PROCUREMENT MANAGEMENT UNIT
OPEN INTERNATIONAL BIDDING

PROCUREMENT OF GOODS

SUPPLY AND INSTALLATION OF A SECURE CERTIFICATE SOLUTION

PROCUREMENT REFERENCE NO: G/OIB/NPM-04/2026 - 2027

BIDDER'S NAME: _____

PHYSICAL ADDRESS: _____

CONTACT PERSON: _____

CONTACT DETAILS: _____

E-MAIL ADDRESS: _____

Cost: N$ 100.00

ISSUING DATE: 13 November 2026
CLOSING DATE: 30 November 2026, AT 10H00 AM

To be deposited in the Tender Box located at Administration Building,
Ground floor, Office number, G55
no bid will be accepted after 10h00 AM

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PART 1 – BIDDING PROCEDURES

SECTION I. INSTRUCTIONS TO BIDDERS

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Section I. Instructions to Bidders

A. General

1. Scope of Bid

1.1 The Purchaser **indicated in the Bidding Data Sheet (BDS),** issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section V, Schedule of Requirements. The name and identification number of this procurement through Open International Bidding are **specified in the BDS.** The name, identification, and number of lots are **provided in the BDS.**

1.2 Throughout these Bidding Documents:

(a) the term "in writing" means communicated in written form (e.g. by mail, fax,) with proof of receipt;

(b) if the context so requires, "singular" means "plural" and vice versa; and

(c) "day" means calendar day.

2. Source of Funds

2.1 Unless otherwise stated in the **BDS,** this procurement shall be financed by the Public Entity's own budgetary allocation.

3. Public Entities Related to Bidding Documents and to Application for Review

3.1 The public entities related to these bidding documents are the Public Entity, acting as procurement entity (Purchaser), the Procurement Policy Unit, in charge of issuing standard bidding documents and responsible for any amendment these may require, the Central Procurement Board in charge of vetting Bidding document, receiving and evaluation of bids in respect of major contracts and the Review Panel, set up under the Public Procurement Act, 2015 (hereinafter referred to as the Act.)

4. Fraud and Corruption

4.1 It is the policy of the Government of the Republic of Namibia to require Public Entities, as well as bidders, suppliers, and contractors and their agents (whether declared or not), personnel, subcontractors, sub-consultants, service providers and suppliers, observe the highest standard of ethics during the procurement and

execution of contracts. [1] In pursuance of this policy, the Government of the Republic of Namibia:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party[2];

(ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; [3]

(iii) "collusive practice" is an arrangement between two or more parties[4] designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party[5] or the property of the party to influence improperly the actions of a party;

(v) "obstructive practice" is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the Purchaser's investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from

[1] In this context, any action taken by a bidder, supplier, contractor, or any of its personnel, agents, sub-consultants, sub-contractors, service providers, suppliers and/or their employees to influence the procurement process or contract execution for undue advantage is improper.

[2] "Another party" refers to a public official acting in relation to the procurement process or contract execution. In this context, "public official" includes Purchaser's staff and employees of other organizations taking or reviewing procurement decisions.

[3] "Party" refers to a public official; the terms "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution.

[4] "Parties" refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, noncompetitive levels.

[5] "Party" refers to a participant in the procurement process or contract execution.

disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

(bb) acts intended to materially impede the exercise of the Purchaser's inspection and audit rights provided for under sub-clause 4.2 below.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question; and

(c) will sanction a firm or an individual, at any time, in accordance with prevailing legislations, including by publicly declaring such firm or individual ineligible, for a stated period of time: (i) to be awarded a public contract; and (ii) to be a nominated[b] sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a public contract.

4.2 In further pursuance of this policy, Bidders shall permit the Purchaser to inspect any accounts and records and other documents relating to the Bid submission and contract performance, and to have them audited by auditors appointed by the Purchaser.

4.3 Furthermore, bidders shall be aware of the provision in Clauses 3.1 and 35.1 (a) of the General Conditions of Contract.

4.4 Bidders, suppliers and public officials shall also be aware of the provisions stated in section 67 and 68 of the Public Procurement Act, 2015 which can be consulted on the website of the Procurement Policy Unit (PPU): www.mof.gov.na/procurement-policy-unit

[b] A nominated sub-contractor, consultant, manufacturer or supplier, or service provider (different names are used depending on the particular bidding document) is one which either has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that are accounted for in the evaluation of the bidder's pre-qualification application or the bid; or (ii) appointed by the Purchaser.

5. Eligible Bidders

5.1 (a) Subject to ITB 5.4, A Bidder, and all parties constituting the Bidder, may have the nationality of any country. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including Related Services.

(b) A Bidder may be a natural person, private entity, government-owned entity (subject to ITB 5.5) or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV). In the case of a JV:

(i) all parties to the JV shall be jointly and severally liable; and

(ii) a JV shall nominate a Representative who shall have the authority to conduct all businesses for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.

5.2 A Bidder shall not have conflict of interest. All bidders found to have conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:

(a) have controlling shareholders in common; or

(b) receive or have received any direct or indirect subsidy from any of them; or

(c) have the same legal representative for purposes of this Bid; or

(d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or

(e) a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in

which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid; or

(f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid.

5.3 (a) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

(b)Bids from suppliers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available on the Procurement Policy Unit's website: ***www.mof.gov.na/procurement-policy-unit***

5.4 A firm shall be excluded if by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Namibia prohibits any import of goods or contracting of Works or services from a country where it is based or any payment to persons or entities in that country.

5.5 Government-owned enterprises in the Republic of Namibia shall be eligible only if they can establish that they:

(i) are legally and financially autonomous;

(ii) operate under commercial law, and

(iii) are not a dependent agency of the Purchaser.

5.6 Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.

6. Eligible 6.1 All the Goods and Related Services to be supplied under

Goods and Related Services

the Contract may have their origin in any country subject to ITB 5.3 and 5.4.

6.2 For purposes of this Clause, the term "goods" includes commodities, raw material, machinery, equipment, industrial plants and "related services" which include services such as insurance, installation, training, and initial maintenance.

6.3 The term "origin" means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

B. Contents of Bidding Documents

7. Sections of Bidding Documents

7.1 The Bidding Documents consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addendum issued in accordance with ITB Clause 9.

PART 1 Bidding Procedures

- Section I. Instructions to Bidders (ITB)
- Section II. Bidding Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms

PART 2 Supply Requirements

- Section V. Schedule of Requirements

PART 3 Contract

- Section VI. General Conditions of Contract (GCC)
- Section VII. Special Conditions of Contract (SCC)
- Section VIII. Contract Forms

7.2 The Invitation for Bids issued by the Purchaser is not part of the Bidding Documents.

7.3 The Purchaser is not responsible for the completeness of

the Bidding Documents and their addendum, if they were not obtained directly from the Purchaser.

7.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

8. Clarification of Bidding Documents

8.1 A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing at the Purchaser's address **specified in the BDS.** The Purchaser will respond within three (3) working days, in writing to any request for clarification, provided that such request is received no later than the number of days, **specified in the BDS**, prior to the deadline set for submission of bids. The Purchaser shall forward copies of its response to all those who have acquired the Bidding Documents directly from it, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 9 and ITB Sub-Clause 25.2.

9. Amendment of Bidding Documents

9.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum.

9.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents directly from the Purchaser.

9.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 25.2

C. Preparation of Bids

10. Cost of Bidding

10.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

11. Language

11.1 The Bid, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the

of the Bid

Purchaser, shall be written in English. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

12. Documents Comprising the Bid

12.1 The Bid shall comprise the following:

(a) the Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 13, 15, and 16;

(b) the Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 22, if required;

(c) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB Clause 23.2; **as specified in the BDS.**

(d) documentary evidence in accordance with ITB Clause 17 establishing the Bidder's eligibility to bid;

(e) documentary evidence in accordance with ITB Clause 18, that the Goods and Related Services to be supplied by the Bidder are of eligible origin;

(f) documentary evidence in accordance with ITB Clauses 19 and 31, that the Goods and Related Services conform to the Bidding Documents;

(g) documentary evidence in accordance with ITB Clause 20 establishing the Bidder's qualifications to perform the contract if its bid is accepted,

(h) following documentary evidence (required from Namibian bidders):

1. have a valid company Registration Certificate;
2. have an original valid good Standing Tax Certificate;
3. have an original valid good Standing Social Security Certificate;
4. 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;

5. have a certificate indicating SME Status (for Bids reserved for SMEs);

6. An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

(i) any other document **required in the BDS.**

13. Bid Submission Form and Price Schedules

13.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. This form must be completed without any alteration to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

13.2 The Bidder shall submit the Price Schedules for Goods and Related Services, according to their origin as appropriate, using the forms furnished in Section IV, Bidding Forms

14. Alternative Bids

14.1 Unless otherwise **specified in the BDS,** alternative bids shall not be considered.

15. Bid Prices and Discounts

15.1 The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules shall conform to the requirements specified below.

15.2 All lots and items must be listed and priced separately in the Price Schedules.

15.3 The price to be quoted in the Bid Submission Form shall be the total price of the bid, excluding any discount offered.

15.4 The Bidder shall quote any unconditional discount and indicate the method for their application in the Bid Submission Form.

15.5 The terms EXW, CIP, CIF and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by The International Chamber of Commerce, **as specified in the BDS.**

15.6 Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms. The disaggregation of price components is required solely for the purpose of

facilitating the comparison of Bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through the carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible country. Prices shall be entered in the following manner:

(a) For Goods offered from within Namibia:

(i) the price of the goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties already paid or payable on the components and raw material used in the manufacture or assembly of goods quoted ex works or ex-factory, or on the previously imported goods of foreign origin quoted ex-warehouse, ex-showroom, or off-the-shelf;

(ii) VAT payable on the Goods if the Contract is awarded to the Bidder; and

(iii) the total price for the item.

(b) For Goods offered from outside Namibia:

(i) the price of the goods quoted CIF (named port of destination), or CIP (named place of destination), in Namibia, **as specified in the BDS**;

(ii) the price of the goods quoted FOB port of shipment (or FCA, as the case may be), **if specified in the BDS**;

(iii) the total price for the item.

(c) For Related Services whenever such Related Services are specified in the Schedule of Requirements:

(i) the local currency cost component of each item comprising the Related Services; and

(ii) the foreign currency cost component of each item comprising the Related Services,

inclusive of custom duties and VAT, payable on the Related Services, if the Contract is awarded to the Bidder.

15.7 Prices quoted by the Bidder shall be fixed during the

Bidder's performance of the Contract and not subject to variation on any account in respect of changes in production cost, **unless otherwise specified in the BDS.** A Bid submitted with an adjustable price quotation in this respect shall be treated as non-responsive and shall be rejected, pursuant to ITB Clause 31. However, if **in accordance with the BDS,** prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.

15.8 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the **BDS,** prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction in accordance with ITB Sub-Clause 15.4 provided the bids for all lots are submitted and opened at the same time.

16. Currencies of Bid

16.1 Bidders shall quote only in Namibian dollars **as specified in the BDS.** `

17. Documents Establishing the Eligibility of the Bidder

17.1 To establish their eligibility in accordance with ITB Clause 5, Bidders shall complete the Bid Submission Form, included in Section IV: Bidding Forms.

18. Documents Establishing the Eligibility of Goods and Related Services

18.1 To establish the eligibility of the Goods and Related Services in accordance with ITB Clause 6, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV: Bidding Forms.

19. Documents Establishing the Conformity of the Goods and

19.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section V, Schedule of

Related Services

Requirements.

19.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.

19.3 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the BDS** following commencement of the use of the goods by the Purchaser.

19.4 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.

20. Documents Establishing the Qualifications of the Bidder

20.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction that:

(a) if **required in the BDS,** a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms, to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Namibia;

(b) if **required in the BDS,** in case of a Bidder not doing business within Namibia, the Bidder is or will be (if awarded the contract) represented by an Agent in Namibia equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract

and/or Technical Specifications; and

(c) the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

21. Period of Validity of Bids

21.1 Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

21.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 22, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid, except as provided in ITB Sub-Clause 21.3.

21.3 In the case of fixed price contracts, if the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial bid validity, the Contract price shall be adjusted as specified in the request for extension. Bid evaluation shall be based on the Bid Price without taking into consideration the above correction.

22. Bid Security

22.1 The Bidder shall either furnish as part of its bid, a Bid Security or subscribe to a Bid Securing Declaration in the Bid Submission Form **as specified in the BDS**.

22.2 The Bid Securing Declaration shall be in the form of a signed subscription in the Bid Submission Form.

22.3 The Bid Security shall be in the amount or percentage **specified in the BDS** and denominated in Namibian dollars or a freely convertible currency with a counter-guarantee, and shall:

(a) be in the form of a bank guarantee from a reputable overseas bank, or

(b) be issued by a commercial bank operating in Namibia.

(c) be substantially in accordance with the forms of Bid

Security included in Section IV, Bidding Forms, or other form approved by the Purchaser prior to bid submission;

(d) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 22.6 are invoked;

(e) be submitted in its original form; copies will not be accepted;

(f) remain valid for a period of 30 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Clause 21.2;

22.4 Any bid not accompanied by an enforceable and substantially compliant Bid Security or not containing a subscription to a Bid Securing Declaration in the Bid Submission Form, if required, in accordance with ITB 22.1, shall be rejected by the Purchaser as nonresponsive.

22.5 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 45.

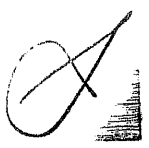
22.6 The Bid Security shall be forfeited or the Bid Securing Declaration executed:

(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 21.2; or

(b) if a Bidder refuses to accept a correction of an error appearing on the face of the Bid; or

(c) if the successful Bidder fails to: sign the Contract in accordance with ITB 44; or furnish a performance security in accordance with ITB 45;

22.7 The Bid Security or Bid- Securing Declaration of a Joint Venture (JV) must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future partners as named in the letter of intent mentioned in Section IV "Bidding Forms," Bidder Information Form Item 7.



22.8 If a bid security is **not required in the BDS**, and

(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Letter of Bid Form, except as provided in ITB 20.2;

(b) if a Bidder refuses to accept a correction of an error appearing on the face of the Bid; or

(c) if the successful Bidder fails to: sign the Contract in accordance with ITB 44; or furnish a performance security in accordance with ITB 45.

the bidder may be disqualified by the Review Panel to be awarded a contract by any Public Entity for a period of time.

23. Format and Signing of Bid

23.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 12 and clearly mark it "ORIGINAL." In addition, the Bidder shall submit copies of the bid, in the number **specified in the BDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.

23.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

23.3 Any interlineation, erasure, or overwriting shall be valid only if it is signed or initialed by the person signing the Bid.

D. Submission and Opening of Bids

24. Submission, Sealing and Marking of Bids

24.1 Bidders may always submit their bids by mail or by hand. When so **specified in the BDS,** bidders shall have the option of submitting their bids electronically.

(a) Bidders submitting bids by mail or by hand, shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB Clause 14, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB sub-Clauses 24.2 and 24.3.

(b) Bidders submitting bids electronically shall follow the electronic bid submission procedures **specified in**

the BDS.

24.2 The inner and outer envelopes shall:

(a) bear the name and address of the Bidder;

(b) be addressed to the Purchaser in accordance with ITB Sub-Clause 25.1;

(c) bear the specific identification of this bidding process indicated in ITB 1.1 and any additional identification marks as **specified in the BDS,** and

(d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 28.1.

24.3 If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

25. Deadline for Submission of Bids

25.1 Bids must be received by the Purchaser at the address and not later than the date and time **specified in the BDS.**

25.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 9, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

26. Late Bids

26.1 The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 25. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

27. Withdrawal, Substitution, and Modification of Bids

27.1 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 24, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITB Sub-Clause 23.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

(a) submitted in accordance with ITB Clauses 23 and 24 (except that withdrawal notices do not require copies), and in addition, the respective envelopes

shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION;" and

(b) received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 25.

27.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 27.1 shall be returned unopened to the Bidders.

27.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

28. Bid Opening

28.1 The Purchaser shall conduct the bid opening in the presence of the Bidders' representatives who choose to attend at the address, date and time **specified in the BDS.** Any specific electronic bid opening procedures required if electronic bidding is permitted in accordance with ITB Sub-Clause 24.1 shall be as **specified in the BDS.**

28.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening. Envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.

28.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder; the Bid Price(s), including any discounts and alternative bids and indicating whether there

is a modification; the presence of a bid security or the subscription with respect to the Bid Securing Declaration in the Bid Submission Form, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at bid opening shall be considered for evaluation. No bid shall be rejected at bid opening except for late bids, in accordance with ITB 26.1.

28.4 The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification; the Bid Price, per lot if applicable, including any discounts, and alternative offers if they were permitted; and the presence or absence of a Bid Security, if one was required. The Bidders' representatives who are present shall be requested to sign the record. The omission of a bidder's signature on the record shall not invalidate the contents and the effect of the record. A copy of the record shall be distributed, upon request, to all Bidders who submitted bids in time; and posted on line when electronic bidding is permitted.

E. Evaluation and Comparison of Bids

29. Confidentiality

29.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.

29.2 Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.

29.3 Notwithstanding ITB Sub-Clause 29.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing.

30. Clarification of Bids

30.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No

change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB Clause 32.

31. Responsiveness of Bids

31.1 The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself.

31.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

(a) affects in a substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or

(b) limits in a substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or

(c) if rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

31.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

32. Nonconformities, Errors, and Omissions

32.1 Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

32.2 Provided that a bid is substantially responsive, the Purchaser may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, or to rectify nonmaterial nonconformities or omissions in the bid relating to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

32.3 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following

basis:

(a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;

(b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

(c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

33. Preliminary Examination of Bids

33.1 The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 12 have been provided, and to determine the completeness of each document submitted.

33.2 The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.

(a) Bid Submission Form, in accordance with ITB Sub-Clause 13.1;

(b) Price Schedules, in accordance with ITB Sub-Clause 13.2;

(c) Bid Security or Bid Securing Declaration, in accordance with ITB Clause 22, if applicable.

34. Examination of Terms and Conditions; Technical Evaluation

34.1 The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.

34.2 The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 19, to confirm that all requirements specified in Section V, Schedule of Requirements of the Bidding Documents have been met

without any material deviation or reservation.

34.3 If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 31, it shall reject the Bid.

35. Margin of Preference

35.1 Margin of preference shall not be a factor in bid evaluation, unless otherwise **specified in the BDS.**

36. Evaluation of Bids

36.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

36.2 To evaluate a Bid, the Purchaser shall use only the factors, methodologies and criteria defined in ITB Clause 37. No other criteria or methodology shall be permitted.

36.3 To evaluate a Bid, the Purchaser shall consider the following:

(a) evaluation to be done for Items or Lots, as **specified in the BDS;** and the Bid Price as quoted in accordance with clause 15;

(b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 32.3;

(c) price adjustment due to discounts offered in accordance with ITB Sub-Clause 15.4;

(d) adjustments due to the application of the evaluation criteria **specified in the BDS** from amongst those set out in Section III, Evaluation and Qualification Criteria;

(e) adjustments due to the application of a margin of preference, in accordance with ITB Clause 36 if applicable.

36.4 (a) The Purchaser's evaluation of a bid will take into account:

(i) in the case of Goods offered from within Namibia, all taxes but excluding VAT payable on the Goods if the Contract is awarded to the Bidder;

(ii) in the case of Goods offered from outside Namibia, customs duties applicable in and

payable on the Goods if the Contract is awarded to the Bidder; and

(iii) transport and other costs for the goods to reach its final destination.

(b) The Purchaser's evaluation of a bid will **not** take into account any allowance for price adjustment during the period of performance of the Contract, if provided in the Bid.

36.5 The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB Clause 15. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids, unless otherwise specified in Section III, Evaluation and Qualification Criteria. The factors, methodologies and criteria to be used shall be as specified in ITB 36.3 (d).

36.6 If so **specified in the BDS,** these Bidding Documents shall allow Bidders to quote separate prices for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest-evaluated lot combinations is specified in Section III, Evaluation and Qualification Criteria.

37. Comparison of Bids

37.1 The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB Clause 36.

38. Post-qualification of the Bidder

38.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.

38.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 20.

38.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that



Bidder's capabilities to perform satisfactorily.

38.4 Notwithstanding anything stated above, the Purchaser reserves the right to assess the Bidder's capabilities and capacity to execute the Contract satisfactorily before deciding on award.

39. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids

39.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

F. Award of Contract

40. Award Criteria

40.1 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, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

41. Purchaser's Right to Vary Quantities at Time of Award

41.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Schedule of Requirements, provided this does not exceed the percentages **specified in the BDS,** and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

42. Notification of Award

42.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the selected bidder of the proposed award and accordingly notify unsuccessful bidders. Subject to any application for review, the Purchaser shall notify the selected Bidder, in writing, by a Letter of Acceptance for award of contract. The Letter of Acceptance shall specify the sum that the Purchaser will pay the Supplier in consideration of the execution and completion of the Contract (hereinafter and in the Conditions of Contract and Contract Forms called "the Contract Price"). Within seven days from the issue of Letter of Acceptance, the Purchaser shall publish on the Public Procurement Policy Unit www.mof.gov.na/procurement-policy-unit, and the Purchaser's website, the results of the Bidding Process identifying the bid and lot numbers and the following

information:

(i) name of the successful Bidder, and the Price it offered, as well as the duration and summary scope of the contract awarded; and

(ii) an executive summary of the Bid Evaluation Report

42.2 Until a formal Contract is prepared and executed, the letter of Acceptance shall constitute a binding Contract.

43. Signing of Contract

43.1 Promptly after issue of letter of acceptance, the Purchaser shall send the successful Bidder the Agreement and the Special Conditions of Contract.

43.2 Within thirty (30) days of receipt of the Agreement, the successful Bidder shall sign, date, and return it to the Purchaser.

43.3 Notwithstanding ITB 44.2 above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Purchaser, to Namibia, or to the use of the products/goods, systems or services to be supplied, where such export restrictions arise from trade regulations from a country supplying those products/goods, systems or services, the Bidder shall not be bound by its bid, always provided, however, that the Bidder can demonstrate to the satisfaction of the Purchaser that signing of the Contact Agreement has not been prevented by any lack of diligence on the part of the Bidder in completing any formalities, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract.

44. Performance Security

44.1 Within thirty (30) days of the receipt of letter of Acceptance from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section VIII Contract forms, or another Form acceptable to the Purchaser. The Purchaser shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 22.5.

44.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall lead to the annulment of the award and forfeiture of the Bid



Security or execution of the Bid-Securing Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

45. Debriefing 45.1 The Purchaser shall promptly attend to all debriefing for the contract made in writing and within 30 days from the date of the publication of the award or date the unsuccessful bidders are informed about the award.

SECTION II. BIDDING DATA SHEET (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses.]

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is: **Namibia Institute of Public Administration and Management (NIPAM)**
ITB 1.1	The Purchaser is: **Namibia Institute of Public Administration and Management (NIPAM)** The Name of the Procurement: **Supply and Installation of a Secure Certificate System.** Reference Number: **G/OIB/NPM-04/2026 - 2027** The service is required at the: **NIPAM Campus, Olympia, Windhoek, Namibia** The Invitation for Bid has been issued through an **Open International Bidding in term of Section 29(b) of the Public Procurement Act.**
ITB 2.1	The Funding Agency is: **Namibia Institute of Public Administration and Management (NIPAM)**

ITB 5.3	A list of firms debarred from participating in Public Procurement in Namibia is available at ***http://www.mof.gov.na/procurement-policy-unit*** A list of firms debarred by World Bank is available at ***http://www.worldbank.org/debarr***
	B. Contents of Bidding Documents
ITB 8.1	For **Clarification of bid purposes** only, the Purchaser's address is: **Erf 27, Paul Nash Street, Olympia in Windhoek** **Clarifications must be send to NIPAM via email to procurement@nipam.na**
ITB 8.1	Requests for clarification should be submitted to the NIPAM no later than 5 days before the bid submission closing date. The deadline to seek clarification is: 20 November 2026
	C. Preparation of Bids
ITB 12.1 (c)	/Public Entity to insert text (a) in case the Goods contract is estimated for an amount less than **[insert amount in NAD]** or text (b) in case the amount is estimated to be above **[insert amount in NAD]** (a)No written evidence is required. (b)This authorization shall consist of written confirmation and shall be attached to the bid. It may include a delegation of power by resolution of the Board of a company or from the CEO, himself holding power from the Board or from a Director being a shareholder of a company or through a Power of Attorney. The name and position held by each person signing the authorization must be typed or printed below the signature. (c)In the case of Bids submitted by an existing or intended JV an undertaking signed by all parties (i) stating that all parties shall be jointly and severally liable, if so required in accordance with ITB 5.1, and (ii) nominating a Representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution."]

	Note: The power of Attorney or other written authorization to sign may be for a determined period or limited to a specific purpose.
ITB 12.1 (i)	The Bidder shall submit the following additional documents in its bid: *(a) Submit a signed Bid Securing Declaration.* (d) Documentary evidence comprising at least three (3) reference letters attesting to the provision or implementation of a similar solution. The proof must have a company stamp. (e) Submission of three (3) hard-copy sample certificates demonstrating the proposed security features and certificate quality. (f) Bidder has provided detailed specifications for Flagship Programme Certificates, Short Course Certificates, and Statements of Results that fully meet the requirements. (g) Share Certificates and Complete the Company Shareholding Information Form. *Should any of the above-mentioned information and/or documentation(s) not be attached, the bid will be deemed non-responsive and disqualified.* Note: *Certification of documents must be done by a Commissioner of Oath, appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No.16 of 1963) and must be valid at bid submission date.*
ITB 14.1	Alternative Bids **shall not be** considered.
ITB 15.5	The Incoterms edition is: **Incoterms 2010.** **DDP (Delivered Duty Paid)** - Seller is responsible for delivering the goods to the named place in the country of the buyer and pays all costs in bringing the goods to the destination including import duties and taxes.

ITB 15.6 (b) (i) , (ii)	For Goods offered from outside Namibia, the Bidder shall quote prices using the following Incoterms: DDP (Delivered Duty Paid) - Seller is responsible for delivering the goods to the named place in the country of the buyer and pays all costs in bringing the goods to the destination including import duties and taxes
ITB 15.7	The prices quoted by the Bidder: **shall not be adjustable for the duration of the contract.**
ITB 16.3	**Bidders shall quote only in Namibian dollars on the basis of[6] either:** ***[(a) prices not adjustable to rate of exchange]***
ITB 21.1	The period of Bid validity shall be: **90** days after the deadline for Bid submission specified in the BDS.
ITB 22.1	The Bidder shall subscribe to a Bid Securing Declaration by signing the Bid Submission Form containing the provision with regard thereto.
ITB 22.8	The Bidder shall subscribe to a Bid Securing Declaration by signing the Bid Submission Form containing the provision with regard thereto.
ITB 23.1	The number of copies of the Bid to be completed and returned shall be: **One (1) original and one (1) copy**
	D. Submission and Opening of Bids
ITB 24.1	Bidders shall not have the option of submitting their bids electronically.
ITB 24.2 (c)	The inner and outer envelopes shall bear the following additional identification marks: **Supply and Installation of a Secure Certificate System.** Reference Number: **G/OIB/NPM-04/2026- 2027**
ITB 25.1	For the bids' submission purposes, the Purchaser's address is: **NIPAM Campus Office No. G55, Tender box, Erf 27, Paul Nash in**

[6] Delete as appropriate

	Olympia Windhoek Attention: **Head: Procurement Management Unit** Address: **Erf 27, Paul Nash in Olympia Windhoek** The deadline for the submission of bids is: **30 November 2026 @ 10:0 AM**
ITB 28.1	The bid opening shall take place at: **Namibia Institute of Public Administration and Management (NIPAM)** **NIPAM Campus "Venue to be communicated on arrival Erf 27, Paul Nash Street, Olympia in Windhoek** Date and time: **30 November 2026 @ 10:11 AM**
	E. Evaluation and Comparison of Bids
ITB 35.1	A margin of preference shall not be applicable.
ITB 36.3(a)	Evaluation will be done for "**Supply and Installation of a Secure Certificate System"** **Bids will be evaluated for each item, and the Contract will comprise the item(s) awarded to the successful Bidder.**
	F. Award of Contract
ITB 41.1	The Successful Bidder will supply the items stated in this bidding document.

Section III: EVALUATION AND QUALIFICATION CRITERIA

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.

2. Evaluation Methodology

Evaluation will be conducted by an ad hoc Bid Evaluation Committee (BEC) in accordance with the criteria.

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 documents, as stated in **TABLE 1.1, TABLE 1.2,** will proceed to the next phase (phase 2 - technical evaluation).

Phase 2: Financial Evaluation
The most economically advantageous bid from the lowest evaluated substantially responsive bidder who meets all the specifications will be considered for award.

3. 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 1.1: 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 or equivalent	
• 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 or equivalent. *(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.)*	

Note: This requirement applies to Namibian companies only.

TABLE 1.2 PRELIMINARY/ADMINISTRATIVE REQUIREMENTS

Eligibility Requirements	Yes	No
Is the bid as well as all correspondence and documents written in English?		
Are all pages of the bid signed and/or initialed by the person or persons authorized on behalf of the bidder?		
Has the bidder offered the period of bid validity of one hundred and eighty (90) days, as specified in the Bidding Data Sheet?		
Has the bidder completed, signed, and/or stamped a Bid Securing Declaration?		

Note: The bidders' submission will either be responsive or non-responsive. The bidder(s) who do not comply with any of the above administrative requirement(s) will be deemed non-responsive, therefore, disqualified from the entire evaluation process and will not be considered further.

Part 3: 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 fulfill the mandatory requirements will be evaluated.

b. Thereafter, qualifying bidders will be evaluated against the technical criteria set out below. Bidders must submit a separate technical proposal that addresses all technical requirements and provides the requested supporting documentation.

Technical Evaluation Criteria	**Scoring Notes**	**Score**	**Weight**
Secure Certificate Management Solution	Comprehensive proposal demonstrating the proposed certificate management and personalisation solution.	40%	40%
	No Certificate Solution Provided	0%	
Documentary evidence comprising at least three (3) reference letters attesting to the provision or implementation of a similar solution. (Attach at least three (3)	Three (3) Reference Letters	20%	20%
	Two (2) Reference Letters	10%	
	One (1) Reference Letter	5%	
	No (0)Reference Letter	0%	

testimonials/reference letters from your current/previous clients where the solution was implemented. The proof must have a company stamp			
Submission of three (3) hard-copy sample certificates demonstrating the proposed security features and certificate quality	Certificate Samples Provided	20%	20%
	No Certificate Sample Provided	0%	
Bidder has provided detailed specifications for Flagship Programme Certificates, Short Course Certificates, and Statements of Results that fully meet the requirements.	Certificate Base Stock Specifications Provided	20%	20%
	Not meeting Certificate Base Stock Specifications	0%	
TOTAL			**100%**

c. The quotations of suppliers who score **85%** as required in the technical criteria (product specification) will then be evaluated as stated in this bid document.

4. FINANCIAL EVALUATION CRITERIA

4.1 Financial Scored

The financial/Quotation amount will be the determining factor for all the required items.

The financial/Quotation amount will be scored as follows: The final score will be based upon the following weightage formula: [(Technical Score) * 70%] +)(Quotation Score) * 30%)

Part 2 – Technical Requirements

Section VI. Scope of Technical Requirements

SCOPE OF REQUIREMENTS

NIPAM invites suitably qualified bidders to provide a secure certificate management solution for the issuance, validation, and management of certificates and statements of results for its training programmes. The solution must include the supply of secure certificate base stock, a certificate personalisation platform, and ongoing support services.

2.1 SECURE CERTIFICATE BASE STOCK

The bidder shall supply secure pre-printed certificates incorporating security features designed to prevent counterfeiting, forgery, unauthorized duplication, and tampering.

A. Flagship Programme Certificates

- Size: A4 (297mm x 210mm)
- Paper: 160gsm standard watermarked paper with embedded NIPAM emblem, invisible colour fibres, and laser guaranteed
- Full colour process printing
- Border colour
- Micro-tint security pattern
- Invisible UV fluorescing features
- Anti-copy security feature
- Foil: 45mm gold micro-embossed foil incorporating the NIPAM logo
- Numbering: Sequential black serial numbering
- Estimated Quantity: 500

B. Short Course Certificates

- Size: A4 (297mm x 210mm)
- Paper: 120gsm standard watermarked paper with embedded NIPAM emblem, invisible colour fibres, and laser guaranteed
- Full colour process printing
- Border colour
- Micro-tint security pattern
- Invisible UV fluorescing features
- Anti-copy security feature
- Foil: 45mm red micro-embossed foil incorporating the NIPAM logo
- Numbering: Sequential black serial numbering
- Estimated Quantity:2,000

C. Statements of Results (Transcripts)

- Size: A4 (297mm x 210mm)
- Paper: 95gsm standard watermarked paper with embedded NIPAM emblem
- Full colour process printing
- Border colour
- Micro-tint security pattern
- Invisible UV fluorescing features
- Anti-copy security feature
- Numbering: Sequential black serial numbering
- Estimated Quantity: 500

2.2 Certificate Management and Personalisation Solution

The proposed solution must provide a secure certificate management platform with, at minimum, the following capabilities:

- Capture and manage learner information and programme details.
- Personalise certificates and statements of results using variable data.
- Generate secure digital PDF certificates.
- Support digital signatures and multiple signatory workflows.
- Provide certificate approval workflows for designated users.
- Validate certificates electronically through the system.
- Enable certificate verification through encrypted QR codes and/or barcodes.
- Maintain an audit trail of all certificate generation, approval, and issuance activities.
- Provide secure online access to issued certificates and statements of results.
- Include a certificate portal for managing certificate generation, reprints, and verification.
- Be designed and branded in accordance with NIPAM's corporate identity.

2.3 PRICING

Bidders must clearly provide costing for the following:

- Once-off implementation and setup costs.
- Annual licensing and maintenance fees (where applicable).
- Certificate token/transaction fees (where applicable).
- Cost per Flagship Programme Certificate.
- Cost per Short Course Certificate.
- Cost per Statement of Results (Transcript).
- Courier and delivery charges.
- Hourly rates for additional configuration, customization, amendments, or development work requested by NIPAM outside the agreed scope.
- Ad-hoc support and technical assistance rates.

2.4 SAMPLE SUBMISSION

Certificate

2.5 SERVICE LEVEL AGREEMENT (SLA)

The successful bidder shall enter into a three (3) year Service Level Agreement (SLA) with NIPAM for the provision of maintenance, technical support, system updates, and ad-hoc support services related to the certificate management solution.

2.6 DELIVERY AND IMPLEMENTATION

- Supply and delivery of certificate base stock shall be completed within thirty (30) days of contract award.
- Installation, configuration, and commissioning of the certificate management and personalisation solution shall be completed within thirty (30) days of contract award.
- All certificate stock shall be delivered to the NIPAM Head Office, Olympia, Windhoek.

SECTION IV: BID FORMS

(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*: [name of Public Entity]*	
Procurement Reference Number:	
The subject matter of procurement:	

We offer to supply the items listed in the attached List of Services and Price Schedule per the defined specifications, *except for the qualified 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 can participate in this bidding exercise and meet the eligibility criteria 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 lead to *[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 price in the List of Services and Price Schedule are fixed and firm and will not be subject to revision or variation if we are awarded the contract before the expiration **date** of the bid validity.

From the date of issue of Purchase Order/ Letter of Acceptance, the delivery period offered is shown in the List of Services items and Price Schedule.

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	

BIDDER INFORMATION FORM

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:

Procurement No.:

Page _____ of_ _____ pages

1. Bidder's Legal Name _____
2. In case of JV, legal name of each party:
3. Bidder's actual or intended Country of Registration:
4. Bidder's Year of Registration:
5. Bidder's Legal Address in Country of Registration:
6. Bidder's Authorized Representative Name: Address: Telephone/Fax numbers: Email Address:

7. Attached are copies of original documents of:

€ Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 5.1 and 5.2.

€ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 5.1.

€ In case of government owned entity from Namibia, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 5.5.

BID SUBMISSION FORM

Date: _____

Bidder's Reference No.: _____

Procurement Reference No: _____

To: _____

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 11;

(b) We offer to execute the _____ in accordance with the Conditions of Contract, Scope of Service and Performance Specifications, and Activity Schedule accompanying this Bid.

(c) Our bid shall be valid for a period of _____ *[insert validity period as specified in ITB 16.1.]* days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(d) If our bid is accepted, we commit to obtain a Performance Security in accordance with the Bidding Document;

(e) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 6;

(f) We are not participating, as a Bidder in more than one bid in this bidding process.

(g) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible under the laws of Namibia;

(h) We are not a government owned entity / We are a government owned entity but meet the requirements of ITB 4.5;[7]

(k) We hereby confirm that we have read and understood the content of the Bid Securing Declaration attached herewith and subscribe fully to the terms and conditions contained therein, if required. We understand that non-compliance to the conditions mentioned may lead to disqualification.

_____

(l) We understand that this bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(m) Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount in NAD	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____

(if none, state "none")

(n) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and

(o) If awarded the contract, the person named below shall act as Contractor's Representative: ***(Provide certified copy of identity document (ID) or certified copy of a valid passport of representative, including Evidence of signatory authorized to sign the bid)***

_____

Name of Representative: .....

In the capacity of: .....

Signed: .....

Duly authorized to Sign the Bid for and on behalf of:

Name of Bidder: .....

Physical Address: .....

Postal Address: .....

Tel no. (Office): .....

Cell: .....

Email: .....

Date: .....

Company Seal: .....

JOINT VENTURE PARTNER INFORMATION FORM

Date: _____

Procurement No.: _____

1. Bidder's Legal Name:
2. JV's Party legal name:
3. JV's Party Country of Registration:
4. JV's Party Year of Registration:
5. JV's Party Legal Address in Country of Registration:
6. JV's Party Authorized Representative Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: *[check the box(es) of the attached original documents]* € Articles of Incorporation or Registration of firm named in 2, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. € In case of government owned entity from Namibia, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 5.5.
8. Joint Venture Agreement

SELF-DECLARATION FORM

Procurement Reference No: _____

Bid Title: _____

I/We the undersigned declare that:

1. I / we are not blacklisted by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission;

2. I/ we are not blacklisted by African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group;

3. I/ we will submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment;

4. I/ we will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;

5. I/ we have not sought, attempted to obtain or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract.

Declared at_____ this _____ day of _____2025

Signature (of duly authorized officer): _____.

Full Name and Designation: _____

ACCESS TO INFORMATION FORM

Bid reference no.:_____

I hereby give permission to the Namibia Institute of Public Administration and Management (NIPAM) Bid Evaluation Committee duly authorized person to obtain / access the following company / personal records for the purpose of validating the information submitted in support of the above bid.

Previous clients

Bidder's Signature

Date:...../...../.....

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 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 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 this bid securing declaration ceases to be valid if I am/We are* 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, service 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, which includes but is 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: PRICE SCHEDULE

QUOTATION FOR: SUPPLY OF SECURE CERTIFICATES SOLUTION

A	B	C	D	E	F	G	H	I
NO	**Description of Service**	**Quantity**	**Unit of measure**	**Price per unit N$[1]**	**Total Price Excl. VAT**	**VAT Amount N$**	**Total price, incl. VAT**	**Delivery (days)**
1.	Certificate Personalisation Software	1						
2	Annual Software fees / Token	1						
3	Certificate Base Stock (Flagship)	500						
4	Certificate Base Stock (Short Courses)	2000						
5	Certificate Base Stock (Statement of results)	500						
6	Training							
7	Courier Fees							
8	Other Services							
Total Amount								
NAME:		POSITION:						

A	B	C	D	E	F	G	H	I
NO	**Description of Service**	**Quantity**	**Unit of measure**	**Price per unit N$[1]**	**Total Price Excl. VAT**	**VAT Amount N$**	**Total price, incl. VAT**	**Delivery (days)**
NAME OF BIDDER:								

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/OIB/NPM-04/2026 – 2027**

[Bidders should complete columns C and D with the services' specifications. Also, state "comply" or "not comply" and give details of any non-compliance/deviation from the specification required. Attach detailed technical literature if needed. Authorised 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	Certificate Personalisation Software		
2	Annual Software fees / Token		
3	Certificate Base Stock (Flagship)		
4	Certificate Base Stock (Short Courses)		
5	Certificate Base Stock (Statement of results)		

Specifications and 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: **G/OIB/NPM-04/2025 – 2026** for the **Supply of Secure Certificates Solution.**

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/OIB/NPM-04/2025 – 2026**

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 signing and shall remain in force for (0) years.
Purchaser GCC 1.1 (h)	The purchaser is: Namibia Institute of Public Administration and Management (NIPAM)
Site GCC 1.1(m)	The site/ destination for delivery of the Service is: NIPAM 27 Paul Nash Street Olympia Windhoek
Delivery and Documents GCC 13.1	The Service is to 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: (a) signed delivery note.
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 16.4	The currency of payment shall be the currency of the order specified in the List of Services, Price Schedule, and Product details in the Statement of Requirements.
Performance Security GCC 18.1	No performance security is required

Clause	Contract data
Warranty GCC 28.3	The minimum period of warranty/shelf life shall be 3 years
GCC 1.3.1 Intended Completion date	Unless terminated earlier according to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities within the agreed time frame.
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 Authorized 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: ICT** Contact No. +264 61 2964700

Invitation for Bids (IFB)

Name of Project: Supply and Installation of a Secure Certificate Systems

***IFB Number:* G/OIB/NPM-04/2026 - 2027**

1. Bids are invited through Open International Advertised Bidding (OIB) procedures for the **Supply and Installation of a Secure Certificate Systems.**

2. Interested eligible bidders may obtain further information from *NIPAM; at procurement@nipam.na*.

3. Qualification requirements include technical, financial, legal and other requirements as indicated under evaluation criteria. A margin of preference for certain goods manufactured domestically shall be applied. Additional details are provided in the Bidding Documents.

4. Interested bidders must obtain a complete set of the Bidding Document through the NIPAM website: www.nipam.na. A non-refundable fee of N$100.00 is payable. The payment method will be via electronic funds transfer (EFT) into the NIPAM account as provided below.

Account details:

NIPAM
First National Bank
Account No.: 62242336635

Type: Corporate, Cheque Account
Branch: Windhoek, Corporate
Branch Code: 281872

5. Bids must be delivered to 27 Paul Nash Street, Olympia, NIPAM, on or before 30 November 2026, 10:00 AM. 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 30 November 2026, 10:15 AM. All bids must be accompanied by a signed Bid-Securing Declaration form.

This Bid Document is Approved By:

Heroldt V. Murangi (PhD)