



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

Request for Works: Design and 3D Printing of NAMFI Signboards for Walvis Bay Main Office and Lüderitz Satellite Campus.

Procurement Reference No: W/RFQ/NAMFI-3/2026/27

Compulsory site visit on 18th May 2026, at 12:00

Bidder Company Name:	
Bidder representative:	
Bidder Contact:	
Email Address:	
Bid Total Amount (Vat Incl.)	

Issued Date: 7th May 2026

Closing Date: 1st June 2026, 14:30

LATE BIDS WILL NOT BE ACCEPTED

Tel: +264 64 270900

Email: procurement@namfi.net

website:

www.namfi.net

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LETTER OF INVITATION

TO: Prospective Bidders

5th May 2026

Procurement Reference Number: W/RFQ/NAMFI-3/2026/27

Request for Works: Design and 3D Printing of NAMFI Signboards for Walvis Bay Main Office and Lüderitz Satellite Campus.

Dear Sir/Madam

The Namibian Maritime and Fisheries Institute invites qualified, competent and registered companies to submit their best quote for the works described in detail hereunder.

Bidders are hereby instructed to thoroughly read and understand the Bid Document and the Terms of Reference (ToR) and to ensure full compliance with all instructions, requirements, and conditions stipulated therein.

A **compulsory site visit** will be conducted as part of this bidding process. All prospective bidders are **required and strongly encouraged to attend**. Attendance at the site visit is **mandatory** for bid consideration.

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

Queries and Clarifications if any, should be in writing only addressed to *PMU* at: 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,

Hertha Steven

Head: Procurement Management Unit

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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 lot; and
- (b) to accept or reject any quotation; and
- © 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 **180 days** from the date of bid submission deadline.

4. Eligibility Criteria

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

- a) have a valid or certified copy of Company Registration Certificate.
- b) have an original valid or certified copy of a Good Standing Tax Certificate.
- c) have an original valid or certified copy of a Good Standing Social Security Certificate.
- d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.
- e) Submit duly filled and signed completed Bid-securing Declaration.
- f) Submit duly filled and signed completed Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015.
- g) The principle business should be in line with the nature of service required.
- h) Complete all spaces provided and initial each page of the standard bidding document.
- i) The bidder must submit a detailed quotation on its company letter head, in addition to Section 111 List of Goods and Price Schedule.

- j) The bidder must submit three (3) reference letters for similar work already completed.

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be **21 Days** 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 Public Entity 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 **Namibian Maritime and Fisheries Institute, 1st Street East, No. 29, Bid Box Located at the Reception Area, Walvis Bay.**¹, not later than **Monday, 1st June 2026, 14:30**. 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.

Quotations received by e-mail and fax will not be considered.

Clarification is only done via E-mail: procurement@namfi.net

9. Opening of Quotations

Quotations will be opened internally by The Namibian Maritime and Fisheries Institute 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 Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

¹ Insert number of fax machine secured for quotations not to be disclosed before the set date and time.

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to 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:

N/A

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. 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.

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]	The Namibian Maritime and Fisheries Institute
Procurement Reference Number:	W/RFQ/NAMFI-3/2026/27
Subject matter of Procurement:	Request for Works: Design and 3D Printing of NAMFI Signboards for Walvis Bay Main Office and Lüderitz Satellite Campus.

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:

Procurement Ref No.: W/RFQ/NAMFI-2//2026/27

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

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

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

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

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

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

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

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

****delete if not applicable / appropriate***

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Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Initial.....

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

The Namibian Maritime and Fisheries Institute (NAMFI) hereby invites suitably qualified service providers to submit proposals for the **design, fabrication, and installation of three (3) 3D exterior signage systems** for its facilities in Walvis Bay and Lüderitz.

The required signage must enhance NAMFI’s institutional visibility and corporate identity while ensuring durability, aesthetic quality, and compliance with coastal environmental conditions.

The scope of work includes the full delivery of complete signage solutions, encompassing design development, production, supply, and installation. The signage shall incorporate a **3D raised NAMFI emblem**, primary and secondary text, and all associated structural and mounting components.

All materials used must be suitable for outdoor coastal environments and must demonstrate high resistance to corrosion, UV exposure, wind, and salt air. Marine-grade **316 stainless steel** is required for all lettering and logo components, supported by durable mounting systems and UV-stable finishes.

The contractor shall ensure that the final product aligns with NAMFI’s branding requirements, including approved colours, typography, and proportions. All designs must be submitted for approval prior to fabrication.

The installation shall be carried out at the following locations:

- Walvis Bay Main Campus – Navigation Block (1st Street East, No. 29, Walvis Bay, Namibia)
- Walvis Bay Main Campus – Administration Block (1st Street East, No. 29, Walvis Bay, Namibia)
- Lüderitz Satellite Campus – to be determined (Old Rossing Foundation, Lüderitz)

The service provider shall be responsible for site assessment, accurate measurement, fabrication, delivery, installation, alignment, and final quality assurance.

All works must be executed in accordance with applicable safety standards and industry best practices, ensuring a minimum design lifespan of 10–15 years with minimal maintenance requirements.

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

TERMS OF REFERENCES: DESIGN AND 3D PRINTING OF NAMFI SIGNBOARDS FOR WALVIS BAY MAIN OFFICE AND LÜDERITZ SATELLITE CAMPUS.

1. Introduction

The Namibian Maritime and Fisheries Institute (NAMFI) intend to enhance its institutional visibility and strengthen its brand identity through the installation of high-quality 3D exterior signage at its campuses in Walvis Bay and Lüderitz.

This bid proposal sets out the requirements for the design, fabrication, and installation of durable and visually impactful signage that accurately reflects NAMFI’s corporate identity. The signage must meet high standards of quality, aesthetics, and functionality.

Given the coastal nature of the project locations, particular emphasis is placed on the use of marine-grade materials, corrosion resistance, and UV stability to ensure long-term performance with minimal maintenance.

2. Project Overview

NAMFI requires the supply and installation of three (3) high-quality 3D exterior signage systems. The signage shall replicate the approved logo and typography, ensuring consistency across all sites and a strong institutional presence.

All materials, finishes, and installation methods must be suitable for harsh coastal environmental conditions, including exposure to salt spray, wind, and sunlight.

3. Design Specifications

3.1 General Design

- **Logo:** 3D raised NAMFI emblem (as per provided reference image)
- **Primary Text:** NAMFI
- **Secondary Text:** Namibian Maritime and Fisheries Institute
- **Typeface:** Clean sans-serif font consistent with existing branding or approved equivalent
- **Finish:** Corporate cobalt blue with UV-resistant and environmentally durable coating
- **Appearance:** Modern, professional, and balanced composition ensuring high visibility and readability

4. Recommended Materials (Coastal Grade)

Due to high salinity, humidity, and wind exposure, all materials must be suitable for marine environments and long-term outdoor use.

4.1 Lettering & Logo

- Marine-grade **316 stainless steel**
 - Excellent corrosion resistance for coastal conditions
 - Finished with powder coating or automotive-grade paint in corporate blue

4.2 3D Printed Components (if applicable)

- UV-resistant materials such as ASA, PETG, or equivalent suitable for outdoor exposure

4.3 Mounting System

- Stainless steel threaded studs with chemical anchors
- Non-corrosive spacers (nylon or stainless steel)
- Stand-off mounting (20–50 mm from wall) to create a shadow effect

4.4 Finish

- UV-stable polyurethane or powder coating
- Anti-fade and anti-peel protective coating

5. Suggested Dimensions

5.1 Walvis Bay Main Campus (Navigation & Administration Blocks)

Primary Text: “NAMFI”

- Letter height: 600 mm
- Letter depth: 60 mm
- Total width: 4.5 m – 6 m (depending on spacing)

Secondary Text

- Letter height: 150 mm
- Depth: 20 mm
- Positioned below the primary text

Logo

- Diameter: 1 m
- Depth: 60 mm

6. Visibility Considerations

- Designed for readability at approximately 100 meters
- High contrast between lettering and background
- 3D raised elements to enhance shadowing and legibility in sunlight
- Placement to avoid visual obstructions

7. Installation Scope

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- Site inspection, measurement, and layout alignment
- Fabrication of all signage components
- Surface preparation prior to installation
- Secure mounting using corrosion-resistant hardware
- Alignment, levelling, and finishing
- Final inspection and quality assurance

8. Durability and Maintenance

- Expected lifespan: 10–15+ years under coastal conditions
- Resistant to:
 - Salt corrosion
 - UV radiation
 - Wind exposure
- Maintenance requirements:
 - Minimal routine maintenance
 - Periodic cleaning recommended to maintain appearance

9. Conclusion

This proposal outlines a comprehensive approach to delivering high-quality, durable, and visually impactful signage for NAMFI. By utilizing marine-grade materials and proven fabrication techniques, the project will achieve long-term performance, structural integrity, and consistent branding across all locations.

The successful contractor will be expected to deliver and install signage that meets all specified requirements and adheres to professional and industry standards.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/NAMFI-3//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	<p>Brief Description of Works</p> <p>The works involve the design, fabrication, supply, and installation of three (3) 3D exterior signage systems for NAMFI, comprising two (2) signs for Walvis Bay and one (1) sign for Lüderitz.</p> <p>The signage will feature a 3D raised NAMFI logo, primary text, and secondary institutional name in line with approved branding.</p> <p>All materials must be suitable for coastal conditions, using marine-grade 316 stainless steel and UV-resistant finishes.</p> <p>The contractor is responsible for design, fabrication, delivery, installation, and commissioning of the signage.</p>	3			
Enter 0% VAT rate if VAT exempt.			VAT @	%	
			Total		

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

Priced Activity Schedule Authorised By:

Name:		Signature:	
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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 have to achieve set specification and performance standards.]

Procurement Reference Number: W/RFQ/NAMFI-3/2026/27

[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)
A*	B*	C	D
	<ul style="list-style-type: none"> • The signage shall consist of 3D exterior signboards featuring a raised NAMFI logo, primary text “NAMFI,” and secondary text “Namibian Maritime and Fisheries Institute,” in accordance with approved branding. • The works shall include two (2) installations at Walvis Bay and one (1) installation at Lüderitz. 		
	<ul style="list-style-type: none"> • All lettering and logo components shall be manufactured from marine-grade 316 stainless steel to ensure high corrosion resistance in coastal environments. • Materials and finishes shall be UV-resistant, weatherproof, and suitable for salt-air exposure, ensuring long-term durability. 		
	The signage shall be designed for high visibility and readability at a distance of at least 100		

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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>
	metres under normal daylight conditions.to commencement.		
	Mounting systems shall be secure, tamper-resistant, and suitable for permanent exterior installation, using corrosion-resistant fixings.		
	The completed signage shall have a minimum service life of 10–15 years with minimal maintenance requirements.		
	All works shall comply with approved design specifications, safety standards, and be subject to client inspection and acceptance prior to final handover.		

* 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 where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/NAMFI-3/2026/27**

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)	The Namibian Maritime and Fisheries Institute
Intended Completion Date GCC	The intended completion date is: 21 Days
Project Manager GCC 1.1(y)	The Project Manager is: Ms. Manyando
Site GCC 1.1(aa)	The Site is located at: The Namibian Maritime and Fisheries Institute Main Campus, 1st Street East, No. 29, Walvis Bay
Start Date GCC 1.1(dd)	The Start Date shall be: _ from the time of award and receipt of Purchase Order
The Works GCC 1.1(hh)	The Works consist of: DESIGN AND 3D PRINTING OF NAMFI SIGNBOARDS FOR WALVIS BAY MAIN OFFICE AND LÜDERITZ SATELLITE CAMPUS.
Interpretation GCC 2.2	The project will be completed in the following sections: _____
Interpretation GCC2.3	The following additional documents shall form part of the contract: _____
Language and Law	The language of the contract is English The law that applies to the Contract is the law of Namibia.

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GCC Clause Reference	Special Conditions
GCC 3.1	
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	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be</p> <p>_____</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be</p> <p>_____</p>
Insurance GCC 13.1	<p>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:</p> <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i>

GCC Clause Reference	Special Conditions
	<p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
Site Date GCC 14.1	The site Data shall be:
Possession of the Site GCC 20.1	The Site Possession Date shall be:
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 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 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>[insert shall or shall not]</i> be required..
Defects Liability Period GCC 33.1	<p>The Defects Liability Period is: <i>[insert number]</i> days.</p> <p><i>[The Defects Liability Period is usually limited to 12 months, but could be less in very simple cases]</i></p>
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	<p>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:</p> <p>(a) the payment certificate; and</p> <p>(b) a certificate of Completion of the Works.</p>
Adverse weather Conditions GCC 41.1 (l)	<i>[Public Entity to define adverse weather conditions]</i>
Price	

GCC Clause Reference	Special Conditions
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	The liquidated damages for the whole of the Works are <i>[insert rate]</i> per day. The maximum amount of liquidated damages for the whole of the Works is <i>[amount based on a maximum number of days]</i> . <i>[Usually liquidated damages are set between 0.05 per cent and 0.10 per cent per day, and the total amount is not to exceed between 5 per cent and 10 per cent of the Contract Price. Alternatively, the daily rate could reflect the actual prejudice that the procuring entity may claim to suffer as direct cost, where applicable or a nominal value taking into consideration the size of the building, nature of construction and the incidence due to non-availability of the building as from the intended completion date. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here.]</i>
Bonus GCC 47.1	The rate for the Bonus per calendar day is: _____
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) No Performance Security is required
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>[insert are or 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>[insert percentage]</i>

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-3/2026/27

Description	Attached	Not Attached
Duly Completed and sign Quotation letter		
Duly filled and complete and signed Bid Securing Declaration		
Submit duly filled and signed completed Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015.		
Duly completed List of Goods and Priced Activity Schedules		
Duly completed Specification and Compliance Sheet		
Have a valid or certified copy of a Good Standing Tax Certificate (NamRa)		
have a valid or certified copy of Company Registration Certificate (BIPA)		
have an original valid or certified copy of a Good Standing Social Security Certificate (SSC)		
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. (AAC)		
Three (3) years' Experience and Reference letters for previous services rendered or similar		
Attached proof of qualified personnel cv's, and certified qualification.		

A valid health and safety compliance or occupational health and safety policy will be an advantage		
Attached a well detailed pricing and cost structure:		
Proof of Insurance agreements.		
EVALUATION CRITERIA		100%
Technical Criteria: <ul style="list-style-type: none"> • Qualifications Minimum level 3 		10%
Experience: 3 years to 5 years	10%	30%
More than 5 years less 10 years	20%	
More than 10 years	30%	
References and Track Records: (3) Three Reference letters for similar work in the past three (3) years	10%	20%
More than (3) Three Reference letters for similar work in the past three (3) years	20%	
Health and Safety Compliance: <ul style="list-style-type: none"> • Adherence to health and safety requirement certifications 		10%
Financial <ul style="list-style-type: none"> • Competitiveness, cost breakdown and transparency 		30%
Description	Attached	Not Attached
Total Score :(N\$)		

Bidder must score 70% or more

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 res