Procurement Policy Unit
(Established under section 6 of the Public Procurement Act, 2015)

Ref: **NCS/RFQ/AGRI-22/2026-2027**

STANDARD BIDDING DOCUMENTS

for

Request for Sealed Quotations
[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]
Non-Consultancy Services: Time Based

Procurement Policy Unit
Ministry of Finance
Head Office (6th Floor, room 6.11)
Moltke Street
Windhoek Namibia

Tel: +264 61 209 2463 |Fax: +264 61 230 179
|Website: www.mof.gov.na/procurement-policy-unit

[This template may be used for sourcing Quotations for procurement of non-consultancy services under Request for Sealed Quotation for contract amount of up to NAD 2 000 000. The Public Entity may include attachments with further details to define specifications and/or scope of services. Guidance in italics for preparing the Request for Sealed Quotation Bidding Document shall not appear in the final text.]

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STANDARD FORMAT FOR REFERENCE NUMBERS: ***P/M/ID - X/20X***

Guidance notes

1. ***P – Procurement Category*** *(select appropriate abbreviation below)*
   a) *Goods – G*
   b) *Works – W*
   c) *Consultancy Services – SC*
   d) *Non-Consultancy Services – NCS*

2. ***M – Procurement Method*** *(select appropriate abbreviation below)*
   a) *Open National bidding – ONB*
   b) *Open International Bidding – OIB*
   c) *Restricted Bidding – RB*
   d) *Request for Sealed Quotation – RFQ*
   e) *Emergency Procurement – EP*
   f) *Execution by Public Entities – EPE*
   g) *Request for Proposals – RP*
   h) *Direct Procurement – DP*
   i) *Electronic Reverse Auction – ERA*
   j) *Small Value Procurement – IQ*

3. ***ID – Organizational Identity*** *(select appropriate abbreviation below)*
   a) *Office/Ministry/Agencies - Budget Vote Number*
   b) *Public Enterprise – Official abbreviation of Public entity name*
   c) *Regional Council & Local Authority - Official abbreviation of Public entity name*

4. ***X – Procurement Contract Number for the Financial Period***

5. ***20X – Procurement year***

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10 Post street Mall, Windhoek, Namibia, Telephone: *+264 61 207 4327, E*mail: tenders@agribank.com.na

Letter of Invitation

[Name and Address of Bidder]

Procurement Reference Number: *NCS/RFQ/AGRI-22/2026-2027*

13 November 2026

Dear Bidders,

REQUEST FOR QUOTATIONS FOR SUPPLY, DELIVERY AND INSTALLATION OF DIRECTIONAL SIGNS AT SEVEN (7) AGRIBANK BRANCHES.

Agribank invites you to submit your best quote for the services 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 Ms. *Hileni Amadhila, Tel: 061 207 4332, Email: hamadhila@agribank.com.na*

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,

Mrs. Victoria Hauwanga
Head PMU

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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Agricultural Bank of Namibia (Agribank) 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. Compulsory Site Inspection Session

a) A compulsory sites inspection sessions will be held as follows:

Site Inspection Venue	Date and time
Mariental Branch; Kalahari and Park Street, Mariental, Hardab Region	25 Nov 2026, @ 10H00
Otjeroku Branch; 13 Dr Hage Geingob Street, Otjiwarongo, Otjozondjupa Region	26 Nov 2026, @ 10H00
Northern Brach: Marula St, Malarani Complex Unit 3, Ongwendiva, Oshana Region.	27 Nov 2026, @ 10H00
Zambezi Branch; Dr Hage Geingob Street, Katima Mulilo, Zambezi Region	30 Nov 2026, @ 10H00
Kavango Branch; Maria Mwengere Road, Agribank Building, Kavango East Region	01 Dec 2026, @ 10H00
Grootfontein Branch; Shop No. 06, Otjivanda Mall, Grootfontein, Otjozondjupa Region	02 Dec 2026, @ 10H00
Gobabis Branch; Cymot Building, C/o Kalahari and Park Street, Gobabis Omaheke	03 Dec 2026, @ 10H00

b) Bidders that fail to attend the compulsory pre-bid meetings will automatically be disqualified from participating in the bid.

c) Attendance of the compulsory pre-bid meeting is strictly reserved for bidders' official delegates. All delegates should provide reference letters from their companies that clearly reflect their names and their positions. Businesses under a sole proprietor should provide a reference letter to that effect. ID verification will be carried out during the registration process. Officials with no authorization letters will not be validated.

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5. Eligibility Criteria

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

(a) have a valid company Registration Certificate;

(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;

6. Bid Securing Declaration

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

7. Contract Period for Services

Once-off procurement.

8. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Public Entity will in no case be responsible or liable for those costs. Bidders may purchase the bid document as follow:

a) Prospect bidders will be required to pay a non-refundable administration fee of N**$ 300.00** including VAT, during the bidding process.

b) Electronic Payments can be done through the following account:

Account Name	:	Agricultural Bank of Namibia
Bank Name	:	Standard Bank
Account Number	:	041469380
Branch Number	:	082372
Swift Code	:	SBNMNANX

c) A valid proof of payment must be produced before a Bidding Document is issued and a valid proof of payment must accompany the Bidding document during the Bid submission process.

9. Documents to be submitted

Bidders shall submit along with their quotation documents and evidence of similar services provided with customers' reference details.

10. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to the Public Entity with the Bidder's name at the back of the envelope.

11. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at 10 Post Street Mall, Windhoek, Namibia, Ground Floor, not later than **14 December 2026** at 11H00. Quotations

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by post or hand delivered should reach 10 Post street Mall, Windhoek, Namibia, Ground Floor by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

12. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within five working days of the Opening.

13. 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.

14. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

15. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

16. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

17. Margin of Preference

15.1. The applicable margins of preference and their application methodology are as follows: ***N/A***

15.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: ***N/A***

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service shall be selected for award of contract. Award of contract shall be by

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issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

17. Performance Security

N/A

18. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

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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*: [name of Public Entity]*	*Agricultural Bank of Namibia (Agribank)*
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 _____ 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/ 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	

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[This form is to be deleted if Bid Securing Deceleration is not applicable.] **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.: NCS/RFQ/AGRI-22/2026-2027

To: Agricultural Bank of Namibia (Agribank), 10 Post street Mall, Windhoek, Namibia.

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.]

delete if not applicable / appropriate

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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:……..

Tel No.:……

Fax No.:……

Email Address:……..

Postal Address:……..

Full name of Owner/Accounting Officer:……..……...

…….....

Email Address:……..

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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*

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.

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SECTION III: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/AGRI-22/2026-2027

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Supply, delivery and installation of directional signs at seven (7) Agribank branches	Quantities to be confirmed during site visits.			
			Other additional costs		
			Subtotal		
			VAT @ %		
			Total		

Enter 0% VAT rate if VAT exempt.

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

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Priced Activity Schedule Authorised By:

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/AGRI-22/2026-2027

[Bidders should complete columns C and D with the specifications and Performance standards of the services 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1.	To be provided on the briefing & site inspection day.		

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

Specifications and Performance Standard Compliance Sheet Authorised By:

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

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Evaluation of the Proposals

The bid submitted by the bidders will be evaluated as per the following procedure:

a) First level of evaluation (Section A) will be for the pre-qualification bid, which comprises of evaluating bids against the Preliminary, Eligibility, and compulsory criteria. Only those firms that complied with all items in the compulsory criteria section will be considered for further evaluation.
b) Second level of evaluation (Section B & C) will be based on the Administrative and Financial admissibility.
c) Third level of evaluation (Section D) will be based on Technical & Relevant Experience evaluation category, before considering cost:.
d) On technical, bids will be evaluated per the following weights:

1. Financial Admissibility (35%)
2. Technical Requirements (65%)

e) Final evaluation level will be the techno-commercial bid based on the combined scores as per the guideline d) above verses the bid amount. The allocated score for the financial proposal will be done through the following formula:

- Whereby PS = (Price Scoring)
- Lowest Bid: The price provided by the lowest costed bidder
- Tendered Amount: The total bid amount under consideration.

Ps = weight of financial score $\frac{\text{Lowest bid}}{\text{Bid Amount}}$

f) For the bid to be determined as responsive, bidder must score at least 50% of the 65% on the technical responsiveness score sheet.

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Scoring criteria	Weight (%)
Legal Admissibility (this section is compulsory and bidder that fail to submit any of the required documents will be disqualified automatically)	**YES or NO**
Attached proof of purchasing the bid document	
Attached a certified copy of a valid company Registration Certificate;	
Complied with ITB 5.5 (c) (A) Standard Assets & B) standard Uniforms	
Attached an original or certified copy of a valid good Standing Tax Certificate;	
Attached an original or certified copy of a valid good Standing Social Security Certificate;	
Attached a certified copy of a valid 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;	
Administrative Requirements (Bidder is required to submit a duly filled in, signed, stamped, and dated documents as applicable).	**YES or NO**
Bid Submission form	
Bid Securing declaration	
Priced Activity Schedule;	

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Section A		***Financial Admissibility***	**35%**	
	1.	**The Bidder must submit audited financial statements** for the past 3 financial years; and such statements must show its income statements, balance sheets, cashflows and solvency position; For Closed Corporations it should be signed off by an Accounting Officer, and for PTY's it should be audited.		
		Years 1	1	20%
		Years 2	5	
		Years 3 & above	20	
	2.	**Bidder to provide proof of working** capital to the value of N$150 000 in the form of proof of funds from the bank or pre-approval facility from a bank. In the form of a commitment letter from the bank		
		Value less than N$150 000	0	15%
		Value of N$150 000 & above	15	
Section B		**Technical & Relevant Experience Evaluation categories**	**Weight of Score (65%)**	
		Technical	**20%**	
	1.	**Detailed proposed design mock-ups** of directional signs.		
		No mock-ups provided	0	
		Not detailed mock-ups with all sites per town included	5	20%
		Detailed will all sites	20	
	2.	**Bidder's relevant experience, skills, and strength:** Minimum three (3) years' experience in supply, delivery and installation of directional signs. Provide details and documentary proof of relevant assignments, including client, year and scope of work.	**15%**	
		a. Years 0	0	15%
		b. Years 1	1	

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		c. Years 2	3	
		d. Years 3 & above	15	
	3.	**Sample proof or previous work experience:** Samples of previous supply, delivery and installation of directional signs in the last 3 years (Attach proof in a form of catalogue).	**15%**	15%
		a. 1 Sample	1	
		b. 2 Sample	5	
		c. 3 Sample	15	
	4.	**Reference check:** Reference letters by entities to whom bidders supplied, delivered and installed directional signs for the past 3 years (Attach proof).	**15%**	15%
		a. 1 Letter	1	
		b. 2 Letters	5	
		c. 3 Letters and above	15	
	5.	**TOTAL:**	**100%**	

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SECTION V: SCOPE OF SERVICES

[insert (a) a brief description of the services ; and (b) the performance requirements and specifications of services. It is recommended to describe outputs and performances, rather than inputs, wherever possible.

Brief Description of the Services

The services comprise of the design, production, supply, delivery and, installation of branded directional signs for Agribank branches and approved strategic locations.

The service provider will be responsible for producing signage in accordance with Agribank's corporate identity and approved specifications, using durable, UV- and weather-resistant materials suitable for outdoor conditions.

2. Performance Requirements and Specifications

The appointed service provider shall ensure that all banners and directional signs supplied to Agribank meet the following minimum performance and technical requirements:

- All directional signs shall comply with Agribank's approved corporate identity guidelines, including the correct logo, colours, fonts, messaging and layout.
- Designs shall be clear, professional and visually appealing, with large, high-contrast branding and legible text suitable for viewing from an appropriate distance.
- Signage shall be manufactured from high-quality, UV-resistant, weather-resistant and durable materials suitable for Namibia's climatic conditions.
- All signage shall maintain a consistent appearance in terms of size, layout, branding, finishing and installation standards across Agribank's branches and locations.

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SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), **Ref: NCS-TB/RFQ-GCC** for the procurement of services (time based) available on the website of the Public Entity *(insert website address)* except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/AGRI-22/2026-2027

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as from ***Date- TBC***
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by ***Date TBC***, renewable on an annual basis.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : Ms. ***Hileni Amadhila,*** ***Tel: 061 207 4332, Email: hamadhila@agribank.com.na*** The Authorized Representative of the Service Provider is: ____ _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least:_____
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Ms. ***Hileni Amadhila, Tel: 061 207 4332, Email: hamadhila@agribank.com.na***
GCC 2.10 Performance Security	The Performance Security shall be for an amount *[5%]* of the Contract Price or part thereof if the contract is awarded on a split basis.
GCC 4.2 Contract Price	The amount payable is: _____ per service rendered.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis ***7 days*** after receipt of invoice.
GCC 4.5 Price Adjustment	Prices not shall be adjustable.

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SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

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

Procurement Reference No.: NCS/RFQ/AGRI-22/2026-2027

Description	**Attached**	**Not Attached**
Quotation Letter		
Price Activity Schedule		
Specification and Compliance Sheet		
have a valid company Registration Certificate;		
have an original valid good Standing Tax Certificate;		
have an original valid good Standing Social Security Certificate;		
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;		
Submit signed Bid-securing Declaration.		
Provide samples of similar work done i.e. supply, delivery and installation of directional signs.		
Provide at least 3 references letters demonstrating ability for similar work executed during the last 3 years.		
Bidders shall submit along with their quotations documents or catalogues and or any other literature to substantiate compliance with the required specifications in respect to Public Entity's requirements.		
Bidders should have a minimum of 3 years' experience in supply, delivery and installation of directional signs.		

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.*

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