



NAMFI
Namibian Maritime and Fisheries Institute

Main Campus
Tel.: +264 64 270 900
Fax: +264 64 203 112
P.O. Box 3228, Walvis Bay

Satellite Campus
Tel: +264 63 202 800
Fax: +264 63 202 678
P.O. Box 470, Lüderitz

Request for Quotations For Works

INSTALLATION OF FENCE AND LEVELING OF GROUND.

Procurement Reference No: W/RFQ/NAMFI-1/2026/27

COMPULSORY SITE VISIT: WEDNESDAY, 13TH MAY 2026, 09H30

BIDDER NAME	
BIDDER EMAIL	
BIDDER BID AMOUNT VAT INCL	
CONTACT DETAILS	

BID CLOSING DATE: 22nd May 2026

BID CLOSING TIME: 14:30 (p.m.)

To be deposited in the Bid Box located at Namibian Maritime and Fisheries Institute, 1st
Street East, No. 29, Reception Area, Walvis Bay

Telephone: +264 64 270900 Email: procurement@namfi.net website: www.namfi.net

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Letter of Invitation

13th April 2026

Procurement Reference Number: W/RFQ/NAMFI-1/2026/27

Dear Prospective Bidders

**Request for Quotations for RENOVATION AND MAINTANANCE OF
ENGINEERING WORKSHOPS**

The Namibian Maritime and Fisheries Institute invite you to submit your best quote for the works described in detail hereunder.

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

Queries, if any, should be addressed to **Ms. Hertha Steven**, 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.

All potential bidders are requested to attend compulsory site visit at The Namibian Maritime and Fisheries Institute's Boardroom and Mr. Paulus Benjamin will facilitate.

Yours faithfully,

Hertha Steven

Head of procurement Management Unit

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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Namibian Maritime and Fisheries Institute reserve the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) to accept or reject any quotation or 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 works mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable.
- (b) the Priced Activity Schedule in Section IV.
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your Quotation. The standard forms in this document may be retyped for completion, but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be **90 days** from the date of bid submission deadline.

4. Eligibility Criteria

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

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

- (a) have a valid or certified company Registration Certificate.
- (b) have an original valid or certified good Standing Tax Certificate.
- (c) have an original valid or certified good Standing Social Security Certificate.
- (d) have a valid certified copy (by the Namibian Police) 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.
- (e) This bid is reserved for SME, therefore have a valid certificate indicating SME
- (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) Completed and signed Section VI: Specifications and Compliance Sheet ”

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- (i) if bidder is inserting own company quotation, it must be well detailed
- (j) this quotation validity period is 90 days from the date of bid submission deadline
- (k) Site Visit for this bid is compulsory

5. Bid Security/Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be **one (1) month** after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to The Namibian Maritime and Fisheries Institute with the Bidder’s name 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 Reception not later than **Monday, 22nd May 2025,14h30** Quotations by post or hand delivered should reach The Namibian Maritime and Fisheries Institute by the same date and time at latest. Late quotations will be rejected.

1st Street East, 29

Next to Old Naval Base

Walvis Bay

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The 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 based on evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

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11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications must be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

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

13.2. Margin of Preference will be applied as per formula below:

$$\frac{A=MP \times BP}{100} \text{ in which formula}$$

- a) "A" represents the amount to be determined
- b) "MP" represents the total percentage of all margins of preferences granted in respect and
- c) "BP" represents the bid price

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works 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. Performance Security

Not applicable

16. Notification of Award and Debriefing

The Public Entity 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 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

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SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected***

Quotation addressed to: [name of Public Entity]	Namibian Maritime and Fisheries Institute
Procurement Reference Number:	W/RFQ/NAMFI-1/2026/27
Subject matter of Procurement:	INSTALLATION OF FENCE AND LEVELING OF GROUND.

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

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 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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

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

We confirm that the prices quoted in the Priced Activity 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.

Works will commence within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

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[This form is to be deleted if Bid Securing Declaration is not applicable.]

Appendix to Quotation Letter

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

Date: [Day | month | year]

Procurement Ref No.:

To:[insert complete name of Public Entity and address]

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity.**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid.**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

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

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____
[insert date of signing]

Corporate Seal (where appropriate)
[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

***Delete if not applicable / appropriate**

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Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

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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.*

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SECTION III: STATEMENT OF REQUIREMENTS

This text hereunder is a guidance for the preparation of the Specifications and Performance Requirements and should not form part of the final document

The Namibian Maritime and Fisheries Institute (NAMFI) requires the provision of labour, supervision, tools, equipment, and minor consumables for the **ground levelling and installation of fencing** for a designated parking area measuring approximately **860 square metres** at its Walvis Bay premises.

The works shall include the clearing, levelling, grading, and compaction of the site to produce a stable and properly drained surface suitable for parking purposes, as well as the installation of a secure perimeter fence using materials supplied by NAMFI. The contractor shall also be responsible for the installation of fence posts, fencing mesh/wire, and two (2) aluminium gates, ensuring proper alignment, stability, and structural integrity.

All works shall be carried out in a professional and workmanlike manner, in compliance with applicable Namibian regulations and recognized industry standards.

Equivalency of Standards and Codes:

Where reference is made to specific standards, codes, or specifications, it shall be understood that equivalent internationally recognized standards may be applied, provided that such alternatives ensure equal or higher levels of quality, safety, and performance. The contractor shall be responsible for demonstrating equivalency and obtaining approval from NAMFI prior to implementation.

The contractor shall ensure safe working conditions, proper site management, and delivery of a fully completed, clean, and functional parking area within the specified timeframe, ready for use and subject to inspection and approval by NAMFI.

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A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

PROJECT TITLE:

GROUND LEVELLING AND INSTALLATION OF FENCING FOR PARKING AREA (860 SQUARE METRES)

1. Background

The Namibian Maritime and Fisheries Institute (NAMFI) intend to develop a designated parking area measuring approximately **860 square meters** at its premises in Walvis Bay.

The project requires:

- Levelling and preparation of the ground; and
- Installation of fencing around the demarcated area.

All fencing materials will be supplied by NAMFI.

Bidders are therefore required to quote strictly for **labor only** for the execution of the works.

2. Objective

The objective of this project is:

- To create a properly levelled and compacted parking surface.
- Provide two (2) aluminum gates; and
- To securely fence the 860m² area using materials provided by NAMFI.

3. Compulsory Site Meeting

Attendance of a **Compulsory Site Meeting** is a mandatory requirement for this bid.

- Bidders who fail to attend the site meeting will be disqualified.
- The site meeting will allow bidders to:
 - Verify site conditions.
 - Confirm boundary dimensions.
 - Assess ground condition and access.
 - Understand material specifications provided by NAMFI.

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Details of the site meeting (date, time, venue) will be stated in the Invitation to Bid.

4. Scope of Works

The successful contractor shall provide all necessary labour, supervision, tools, and minor consumables required to complete the following:

4.1 Ground Levelling (860m²)

The contractor shall:

- Clear the designated area of debris, vegetation, and obstructions.
- Excavate or cut high points where necessary.
- Fill low-lying areas to achieve an even surface.
- Spread and level soil to achieve proper gradient for water drainage.
- Compact the surface using appropriate compaction equipment.
- Ensure the final surface is:
 - Even and stable.
 - Properly sloped for stormwater runoff.
 - Suitable for use as a parking area.

No surfacing material (e.g., paving, concrete, gravel) is included unless otherwise instructed by NAMFI.

4.2 Installation of Fencing (Materials Provided by NAMFI)

NAMFI will supply all fencing materials, including but not limited to:

- Fence posts
- Fencing mesh / wire panels
- Binding wire / fasteners

The contractor shall:

- Set out and mark the fence line as per NAMFI instructions.
- Excavate post holes at required intervals.
- Install fence posts vertically and securely.
- Align posts correctly and ensure proper spacing.
- Install and secure fencing mesh/wire.
- Ensure correct tensioning of fencing material.
- Provide and Install aluminum gate(s).
- Backfill and compact post holes securely.
- Ensure the fence is:

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- Straight and properly aligned.
- Firm and stable.
- Securely fixed.

5. Labor-Only Requirement

Bidders must take note of the following:

- **NAMFI will provide all fencing materials.**
- The quotation must therefore include:
 - Labor costs.
 - Supervision.
 - Tools and equipment.
 - Transport of labor.
 - Minor consumables required for installation.
- No material costs for fencing must be included in the quotation.

Any quotation including fencing material costs may be disqualified.

6. Deliverables

Upon completion, the contractor shall provide:

- Fully levelled and compacted 860m² parking area.
- Fully installed and secured perimeter fence.
- Clean and debris-free site.
- Handover inspection with NAMFI representative.

7. Completion Period

The work must be completed within:

One (1) month from date of issue of Purchase Order, unless otherwise agreed in writing.

8. Supervision and Reporting

- The contractor shall report to NAMFI’s designated Project Manager.
- The contractor must:
 - Coordinate site access with NAMFI.
 - Ensure minimal disruption to operations.
 - Attend progress meetings if required.

9. Health and Safety Requirements

The contractor must:

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- Comply with all relevant Namibian occupational health and safety regulations.
- Ensure all workers wear appropriate PPE.
- Secure the work area during operations.
- Prevent hazards to staff, students, and visitors.

The contractor shall be responsible for any injury, damage, or negligence during execution of the works.

10. Quality Standards

All works shall:

- Be executed in a professional and workmanlike manner.
- Meet acceptable construction standards.
- Ensure durability and structural stability.
- Be subject to inspection and approval by NAMFI.

Any defective work shall be rectified at the contractor's cost.

B. DRAWINGS

Not Applicable

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SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/NAMFI-1/2026/27**

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Installation of Fence	1	860m ² area		
2	Installation of two gates	1			
3	Levelling of ground 860 Square metres	6	860m ² area		
Enter 0% VAT rate if VAT exempt.				Subtotal	
				VAT @ %	
				Total	

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

Priced Activity Schedule Authorised By:

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

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SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers must achieve set specification and performance standards.]

Procurement Reference Number: **W/RFQ/NAMFI-1/2026/27**

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications 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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	Provision of labour, supervision, tools, and equipment for ground levelling and fencing works		
	Clearing, levelling, grading, and compaction of 860m ² parking area		
	Surface to be stable, even, and properly sloped for drainage		
	Installation of fencing using materials supplied by NAMFI		
	Fence to be straight, stable, and properly tensioned		
	No inclusion of fencing material costs (labour-only contract)		
	Installation of fence posts, mesh/wire, and two (2) aluminium gates		
	Compliance with Namibian regulations and industry standards		

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Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	Acceptance of equivalent standards and codes (subject to approval)		
	Completion within one (1) month		
	Safe working conditions and use of PPE		
	Clean, completed site ready for use		

* 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	

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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. **W/RFQ-GCC**) available on the website of the Public Entity (*insert website address*) except were modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/NAMFI-1/2026/27**

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

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Namibian Maritime and Fisheries Institute
Intended Completion Date GCC	The intended completion date is: One (1) month from the date of Purchase order issuing/acceptance.
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Eugene
Site GCC 1.1(aa)	The Site is located at: Namibian Maritime and Fisheries Institute 1st Street East,29, Next to Old Naval Base Walvis Bay
Start Date GCC 1.1(dd)	The Start Date shall be: After acceptance of order
The Works GCC 1.1(hh)	The Works consist of: Ground levelling and preparation of an approximately 860m ² area, including clearing, grading, and compaction, together with the installation of a perimeter fence and two (2) aluminium gates using materials supplied by NAMFI, with all labour, supervision, tools, and equipment required to deliver a stable and functional parking area.
Interpretation GCC 2.2	The project will be completed in the following sections: as per the scope of the works

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GCC Clause Reference	Special Conditions
Interpretation GCC2.3	The following additional documents shall form part of the contract: _____
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: procurement@namfi.net For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact's name shall be Namibian Maritime and Fisheries Institute Ms. Hertha Steven 1st Street East No.29, Next to Old Naval Base, Walvis Bay For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact's name shall be _____
Insurance GCC 13.1	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer, and the minimum insurance amounts shall be: Not applicable
Site Date GCC 14.1	The site Data shall be: Not applicable
Possession of the Site GCC 20.1	The Site Possession Date shall be: Not applicable
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the

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GCC Clause Reference	Special Conditions
	parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within seven (7) days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>shall</i> be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is <i>three (3)</i> months (180 days.)
Payment Certificates GCC 39.7	“A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	<i>Not Applicable</i>
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained* or (ii) 10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects. * * Delete as appropriate
Liquidated Damages GCC 46.1	Not Applicable
Bonus GCC 47.1	The rate for the Bonus per calendar day is, not Applicable
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security	(i) No Performance Security is required

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GCC Clause Reference	Special Conditions
GCC 49.1	
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>are not</i> required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: <i>[Not Applicate]</i>

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SCHEDULE 2

QUOTATION CHECKLIST SCHEDULE

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

PROCUREMENT REFERENCE NO.: **W/RFQ/NAMFI-1/2026/27**

Description	Attached	Not Attached
Complete and Sign Quotation letter		
Complete and Sign Bid- Declaration Form		
Complete Priced Activity Schedules		
Complete Written Undertaking Form		
Have a valid or certified copy company Registration Certificate;		
Have an original valid or certified copy good standing social security certificate;		
Have a valid certified copy (by the Namibian Police) 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;		
Have an original valid or certified copy good standing tax certificate;		
This bid is reserved for SME, provide a valid SME Certificate;		
In the case of a bid submitted by a joint venture (JV), the JV agreement, or letter of intent to enter a JV including a draft		

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agreement, indicating at least the parts of the Works to be executed by the respective partners:		
Submit authentic three (3) reference letter of similar work/ projects not older than three (3) years		
The quotation validity period shall be 90 days from the date of bid submission deadline		
Proof of equipment to perform the work required		
Ensure all pages are duly completed, signed, sealed and initialled where applicable.		
Company profile		
	Attended	Not Attended
Attend Compulsory site meeting on Monday, 13 th May 2026, 09h30		

***Disclaimer:** The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*

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