2026) financial year.

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 for **90** days from the date of submission deadline.
- Bid Validity period is 90 days.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) Have a valid certified copy of Company Registration Certificate/ Founding Statement or Memorandum of Association. (**Bidder must be in core business**)
- (b) Have valid original or certified copy of Good Standing Tax Certificate (**Should be valid upon bid closing date**).
- (c) Have a certified copy or original valid Good Standing Social Security Certificate; (**Should be valid upon bid closing date**)
- (d) Have a valid certified Affirmative Action Compliance Certificate or confirmation letter from the Employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued, 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, (Valid for a period of 1 year). (**Should be valid upon bid closing date**)
- (e) Have a valid certified copy of a certificate indicating SME Status (for Bid reserved for SME); (**Should be valid upon bid closing date**) (**Optional**)
- (f) Submit signed Bid – Securing Declaration
- (g) Have a Written Undertaking as contemplated in **section 138(2) of the Labour Act, 2007**.

NB: Copies should be certified by the Namibian Police or commissioner of Oath, Failure to provide certified copies or originals of the above mandatory documents will result in disqualification of your bid.

a) Bid Security

Bidders are required to submit a Bid Security/subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Security as per the format contained in Schedule 1 of this document for an amount of NAD...**N/A**...[based on 0.05% - 2% of your budget estimate for the procurement] OR ...**N/A**...% [insert percentage within the following range: 0.05% - 2% of the quoted price] valid up to**N/A**..... [validity period of bid security must be 30 days beyond the quotation validity period] **N/A**

b) Works Completion Period

The completion period for works shall be **30 working days** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

c) 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 at the back of the envelope.

d) Submission of Quotations

Quotations should be deposited in the Quotation/Tender Box located at **the entrance foyer, Talla's Building Independence Avenue, not later than 13 August 2025 12h30**. Quotations by post or hand delivered should reach by the same date and time at latest. Late quotations will be rejected.

N/B Quotations received by e-mail will not be considered.

e) Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section (D) above. A record of the Opening report stating the name of the bidders, the amount, will be available to any bidder on request within three working days after the Opening.

f) Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

g) Technical Compliance

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

h) 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.

i) **Margin of Preference**

13.1 The applicable margins of preference and their application methodology are as follows:
applicable "code of good practice".

13.2 Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:
applicable "code of good practice".

j) **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.

k) **Performance Security**

The successful bidder shall upon acceptance of its offer submit a Performance Security/guarantee as per the format contained in the Schedule for an amount of **10 %** of the contract price.

l) **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 Public Entity shall attend to all requests for debriefing made in writing within seven 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:	Ministry of Justice and Labour Relations
Procurement Reference Number:	G/RFQ/16-21/2025
Subject matter of Procurement:	Procurement of branded and Promotional items

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 **disqualification on the grounds mentioned in the BD.**

The validity period of the Quotation is _____ days **[insert number of 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 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.: G/RFQ/16-21/2025

To: Ministry of Justice Independence Avenue, Windhoek

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:

.....
.....

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.]

**Delete if not applicable / appropriate*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR PROCUREMENT OF BRANDED AND PROMOTIONAL ITEMS PROCUREMENT REF NO: G/RFQ/16-21/2025

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.		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					
A	B	C	D	E	F	G	H
Item no.	Good Description	Qty	*	Price per unit (NAD)	Total price (NAD)	Delivery days/ weeks /month	Country of Origin/product
1	EXECUTIVE FOLDERS (PU LEATHER)	100	Each				
2	USB FLASH DRIVERS 16GB	100	Each				
3	BRANDED PENS	500	Each				
4	BRANDED NOTEBOOKS A5	200	Each				
5	THERMAL FLASK	100	Each				
6	POWER BANKS (10 000MAH)	100	Each				
7	WATER BOTTLES (750ML PLASTIC)	300	Each				
8	BRANDED BUCKET HATS	300	Each				
9	TOTE BAGS (REUSABLE)	300	Each				
10	LANYARD (WITH BADGE HOLDER)	500	Each				
11	UMBRELLAS (FOLDED, BRANDED)	100	Each				
12	KEYHOLDERS	500	Each				
13	WRISTBANDS (MESSAGE BRANDED)	500	Each				
14	REFLECTIVE ARMBANDS	200	Each				
15	WALL BANNER (3X3M BRANDED)	4	Each				

16	BRANDED TABLECLOTHS (210CMX150CM)	5	Each		
17	EVENT BACKDROP (PVC/FABRIC)	2	Each		
18	CUSTOM GAZEBO (3X3M BRANDED)	2	Each		
19	POSTERS (A3 LAMINATED)	300	Each		
20	A FRAME DISPLAY BOARDS	2	Each		
21	BRANDED FLAGS (TELESCOPIC 3M)	4	Each		
22	DIRECTIONAL SIGNAGE BOARDS	4	Each		
23	EDUCATIONAL BROCHURES (FULL COLOUR, A5,8 PAGES)	10 000 COPIES	Each		
	PLEASE NOTE YOUR WILL BE REQUIRED TO PROVIDE THE ABOVE ITEMS AND BRAND THEM				
			Sub-Total		
			Vat @ 15%		
			TOTAL		
NAME:		POSITION:		SIGNATURE:	
NAME OF BIDDER:		ADDRESS:		DATE:	

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 a conference venue as specified in Section III

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/16-21/2025**

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

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	EXECUTIVE FOLDERS (PU LEATHER)		
2	USB FLASH DRIVERS 16GB		
3	BRANDED PENS		
4	BRANDED NOTEBOOKS A5		
5	THERMAL FLASK		
6	POWER BANKS (10 000MAH)		
7	WATER BOTTLES (750ML PLASTIC)		
8	BRANDED BUCKET HATS		
9	TOTE BAGS (REUSABLE		
10	LANYARD (WITH BADGE HOLDER)		
11	UMBRELLAS (FOLDED, BRANDED		
12	KEYHOLDERS		
13	WRISTBANDS (MESSAGE BRANDED		
14	REFLECTIVE ARMBANDS		
15	WALL BANNER (3X3M BRANDED)		
16	BRANDED TABLECLOTHS(210 CM 150CM		
17	EVENT BACKDROP (PVC/FABRIC		
18	CUSTOM GAZEBO (3X3M BRANDED		
19	POSTERS (A3 LAMINATED		
20	A FRAME DISPLAY BOARDS		
21	BRANDED FLAGS (TELESCOPIC 3M)		
22	DIRECTIONAL SIGNAGE BOARDS		
23	EDUCATIONAL BROCHURES (FULL COLOUR, A5,8 PAGES)		

*** Columns A and B to be completed by Public Entity.**

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. **G/RFQ-GCC** on the website of the Public Entity (www.moj.gov.na) except were modified by the Special Conditions below.

SECTION VII: 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/16-21/2025**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Ministry of Justice and Labour Relations
Site GCC 1.1(m)	The destination for delivery of the Goods is Ministry of Justice, Talla's Building, Independence Avenue Windhoek
Incoterms Edition GCC 4.2(b)	Not Applicable
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses:</p> <p>For the, the address and the contact's name shall be Ministry of Justice and Labour Relations, Talla's Building, Independence Avenue Windhoek Mr. Paul Daniels (Head of PMU)</p> <p>For the Supplier, the address and contact name shall be:</p> <hr/>
Dispute GCC 10.2	Not Applicable
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered within 1-30 days (4 weeks) from the date of receiving the Purchase Order.</p> <p>Deviation in delivery shall be considered if such deviation is reasonable.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed invoice and Purchase order.</p>

Subject and GCC clause reference	Special Conditions
Price Adjustment GCC 15.1	Not applicable

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
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>i) 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>ii) A reasonable interest rate as may be determined by supplier is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
Performance Security GCC 18.1	(i) No performance security is required.
Discharge of Performance Security GCC 18.4	Not Applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: In accordance with the manufacturer packaging
Insurance GCC 24.1	Not Applicable
Transportation GCC 25	The Goods shall be delivered to: Ministry of Justice, and labour Relations Tallas Building, Independence Avenue Windhoek
Inspection and Test GCC 26.1	Inspection will be done upon delivery.
Location of Inspection and Tests GCC 26.2	Ministry of Justice, and Labour Relations Talla's Building, Independence Avenue Windhoek
Liquidated Damages GCC 27.1	Not Applicable

Warranty GCC 28.3	Not Applicable
Repair and Replacement GCC 28.5	Not Applicable

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: G/RFQ/16-21 /2025

Description	Yes	No
Quotation Letter attached		
List of Goods and Price Schedule attached		
Specification and Compliance Sheet attached		
Bid Securing Declaration attached		
Certified mandatory documents attached		
Quotation on bidders' letterhead attached		
Document is duly completed and initialled at each page		
The principle of business: branding		

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.*



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written 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.*