

PROCUREMENT MANAGEMENT UNIT

REQUEST FOR SEALED QUOTATIONS FOR GOODS

SUPPLY AND DELIVERY OF LEARNING RESOURCE CENTRE (LRC) EQUIPMENTS AND TOOLS

PROCUREMENT REFERENCE NO: G/RFQ/NPM-02/2026-2027

BIDDER'S NAME: _____

PHYSICAL ADDRESS: _____

CONTACT PERSON: _____

CONTACT DETAILS: _____

EMAIL ADDRESS: _____

Cost: Free

ISSUING DATE: 24 August 2026
CLOSING DATE: 11 September 2026,
AT 10H00 AM,

To be deposited in the Tender Box located at the Administration Building,
Ground Floor, Office Number, G55
No bid will be accepted after 10H00 AM.

Namibia Institute of Public Administration and Management
27 Paul Nash Street, Olympia, Windhoek, Namibia
Tel: +264 61 296 4700, Fax +264 61 296 4819,
procurement@nipam.na

Letter of Invitation

To:
.....

Procurement Reference Number: **G/RFQ/NPM-02/2026-2027**

24 August 2026

Dear Sir/Madam,

REQUEST FOR QUOTATIONS FOR THE SUPPLY AND DELIVERY OF LRC EQUIPMENTS AND TOOLS

The Namibia Institute of Public Administration and Management (NIPAM) is seeking suitable service providers to submit quotations for the Supply and Delivery of LRC Equipments And Tools

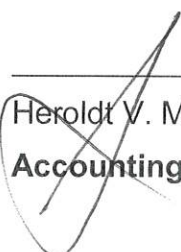
Requests for clarification should be submitted within three (3) working days before the bid submission deadline.

Bids must be delivered to 27 Paul Nash Street, Olympia, NIPAM, on or before **11 September 2026, at 10:00 a.m.** Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend in person on **11 September 2026, at 10:15 a.m.**

Queries, if any, should be addressed to procurement@nipam.na

Please prepare and submit your bid in accordance with the instructions outlined in the bidding document.

Yours sincerely,



Heroldt V. Murangi (PhD)
Accounting Officer

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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Namibia Institute of Public Administration and Management reserve the right:

- (a) to split the contract as per the lowest evaluated cost per item or
- (b) to accept or reject any bid and
- (c) to cancel the bidding process and reject all bids at any time before the contract is awarded.

2. Preparation of Bids

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) The Bid Letter in Section II with its annexure for the Bid Securing Declaration.
- (b) The Price Schedule in Section III
- (c) The Evaluation and Qualification Criteria in Section IV
- (d) the Specifications and Compliance Sheet in Section V, and
- (e) any other attachment deemed appropriate.

Before preparing your bid, you are advised to carefully read the complete Invitation for Bids document, including the Special Conditions of Contract in Section VI. The standard forms in this document may be retyped for completion, but the Bidder is responsible for accurately reproducing them.

3. Validity of Bids

The bid validity period shall be 90 days from the submission deadline.

4. Eligibility Criteria

To be eligible to participate in the bidding process, you should:

- (a) Have a valid certified company Registration Certificate.
- (b) Have an original, valid, and good-standing Tax Certificate.
- (c) Have an original, valid, good-standing Social Security Certificate.
- (d) Have a valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a

relevant employer, or an exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.

- (e) Submit signed Bid Securing Declaration.
- (f) Sign all pages of the bidding document.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **30** days after acceptance of the Purchase Order. Deviation in the delivery period shall be considered reasonable if it is justified.

7. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to NIPAM, with the bidder's name written on the back of the envelope.

8. Submission of Bids

Bids should be deposited in the Bid Box located at the Administration Building, Ground Floor, Office Number G55, not later than **11 September 2026 at 11:00 am**. Late bids will be rejected. Bids received by fax or email will not be considered.

9. Opening of Bids

Bids will be opened by the NIPAM at Erf 27, Paul Nash Street, Olympia, Windhoek, Namibia, on **11 September 2026 at 11:15 am**. Bidders or their representatives may attend the Bid Opening if they choose to do so.

10. Evaluation of Bids

The Namibia Institute of Public Administration and Management shall have the right to request clarifications during the evaluation. Substantially responsive offers shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated bid.

11. Technical Compliance

The Specifications and Compliance Sheet outlines the minimum specifications required for the goods. The goods offered must meet these specifications; however, no credit will be given for exceeding them.

12. Prices and Currency of Bids

Bids shall be fixed in Namibian Dollars.

13. Award of Contract

The bidder, having submitted the lowest evaluated responsive bid and qualified to supply the goods required, shall be selected for the contract award. The award of the contract shall be issued by Purchase Order after acceptance of the price in accordance with the terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

14. Notification of Award

The purchaser shall award the contract to the bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents requirements, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

II: BID LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it on the first page of your bid with the price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RB prevail over any attachments. If your bid is not authorised, it will be rejected.]

Bid addressed to: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
The subject matter of procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule, in accordance with the defined specifications, except for any approved *deviations*. *The Bidder may delete this phrase in case of no deviation* and under the terms and conditions stated in your Invitation for Bids referenced above.

We confirm that we are eligible to participate in this bidding exercise and meet the criteria outlined in Section 1: Invitation for Bids.

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could result in *[the forfeiture of the security amount/disqualification on the grounds mentioned in the BD]*.

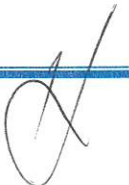
The validity period of our bid is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that our quoted prices in the Price Schedule are fixed and firm and will not be revised or varied if we are awarded the contract before the bid validity expiration date.

From the date of issue of the Purchase Order/Letter of Acceptance, the completion period specified in the List of Price Schedules.

Bid Authorised by:

Name of Bidder		Company's Address and Seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Email	



BID SECURING DECLARATION
(Section 45 of the Act)
(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.:

To:

I/We understand that, in accordance with Section 45 of the Act, a public entity must include in the bidding document a 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 validity period.
- (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 following the terms and conditions outlined in the bidding document, should I/We* be successful bidders or
- (d) Failure to provide security for the performance of the procurement contract, if required by the bidding document.

I/We understand that this bid securing declaration ceases to be valid if I am not the successful Bidder.

Signed:

.....
[insert signature of the 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 the person signing the Bid Securing Declaration]

Duly authorised to sign the bid for and on behalf of:

Dated on _____ day of _____, _____

Corporate Seal (where appropriate)



[Note*: In 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

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:

A handwritten signature in black ink, consisting of a stylized 'S' followed by a vertical line.

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

Anticipated Contract Duration:

Location where Work will be done, 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 thoroughly 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 by such shall lead to the action as stipulated in section 138 of the Labour Act, 2007, including, 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) concerning the goods and services procured under this contract.



SUPPLY AND DELIVERY OF LRC EQUIPMENTS AND TOOLS

Prices are to be in Namibian dollars.				Procurement Ref. No: G/FRQ/NPM-02/2026/2027				
1	2	3	4	5	6	7	8	9
Line Item No.	Specifications of Goods	Delivery (No of Weeks)	Quantity and physical unit	Unit price EX VAT	Total EX VAT price per line item (Col. 4x5)	Price per line item for inland transportation to convey the Goods to their destination.	VAT payable per line item if the contract is awarded	Total Price per line item <i>[insert total price per item]</i> (Col. 6+7)
	Economy Medium Heavy-Duty 3-Level Utility Cart – Steel frame construction, corrosion-resistant finish, 3-tier shelving, ergonomic push handle, smooth-rolling castors with locking mechanism. Suitable for gallery and institutional use. Load capacity ≥ 100kg. 		1					



SUPPLY AND DELIVERY OF LRC EQUIPMENTS AND TOOLS

Prices are to be in Namibian dollars.

Procurement Ref. No: G/FRQ/NPM-02/2026/2027

1	2	3	4	5	6	7	8	9
2	Newspaper Display Rack (5 racks) – Powder-coated steel or aluminium frame, five-tier angled display shelves, durable finish, suitable for library or public space use. Stable base with anti-slip feet.		1					
								



SUPPLY AND DELIVERY OF LRC EQUIPMENTS AND TOOLS								
Prices are to be in Namibian dollars.				Procurement Ref. No: G/FRQ/NPM-02/2026/2027				
1	2	3	4	5	6	7	8	9
3	OPAC Station – End of Range One-Shelf Design – Compact workstation designed to hold desktop/computer. One fixed shelf, ergonomic height, durable laminated surface, cable management provision. Suitable for library/public access terminals. 		1					



SUPPLY AND DELIVERY OF LRC EQUIPMENTS AND TOOLS

Prices are to be in Namibian dollars.				Procurement Ref. No: G/FRQ/NPM-02/2026/2027				
1	2	3	4	5	6	7	8	9
4	Economical Colorful Round Stool Set of 6 – Cylindrical cushioned stools with smooth, solid-colored surfaces and glossy finish. Supported by small black feet for stability. Package size: approx. 35H x 32 diameter cm. Colors: red, gray, blue, orange (or equivalent mix). Minimum Order Quantity (MOQ): 6 units per package. Stackable or closely arranged for multipurpose seating in classrooms, collaborative spaces, cafeterias, or galleries.		1 (set of 6)					
								
Suppliers must provide product brochures/catalogues and technical specification sheets for all items.							Discount	
VAT								
Prices are fixed.							Total Price	
Name of Bidder Bidder							Signature of	



SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

1. Evaluation Criteria

This section contains the criteria NIPAM will use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria but the one indicated here shall be used during evaluation.

Phase 1: Mandatory Documents Evaluation

The eligibility criteria will be assessed based on a **Yes** or **No**. The bidders who score a **Yes** for all the required (mandatory) documents, as stated in **TABLE 1**, will proceed to the next phase (phase 2 - technical evaluation).

Phase 2: Technical Evaluation

The bidders who comply to all specifications as indicated in the Compliance sheet will proceed to the next phase (phase 3 – Financial Evaluation).

Phase 3: Financial Evaluation

The most economically advantageous bid from the lowest evaluated substantially responsive bidder who meets all the specifications will be considered for award.

2. Responsiveness

The bidder who fully complies with all bid requirements, whose past performance reputation and financial capability are deemed acceptable by NIPAM, and who has offered the most advantageous pricing cost based on the criteria stipulated in the bidding document, will be considered for award.

NIPAM is not obliged to award the contract to the bidder who submitted the lowest quotation. The procurement contract will be awarded to the bidder who has submitted the lowest evaluated substantially responsive bid and meets the qualification criteria specified in the bidding document.

Table 1: Mandatory Documentation and eligibility criteria

Note: Bidders who fail to comply with mandatory and relevant additional requirements stated below will be disqualified.

Document Description	Yes/No
A valid certified copy of a Company Registration Certificate or Registration of a defensive name, if applicable (certified copies);	
An original/certified copy of a valid Good Standing Tax Certificate from NAMRA.	
An original/certified copy of a valid Good Standing Social Security Certificate;	
Completion of Written Undertaking as Contemplated in Section 138(2) of the Labour Act, 2007;	
A valid certified copy of the Affirmative Action Compliance Certificate or, in its absence, proof from the Employment Equity Commissioner that the bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998. <i>(if the Affirmative Action Compliance Certificate submitted is over 12 months from the date of issue, the bidder must furnish a confirmation letter from the Employment Equity Commission indicating that the bidder did submit the report for the period following the date when the certificate was issued.)</i>	
Sign all pages of the bidding document.	
Additional Required Documents	
A certified copy of an identity document (ID) or a certified copy of a valid passport of a representative	
Bid Securing Declaration;	
Joint Venture Partner Information Form (only in the event of a Joint Venture)	
Completed Price Activity Schedule;	
SME Certificate (if the bidder is registered as an SME) Non-SMEs will not be disqualified	

Evaluation of the Quotation

The suppliers are requested to submit a quotation that justifies the specifications as provided in the requirements specification or scope of service.

The process to be followed for evaluating the quotations is as follows:

- a. Firstly, the suppliers will be assessed using the mandatory documents. Only the technical proposals of those suppliers who fulfil the mandatory requirements will be evaluated.
- b. Thereafter, the product specifications of those suppliers who meet the mandatory requirements will be assessed based on Compliance for the Specifications and Performance Standards
- c. The quotations of suppliers who met the specifications as required in the Compliance Sheet will therefore proceed to the next phase (Financial Evaluation).



Section V: Specifications and Performance Standards Compliance Sheet

- A. [Bidders should complete columns C and D with the specification of the services offered. Also state "comply" or "not comply" and provide details of any non-compliance/deviation from the required specification. Attach detailed technical literature if needed. Authorise the specification 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)
A*	B*	C	D
1.	Economy Medium Heavy-Duty 3-Level Utility Cart – Steel frame, corrosion-resistant finish, three-tier shelving, ergonomic push handle, smooth-rolling castors with locking mechanism. Load capacity ≥ 100kg. Suitable for gallery and institutional use.	1	
2.	Newspaper Display Rack (5 racks) – Powder-coated steel/aluminium frame, five-tier angled display shelves, durable finish, stable base with anti-slip feet. Suitable for library/public space use.	1	
3.	OPAC Station – End of Range One-Shelf Design – Compact workstation for desktop/computer, one fixed shelf, ergonomic height, laminated surface, cable management provision. Suitable for library/public access terminals.	1	
	E conomical Colorful Round Stool Set of 6 – Cylindrical cushioned		

	stools with glossy finish and small black feet. Package size: approx. 35 cm height × 32 cm diameter. Colors: red, gray, blue, orange (or equivalent mix). Minimum Order Quantity: 6 units/package. Stackable/closely arranged for multipurpose seating in classrooms, cafeterias, or collaborative spaces.		
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* Columns A and B to be completed by Public Entity.

Specifications and Performance Standards Compliance Sheet Authorised By:

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

Section III: Scope of Goods

The Namibia Institute of Public Administration and Management (NIPAM) seeks to procure and deliver the following items:

1. Economy Medium Heavy-Duty 3-Level Utility Carts

- Steel frame, corrosion-resistant finish, three-tier shelving.
- Ergonomic push handle, smooth-rolling castors with locking mechanism.
- Minimum load capacity of 100kg.
- Intended use: gallery and institutional transport/storage.
- Quantity: [1].
- Minimum warranty of three (3) years

2. Newspaper Display Rack (5 racks)

- Powder-coated steel or aluminium frame.
- Five-tier angled display shelves for newspapers/publications.
- Durable finish, stable base with anti-slip feet.
- Intended use: library, cafeteria, or public space display.
- Quantity: [1].
- Minimum warranty of three (3) years

3. OPAC Station – End of Range One-Shelf Design

- Compact workstation designed to hold desktop/computer.

- One fixed shelf, ergonomic height, durable laminated surface.
- Cable management provision for neat installation.
- Intended use: library/public access terminals.
- Quantity: [1].

4. Economical Colorful Round Stool Set of 6

- Cushioned cylindrical stools with glossy finish and black feet.
- Package includes six stools in assorted colors (red, gray, blue, orange).
- Dimensions: approx. 35 cm height × 32 cm diameter.
- Intended use: casual seating in collaborative spaces, classrooms, cafeterias, or galleries.
- Minimum Order Quantity: 6 units per package.

NIPAM is seeking a suitable organisation to supply and deliver the fifty chairs as per the stated specifications.

Therefore, the organisation should submit its best comprehensive total cost (offer) to NIPAM, which entails the procurement of the required chairs and quotations per chair, before the total sum price.

5.2 TIMELINES

Suppliers are required to deliver all items within **30 days** of receiving the Purchase Order. Any deviation must be justified and approved by NIPAM.

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be entered into after a signed 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

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NPM-02/2026-2027**

The Conditions of Contract shall be subject to the following:

Clause	Contract data
Effectiveness of Contract GCC 1.1	The contract shall be deemed to come into effect on the date of contract signing or the Issue and Receipt of the purchase order.
Purchaser GCC 1.1 (h)	The purchaser is: Namibia Institute of Public Administration and Management (NIPAM)
Site GCC 1.1(m)	The site is: NIPAM 27 Paul Nash Street Olympia Windhoek
Delivery and Documents GCC 13.1	The Goods shall be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. The shipping and other documents to be furnished by the Supplier are as follows: N/A.
Terms of Payment GCC 16.1	The structure of payments shall be as follows: full payment upon completion of the delivery of Goods and the Supplier's submission of an invoice, within 30 days of the invoice submission date.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of the order specified in the Price Schedule.
Performance Security GCC 18.1	No performance security is required.
Warranty GCC 28.3	The minimum warranty/shelf-life period shall be N/A.
GCC 1.3.1 Intended Completion Date	Unless terminated earlier in accordance with Clause GCC 1.7 of the Contract, the Service Provider shall complete its activities within the agreed-upon timeframe.

Clause	Contract data
GCC 1.6.1 Issue of Notices	For notices, the purchaser's address shall be: Attention: Procurement Street: 27 Paul Nash, Olympia, Windhoek Floor/ Room number: Ground Floor, Office No: G55 City: Windhoek Telephone: 0612964700 Facsimile number: N/A The Authorised Representative of the Service Provider is: Name: _____ Contact Details: _____ Email Address: _____
GCC 2.6 Insurance and Liabilities to Third Party	The Employer's and Workmen's Compensation, Third Party and Professional (for security services only) Liabilities insurance covers shall be prorated to the contract amount if the award is made on a split basis regarding limits indicated in ITB 13.1 (e _____)
GCC 2.7 Reporting Obligation	The Service Provider shall report to the: Records Management Officer Contact No. +264 61 2964786

