



Request for Sealed Quotations For Goods

SUPPLY AND DELIVERY OF SAFETY PROTECTIVE
CLOTHES AND CORPORATE WEARS

Procurement Reference No: G/RFQ/NAMFI-18/2026

Bidders Name:	
Bidders Contact Details:	
Email Address	
Bid Amount Quoted For Excluding Vat:	

Bid Submission:

This quotation must be hand-delivered in a sealed envelope and placed in the bid box located at the reception area. Please ensure that you register your bid document in the register placed on top of the bid box upon submission.

Bid Deadline for request for clarification: 2nd March 2026

Closing Date and Time of Bid: Monday, 18th March 2026

Bid Closing Time: 14:30 am

No bid documents submitted after the closing date and time will be accepted.

procurement@namfi.net

+264 64 270900



Letter of Invitation

To: The Prospective Bidder

27 February 2026

Procurement Reference Number: G/RFQ/NAMFI-18/2026

Dear Sirs/Madam

REQUEST OF SUPPLY AND DELIVERY OF SAFETY PROTECTIVE CLOTHES AND CORPORATE WEARS

The Namibian Maritime and Fisheries Institute hereby invites your company to submit a written quotation for the **Supply and Delivery of Safety Protective Equipment's** for use in maritime safety training.

The immersion suits must comply with applicable maritime safety standards and be suitable for training purposes. Detailed specifications are attached for your reference.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Ms. Steven at 064-270900 or via mail procurement@namfi.net

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,

H. Steven
Head of Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Namibian Maritime and Fisheries Institute 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.

Bidders 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 **One Hundred and Twenty (120) days** from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, The Bidders should meet the below state minimum:

- (a) have a valid **Company Registration Certificate**; specifying shareholders or certified copy by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963, (Act No 16 of 1963) clearly indicating ownership;
- (b) have an original valid **Good Standing Tax Certificate**; or certified copy by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963, (Act No 16 of 1963) Certificate must be valid as at the date of bid submission until the day of opening of the bid;
- (c) have an original valid good **Standing Social Security Certificate** or certified copy by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963, (Act No 16 of 1963), an electronic print out which is valid or on line document issued in terms of the Electronic Transaction Act,

2019 (Act No 4 of 2019), subject to the authentication or validation of such printout by the public entity.

- (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; Certificate must be valid as at the date of bid submission until the day of opening of the bid;
- (e) Have a certificate indicating **SME Status** (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) 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;
- (h) The bidder is allowed to submit a detailed quotation on its company letterhead with the banking details clearly visible on the quotation in addition to Section III List of Goods and Price Schedule.
- (j) The principle business should be in line with the nature of service required
- (k) The bidder is required to signed and initial where applicable by such person(s) legally authorised to sign on behalf of the company.
- (l) The bidder must submit a well-detailed completed bidding document as issued (incomplete bidding document will not considered).
- (m) Attached Bank Confirmation letter, not less than three (3) months.

5. Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Appendix to Quotation Letter of this document.

6. Delivery

Delivery shall be **twenty one (21) working days** after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

6.1. The following tests and inspections will be conducted on the goods at delivery:

- ✓ *Check if the quality/quantity conform to specifications*
- ✓ *Check if goods meet the required specifications and designs*

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at The Namibian Maritime and Fisheries Institute's Reception, not later than **Wednesday, 18th March 2026 at 14h30 p.m.** Quotations by post or hand delivered should reach **Namibian Maritime and Fisheries Institute, 1st Street East, No. 29, Walvis Bay.** By the same date and time at latest.

Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by Namibian Maritime and Fisheries Institute immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening Report stating the name of the bidders, the amount quoted, will be available to any bidder on request within three (3) days of bid opening.

10. Evaluation of Quotations

Namibian Maritime and Fisheries Institute shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Namibian Maritime and Fisheries Institute requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

To ensure comparative and competitive pricing, the bidders must provide a fixed price quotation for each of the items specified in the Scope of Goods of this request for quotation document.

All Prices shall be in Namibian Dollars.

The bidder is required to provide price exclusive of any General Sales Tax or Value Added Tax for each item and all delivery points in the Quotation Response Document.

13. Margin of Preference

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

Please note:

Note that a total margin of preference scored by a bidder will be deducted from the bid/quote price of the bidder for evaluation purposes only.

$$A = \frac{\text{Margin of Preference} \times \text{Bid Price}}{100}$$

Exclusive preference will be allowed for the following categories

#	Category of Local Supplier	Margin of
1	Manufacturer	2%
2	Micro, Small & Medium Enterprises (SME)	1%
3	Women Owned Enterprise	1%
4	Youth Owned Enterprise	2%
5	Previously Disadvantaged Person Owned Enterprise	2%
6	Suppliers Providing Environmental Protection	1%
7	Suppliers providing Employment to Namibian Citizens	1%
	Total	10%

13.2. Bidders applying for the Margin of Preference shall submit, evidence of;

CATEGORY OF BIDDERS	DOCUMENTARY EVIDENCE
Manufacturer	<ul style="list-style-type: none"> - Certificate of Registration from a registering authority - Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation and as certified by an Accountant
Micro, Small and Medium Enterprise (MSME)	<ul style="list-style-type: none"> - SME registration certificate - Declaration indicating the percentage of Namibian MSME
Women owned enterprise	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating ownership structure /shareholder certificate - Declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian youth ownership

Previously Disadvantaged Person owned enterprise (PDP)	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating Ownership structure/shareholder certificates - Declaration indicating the percentage of Namibia PDPs ownership
Suppliers providing environmental protection	<ul style="list-style-type: none"> - Declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	<ul style="list-style-type: none"> - Declaration the bidder employs 50% or more Namibia citizens

14. Award of Contract

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

15. Notification of Award and Debriefing

Namibian Maritime and Fisheries Institute shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, Namibian Maritime and Fisheries Institute shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

16. Performance Security

No performance security is required

17. Language

All Bidders responses shall be in English language.

18. Costs

All costs incurred by the bidder in the preparation and submission of its response shall be borne solely by the bidder.

19. Submission Compliance Checklist

Bidders are required to ensure that all mandatory documents, supporting details, signatures, initials, and any additional information requested in this bid document are fully completed and attached prior to submission. Failure to comply with these requirements may result in disqualification

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:	NAMIBIAN MARITIME AND FISHERIES INSTITUTE
Procurement Reference Number:	G/RFQ/NAMFI-18/2026
Subject matter of Procurement:	REQUEST OF SUPPLY AND DELIVERY OF SAFETY PROTECTIVE CLOTHES AND CORPORATE WEARS

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 Security / 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	



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I [insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SELF-DECLARATION FORM –MARGIN OF PREFERENCE

QUOTATION FOR: SUPPLY AND DELIVERY OF SAFETY PROTECTIVE CLOTHES –IMMERSION SUITS

PROCUREMENT REF NO; G/RFQ/NAMFI-18/2026

I/ WE THE UNDER SIGNED DECLARE THAT:

- 1. I/WE ARE ELIGIBLE FOR THE FOLLOWING CATEGORIES OF EXCLUSIVE PREFERENCE IN TERMS OF ALLOWABLE MARGIN OF PREFERENCES AS OUTLINED IN THE CODE OF GOOD PRACTICE AND IN ACCORDANCE WITH APPLICABLE LAWS AT THE DATE OF THE DEADLINE FOR BID SUBMISSION.**

#	Category of Local Supplier	Margin of
1	Manufacturer	2%
2	Micro, Small & Medium Enterprises (SME)	1%
3	Women Owned Enterprise	1%
4	Youth Owned Enterprise	2%
5	Previously Disadvantaged Person Owned Enterprise	2%
6	Suppliers Providing Environmental Protection	1%
7	Suppliers providing Employment to Namibian Citizens	1%
	Total	10%

- 2. WE ATTACHED HERETO THE FOLLOWING DOCUMENTARY EVIDENCE IN SUPPORT OF THE GROUNDS FOR QUALIFICATION**



CATEGORY OF BIDDERS	DOCUMENTARY EVIDENCE
Manufacturer	<ul style="list-style-type: none"> - Certificate of Registration from a registering authority - Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation and as certified by an Accountant
Micro, Small and Medium Enterprise	<ul style="list-style-type: none"> - SME registration certificate - Declaration indicating the percentage of Namibian MSME



(MSME)	
Women owned enterprise	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating ownership structure /shareholder certificate - Declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian youth ownership
Previously Disadvantaged Person owned enterprise (PDP)	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating Ownership structure/shareholder certificates - Declaration indicating the percentage of Namibia PDPs ownership
Suppliers providing environmental protection	<ul style="list-style-type: none"> - Declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	<ul style="list-style-type: none"> - Declaration the bidder employs 50% or more Namibia citizens


Declared at: _____ on this day of _____ 2026


Signature (of duly authorised officer): _____



Full Name and Designation: _____



	 								
<p>2.</p>	<p>Branded T-Shirt (Unisex – Navy Blue, Round Neck)</p> <ul style="list-style-type: none"> 65/35 poly-cotton blend, breathable and durable. Colourfast material that does not fade or lose color after repeated washing. Unisex design with round neck (crew neck), short sleeves, reinforced collar, double-stitched seams for durability. Navy Blue color. Branding/logo to be embroidered as specified. <p>Example:</p>	<p>8</p>	<p>From size 30-44</p>						

									
	<p>Branded Golf Shirt / Polo Shirt (Unisex – Navy Blue)</p> <ul style="list-style-type: none"> 65/35 poly-cotton blend, breathable and durable. Colorfast material that does not fade after repeated washing. Unisex design with knitted collar, 2–3 button placket, short sleeves (ribbed cuffs optional), reinforced stitching, and comfortable fit suitable for daily or official wear. Navy Blue color. Branding/logo to be embroidered or printed as specified. <p>Example:</p> 	<p>8</p>							
<p>3.</p>	<p>Branded Dust Coat (Unisex – Grey)</p> <ul style="list-style-type: none"> 100% cotton fabric, durable, breathable, and comfortable for daily wear. Long-sleeve design with full front button closure, 	<p>1</p>	<p>Size 32</p>						

	<p>classic collar, double front pockets, and reinforced stitching for durability. Grey color. Suitable for professional/official use.</p> <p>Example:</p> 								
<p>4.</p>	<p>Two-Piece Conti Suit (Ladies – Navy Blue)</p> <ul style="list-style-type: none"> 65/35 poly-cotton blend, durable and breathable. Colorfast material that does not fade after repeated washing. Designed for ladies with a tailored fit: long-sleeve jacket with front zipper closure, shaping for comfort and mobility, and matching trousers with adjustable waistband. Reinforced stitching for durability, suitable for daily or official use. Navy Blue color. <p>Example:</p>	<p>6</p>	<p>Sizes from 32-44</p>						

									
<p>5.</p>	<p>Two-Piece Conti Suit (Unisex – Navy Blue)</p> <ul style="list-style-type: none"> 65/35 poly-cotton blend, durable and breathable. Colorfast material that does not fade after repeated washing. Unisex design consisting of a long-sleeve jacket with front zipper closure and matching trousers with elastic/adjustable waistband. Reinforced stitching for durability and comfort, suitable for daily or official use. Navy Blue color.. <p>Example:</p>	<p>6</p>	<p>From size 32-44</p>						

									
<p>6.</p>	<p>Safety Boots (Unisex)</p> <ul style="list-style-type: none"> Durable and comfortable boots for general work environments. Made of high-quality leather or synthetic material with water-resistant, heat- and fire-resistant properties. Slip-resistant, oil-resistant, and anti-static sole. Reinforced protective toe (non-steel, non-soft) for safety without compromising comfort. Provides protection against heat, flames, water, and workplace hazards. Padded collar and cushioned insole for long-duration wear. Abrasion-resistant and suitable for daily use. <p>Example:</p> 	<p>7 pairs</p>	<p>From size 3-12</p>						

									
<p>7</p>	<p>Branded One-Piece Overall (Unisex – Orange or Grey)</p> <ul style="list-style-type: none"> Durable and comfortable work overall made of high-quality fabric (poly-cotton blend) Full-length design with long sleeves, front zipper and multiple pockets for tools and accessories. Ergonomic cut for mobility and comfort during work. Color options: Red or Grey. Reinforced stitching for durability, suitable for daily wear in general work environments. <p>Example:</p> 	<p>20</p>	<p>From size 30-44</p>						
<p>SUB TOTAL</p>									

VAT 15%									
TOTAL									
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

NOTE: BIDDERS MUST ATTACH A DETAILED QUOTATION ON THE COMPANY LETTER HEAD IN ADDITION TO THE PRICE SCHEDULE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NAMFI-18/2026**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	8 BRANDED OFFICIAL SHIRT (UNISEX – WHITE, LONG SLEEVES) <ul style="list-style-type: none">100% cotton, breathable, formal for tie/scarf, long sleeves with buttoned cuffs, classic collar, front pocket, durable stitching.		
2.	8 BRANDED T-SHIRT (UNISEX – NAVY BLUE, ROUND NECK) <ul style="list-style-type: none">65/35 poly-cotton, colorfast, short sleeves, round neck, reinforced collar, durable stitching.		
3.	8 BRANDED GOLF SHIRT / POLO SHIRT (UNISEX – NAVY BLUE) <ul style="list-style-type: none">65/35 poly-cotton, colorfast, short sleeves, knitted collar with 2–3 button placket, durable stitching, comfortable fit		

4.	1 BRANDED DUST COAT (UNISEX – GREY) <ul style="list-style-type: none"> • 100% cotton, long sleeves, full front button closure, double front pockets, durable stitching. 		
5.	4 BRANDED TWO-PIECE CONTI SUIT (LADIES – NAVY BLUE) <ul style="list-style-type: none"> • 65/35 poly-cotton, colorfast, tailored fit, long-sleeve jacket with zipper, matching trousers with adjustable waistband, durable stitching. 		
6.	6 BRANDED TWO-PIECE CONTI SUIT (UNISEX – NAVY BLUE) <ul style="list-style-type: none"> • 65/35 poly-cotton, colorfast, long-sleeve jacket with zipper, matching trousers with adjustable waistband, durable stitching. 		
7.	6 SAFETY BOOTS (UNISEX) <ul style="list-style-type: none"> • Durable, water-, heat- and fire-resistant, slip/oil/anti-static sole, reinforced protective toe (non-steel), padded collar and insole for comfort. 		
8	20 BRANDED ONE-PIECE OVERALL (UNISEX – RED OR GREY) <ul style="list-style-type: none"> • Poly-cotton blend, full-length with long sleeves, front zipper, multiple pockets, ergonomic design, reinforced stitching. 		

[Bidders should complete columns C and D with the specification of the goods offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

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

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NAMFI-18/2026**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Namibian Maritime and Fisheries Institute
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Namibian Maritime and Fisheries Institute 1st Street East, Next to Old Naval Base Walvis Bay
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010 .

Subject and GCC clause reference	Special Conditions
<p>Notices GCC 8.1</p>	<p>Any notice shall be sent to the following addresses: Procurement Management Unit (PMU) Email: procurement@namfi.net Namibian Maritime and Fisheries Institute 1st Street East, Next to Old Naval Base Walvis Bay</p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Disputes GCC 10.2</p>	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: No adjudicator will be appointed prior to a request in case of disagreement between the employer and supplier.</p>
<p>Delivery and Documents GCC 13.1</p>	<p>The Goods are to be delivered within twenty one (21) working days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are:</p> <ul style="list-style-type: none"> (a) signed delivery note; (b) signed purchase order/ award letter (c) invoice
<p>Price Adjustment GCC 15.1</p>	<p>The price charge for the Goods supplied and the related Services performed shall not be adjustable.</p>
<p>Terms of Payment GCC 16.1</p>	<p>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</p>
<p>Terms of Payment GCC 16.3</p>	<p>The Purchaser shall make payments not later than Thirty (30) days after submission of an invoice and its certification.</p>
<p>Terms of Payment GCC 16.4 (a)</p>	<p>The price shall not be adjustable to the fluctuation in the rate of exchange.</p>

Subject and GCC clause reference	Special Conditions
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) On Acceptance: The Contract Price of goods received shall be paid no later than Thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p>
Performance Security GCC 18.1	<p>No performance security is required</p>
Discharge of Performance Security GCC 18.4	<p>No performance security is required</p>
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be: according to manufacturer's instructions and specifications required</p>
Insurance GCC 24.1	<p>The Insurance coverage shall be Delivery Duty Paid (DDP) as specified in the incoterms</p>
Transportation GCC 25	<p>The Goods shall be delivered: Delivery Duty Paid (DDP)</p>
Inspection and Test GCC 26.1	<p>The inspection and tests shall be:</p> <ul style="list-style-type: none"> -Physical Inspection -Inspect the goods quality and quantity -Inspection on the delivery note against the purchase order -inspection on the specification required against received goods
Location of Inspection and Tests GCC 26.2	<p>The inspections and tests shall be conducted at:</p> <p>Namibian Maritime and Fisheries Institute 1st Street East, Next to Old Naval Base Walvis Bay</p>

Subject and GCC clause reference	Special Conditions
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are <i>1%</i> per day. The maximum amount of liquidated damages for the whole contract is <i>10%</i> of the final contract price.
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: <i>Thirty (30)</i> day(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>[insert names(s) of location(s)]</i></p> <p>Namibian Maritime and Fisheries Institute 1st Street East, Next to Old Naval Base Walvis Bay</p>
Repair and Replacement GCC 28.5	<p>The Supplier Shall repair or replace the defective Goods or parts thereof within fourteen (14) days</p> <p>All defects to the goods shall be replace/repared at the cost of the Supplier.</p>

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**PROCUREMENT REFERENCE NO.: **G/RFQ/NAMFI-18/2026**

Description	Attached	Not Attached
Duly Completed Quotation Letter		
Duly Completed Written undertaking		
Duly Completed Bid Securing Declaration		
Duly Completed List of Goods and Price Schedule		
Duly Specification and Compliance Sheet		
Evidences for conformity of Goods		
have a valid Company Registration Certificate ; specifying shareholders or certified copy by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963, (Act No 16 of 1963) clearly indicating ownership;		
have an original valid Good Standing Tax Certificate ; or certified copy by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963, (Act No 16 of 1963) Certificate must be valid as at the date of bid submission until the day of opening of the bid;		
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; Certificate must be valid as at the date of bid submission until the day of opening of the bid;		
have an original valid good Standing Social Security Certificate or certified copy by a Commissioner of Oath		

appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963, (Act No 16 of 1963), an electronic print out which is valid or on line document issued in terms of the Electronic Transaction Act, 2019 (Act No 4 of 2019), subject to the authentication or validation of such printout by the public entity.		
have a certificate indicating SME Status (for Bids reserved for SMEs);		
The bidder must submit a fully completed and detailed bidding document as issued. The document must be properly bound, with no loose pages. Incomplete or improperly submitted bidding documents will not be considered.		
The principle business should be in line with the nature of goods required		
Bidder must ensure pages are filled correctly and initialled		
Certificate of compliance with international standards		
Manufacturer certification/Authorizations		
Product datasheets		
12 months Warranty documentation		

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.*