REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE AND LABOUR RELATIONS AND LABOUR RELATIONS

Request for Sealed Quotations for Goods

SUPPLY AND DELIVERY OF FIRE EXTINGUISHERS

Procurement Reference No: G/RFQ/16-29/2026

Ministry of Justice and Labour Relations, Tallas Building Independence Avenue, Tel no: 061-2805271/5340
Email: info.procurement@mojlr.gov.na

Due Date: 18 November 2026

REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE AND LABOUR RELATIONS

Letter of Invitation

To: All Bidders

05 October 2026

Procurement Reference No: **G/RFQ/16-29/2026**

Dear Sir/Madam

REQUEST FOR QUOTATIONS FOR SUPPLY AND DELIVERY OF FIRE EXTINGUISHERS

The Ministry of Justice and Labour Relations invites you to submit your quote for the items described in Section III. (Price Activity Schedule)

Any resulting contract shall be subject to the terms and conditions referred to in the document. Bidders are urged to initial each page and ensure that all space provided in this document are completed. Furthermore, bidders must indicate no quote to items that they cannot supply. Failure to adhere to the instructions, will lead to disqualification of your bid.

Queries, if any, should be addressed to the Head of Procurement Management Unit **Mr. Paul Daniels at 061-280 5271/5140.**

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,

MINISTRY OF JUSTICE AND LABOUR RELATIONS
SECRETARIAT
2026 -11- 09
PROCUREMENT MANAGEMENT UNIT

.....
Head of Procurement Management Unit

09/11/2026
.....
Date:

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

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

(a) To split the contract as per the lowest evaluated cost per item;

(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) To reduce or increase the quantity of items

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 where applicable;

(b) the List of Good and Price Schedule Section III;

(c) the Specifications and Compliance Sheet in Section V; and

(d) any other attachment deemed appropriate.

(e) a separate formal quotation on your company's letter head.

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 **120** days from the date of submission deadline.
- The Bid Validity Period shall be **120** days.

4. Eligibility Criteria

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

(a) have a valid certified copy of Company Registration Certificate and should be in core business.

(b) have an original or valid certified copy of Good Standing Tax Certificate; **(Should be valid upon bid closing date)**

(c) have an original or valid certified copy of Good Standing Social Security Certificate; **(Should be valid upon bid closing date)**

(d) have a valid certified copy of Affirmative Action Compliance Certificate, a confirmation letter from 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; **(Should be valid upon bid closing date)**

(e) have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007

(f) have a certificate indicating SME Status (for Bids reserved for SMEs); **(Should be valid upon bid closing date) (Optional)**

(a) Submit signed Bid-securing Declaration

(b) complete all spaces provided and initial each page of the biding document

(c) Bid reserved for supplier in the business of supply of Fire Extinguishers.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be within 1-30 working days after acceptance/issue of Purchase Order. Deviation in delivery 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 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 Bid Box located at **The Ministry of Justice and Labour Relations, *Tallas* Building, Independence Avenue, Windhoek** not later than **18 November 2026 by 10h00**. Quotations by post or hand delivered must reach **Ministry of Justice and Labour Relations, Ground Floor in the Bid box next to the Security Office** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail/fax 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 ITB 4 above. The bid opening report with the quoted amounts would be available to any bidder on request within seven (7) working days after the opening.

10 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 on the basis of evaluated cost 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

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency.

13. Margin of Preference

13.1 The applicable margins of preference and their application methodology are as follows:

Applicable- based on "*code of Good Practice on preference*"

13.2 Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

Applicable- based on "*code of Good Practice on preference*"

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items shall be selected for award of contract. **Award of contract shall be by issue of a Purchase Order** in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. 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 within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days.

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/16-29/2026**
Subject matter of Procurement:	**PROCUREMENT OF FIRE EXTINGUISHERS**

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/16-29/2026

To: Ministry of Justice and Labour Relations, 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

PROCUREMENT OF FIRE EXTINGUISHERS **Procurement Ref No: G/RFQ/16-29/2026**

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[1]	Total price NAD	Delivery days/ weeks /month	Country of Origin/production
1.	4.5 KG DRY CHEMICAL POWDER FIRE EXTINGUISHERS	31					
			Vat @ 15%				
			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

Supply and delivery of items as specified in Section III

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/16-29/2026**

[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]

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B*	*C*	*D*
1.	4.5 KG DRY CHEMICAL POWDER FIRE EXTINGUISHERS	31	

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 where 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 where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/16-29/2026**

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 final destination for delivery of the Goods is **Ministry of Justice and Labour Relations, Tallas Building, Independence Avenue Windhoek**
Incoterms Edition **GCC 4.2(b)**	Not Applicable
Notices **GCC 8.1**	Any notice shall be sent to the following addresses: For the, the address and the contact name shall be **Ministry of Justice and Labour Relations, Tallas Building, Independence Avenue Windhoek** **Mr. Paul Daniels, Head of Procurement Management Unit** For the Supplier, the address and contact name shall be: _____ _____ _____

Subject and GCC clause reference	Special Conditions
Dispute **GCC 10.2**	Not Applicable
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within 1-30 days (4 weeks) from the date of receiving the Purchase Order. Deviation in delivery shall be considered if such deviation is reasonable The documents to be furnished by the Supplier are: (a) signed invoice and Purchase order
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**	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: 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. 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.
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 manufacturing 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, Tallas 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

SCHEDULE 2

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/16-29/2026

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: Safety Equipment		

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.*