



NIPAM
NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

PROCUREMENT MANAGEMENT UNIT REQUEST FOR QUOTATION (WORKS)

SUPPLY, DELIVERY AND INSTALLATION OF SOLAR LIGHTS AT NIPAM

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

BIDDER'S NAME: _____
PHYSICAL ADDRESS: _____
CONTACT PERSON: _____
CONTACT DETAILS: _____
EMAIL ADDRESS: _____

Cost: Free

ISSUING DATE: 13 October 2026
CLOSING DATE: 20 October 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

Invitation to Bids (IFB)

Name of Project: SUPPLY, DELIVERY AND INSTALLATION OF SOLAR LIGHTS

Procurement Reference Number: IFB Number: W/RFQ/NPM-02/2026 - 2027

1. Bids are invited via the Request for Quotation (RFQ) process for the Supply, Delivery, and Installation of Solar Lights at NIPAM Campus (Once-off Work).
2. Interested eligible bidders may obtain further information from NIPAM at procurement@nipam.na.
3. Qualification requirements include *financial, legal, and other requirements as indicated in the document*. Additional details are provided in the Bidding Documents.
4. Bids must be delivered to 27 Paul Nash Street, Olympia, NIPAM, on or before 20 October 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 20 October 2026, at 10:10 a.m.

This Bid Document is Approved By:


Herold V. Murangi (PhD)
Accounting Officer

Table of Contents

SECTION I: INSTRUCTIONS TO BIDDERS	4
SECTION II: BID LETTER	10
SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT.....	18
SECTION VII: SPECIAL CONDITIONS OF CONTRACT.....	18

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 re-typed 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. TABLE 1. Mandatory Documentation for Eligibility Criteria

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;	
• A valid certified copy of 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 from the date when the certificate was issued).</i>	
Additional Required Documents	
• Bid submission Form, Attached a certified copy of the identity document (ID) or a certified copy of a valid passport of the representative	
• Bid Securing Declaration;	
• Joint Venture Partner Information Form (only in the event of a joint venture)	
• Self-Declaration Form	
• Access to Information Form	
• Completed Price Activity Schedule;	
• Completion of Written Undertaking as Contemplated in Section 138(2) of the Labour Act,2007; and	
• SME Certificate (if the Bidder is registered as SME) Non-SMEs will not be disqualified	

5. Technical Evaluation Criteria

TABLE 2: Technical Evaluation Criteria

Minimum score points 80% for the technical evaluation to qualify and proceed to the financial stage.			
Description	Scoring Notes	Score	Weight
Bidders' principal registered business functions are in the electrical installations to enable delivery of the required work.	Fully registered within the electrical field	40%	40%
	Not registered within the electrical field	0%	
Ability to supply all Equipments	Meet specification requirements	30%	30%
	Do not meet specification requirements	0%	
Documentary evidence comprising at least three (3) reference letters attesting to having successfully supplied and installed solar lights. (Attach at least three (3) testimonials/reference letters from current/previous served clients. The letters must have served client company stamp.	Three Letters (3)	30%	30%
	Two Letters (2)	20%	
	One Letter (1)	10%	
	None	0%	
TOTAL			100

6. FINANCIAL EVALUATION CRITERIA

The Formula to be used will be as follows for the Quotation score:

$$(\text{Budgeted Amount} / \text{Quotation Amount}) * 100$$

Financial Scored

The financial/Quotation amount will be scored as follows:

The final score will be based upon the following weightage formula:

$[\text{Technical Score}) * 40\%] + [(\text{Quotation Score}) * 60\%]$

****The Exclusive Price Preference Formula** will be applied as stated in the Code of Good Practice on Preferences.

7. Table 3: Exclusive Preference to Local Suppliers

Applications for exclusive preferences for local suppliers will be completed after the above evaluation phases. Only bidders who have passed will be considered at this stage, in accordance with Sections 70(1) and 72 of the Public Procurement Act, Act No. 15 of 2015, and No. 3 of 2022, as amended, together with the Code of Good Practice of the said act.

Categories of Bidders	Margin of Preference	Documentary Evidence
Manufacturer	2%	- Certificate of registration from a registering authority - Declaration by the Bidder that the manufactured goods meet local content as determined in Annexure 1, as per the cost structure for value-added calculation in Annexure 1, and as certified by an Accountant.
Micro, Small and Medium Enterprise	1%	- SME registration certificate - Declaration indicating the percentage of Namibian MSME ownership.
Women-owned enterprise	1%	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian female ownership.
Youth-owned enterprise	2%	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian youth ownership

Previously A disadvantaged person-owned enterprise	2%	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - Declaration indicating the percentage of Namibian PDP ownership
Suppliers providing environmental protection	1%	- Declaration and proof that the Bidder meets the requirements set out in the bidding document
Suppliers employing Namibians	1%	- Declaration that the Bidder employs 50% or more Namibian citizens
Total	10%	

8. Bid Securing Declaration

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

9. Delivery

Delivery shall be **two (2)** days after acceptance of the Purchase Order. A deviation in the delivery period shall be considered reasonable if justified.

10. Sealing and Marking of Bids

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

11. Submission of Bids

Bids should be deposited in the Bid Box located at the Administration Building, Ground Floor, Office Number G55, not later than 20 October 2026 at 10:00 a.m. Late bids will be rejected. Bids received by fax or email will not be considered.

12. Opening of Bids

Bids will be opened by the NIPAM at Erf 27, Paul Nash Street, Olympia, Windhoek, Namibia, on 20 October 2026 at 10:10 a.m. Bidders or their representatives may attend the Bid Opening if they choose.

13. Evaluation of Bids

The Namibia Institute of Public Administration and Management reserves the right to request clarifications during the evaluation process. Substantially responsive offers shall be compared based on compliance with mandatory requirements and price proposals.

14. Technical Compliance

The specifications and performance standards compliance sheet outlines the required scope of work.

15. Prices and Currency of Bids

The bid price shall be in Namibian Dollars.

16. Award of Contract

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

17. 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 that the Bidder is determined to be qualified to perform the contract satisfactorily.

SECTION 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:

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.

SECTION III: SCOPE OF SERVICES

Once off work for supply, delivery and installation of solar lights to NIPAM Campus, mainly on the listed:

1. Supply and set up of YTYG Solar 900W Brightness GHT Light x 9 panels,
2. Supply and set up of cc lamp 200W/CL-780S IP67 Solar Light x 7 panels,
3. Installation of the lights with solar panels (Labour) &
4. Provide a warranty for the work done.

This will be a one-off project that requires a ready service provider with the necessary tools, equipment, and personnel to execute and complete the work before 30 November 2026.



SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below. The table shown hereunder may be redesigned and customised to suit the required services.]

SUPPLY, DELIVERY AND INSTALLATION OF SOLAR LIGHTS AT NIPAM CAMPUS

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Supply and set up of YTYG Solar 900W Brightness GHT Light	9			
2	Supply and set up of cc lamp 200W/CL-780S IP67 Solar Light	7			
3	Installation of the lights with solar panels (Labour)				
Please attach quotation			Subtotal		
			VAT @ %		
			Total		

* Columns A to D to be completed as applicable by Public Entity

List of Services and Priced Activity Schedule Authorised By:

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



SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: _____

- 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	Supply and set up of YTYG Solar 900W Brightness GHT Light		
2	Supply and set up of cc lamp 200W/CL-780S IP67 Solar Light		
3	Installation of the lights with solar panels (Labour)		

* 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 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), Ref: W/RB/NPM-01-2026 – 2027 for the **Supply and Delivery of Decoration**.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RB/NPM-01/2026 – 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, and will remain in force for five days.
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 work shall be done within two (2) days after receipt 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 work 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 <u>notices</u>, 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 Manager: Estate and Cafeteria. Contact No. +264 61 2964700