



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 Sealed Quotations for Goods

SUPPLY AND DELIVERY OF BRANDED CORPORATE WEARS

Procurement Reference No: G/RFQ/NAMFI-1/206/27

Bidder's Name	
Bidder's Postal Address	
Contact Details	
Contact Person	
E-mails	
Total Amount VAT Incl.(N\$):	

Issued Date:30/04/2026

Closing Date:22nd May 2026, at 14h30

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

Tel: +264 64 270900

Email: procurement@namfi.net

Website: www.namfi.net



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Letter of Invitation

Dear Prospective Bidders

Procurement Reference: G/RFQ/NAMFI-1/206/27

Request for Quotations for Supply and Delivery of Branded Corporate Wears

The Namibian Maritime and Fisheries Institute invites you to submit your best quote for the items 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 email address: 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
Secretary to the Procurement Committee

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.

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

3. Validity of Quotations

The Quotation validity period shall be **120 days** from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should submit the following documents. **All copies must be certified by a Commission of Oaths:**

- (a) have a valid certified copy of company Registration Certificate; which outlines that bidders principle line of business is in line with this procurement.
- (b) have a valid original / certified copy of a good Standing Tax Certificate;
- (c) have a valid original/ certified copy of a good Standing Social Security Certificate; a printout of a valid electronic or online document issued in terms of the Electronic Transaction Act, (Act No of 2019) will be accepted.
- (d) where a company has no Employees, Confirmation letter from Social Security Commission. (a printout of a valid electronic or online document issued in terms of the Electronic Transaction Acts, (Act No of 2019) will be accepted.
- (e) 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;
- (f) this bid is reserved for Small and Medium Enterprises. **Bidder must submit their SME certificate.**
- (g) Submit duly filled in and signed Bid-securing Declaration Form.

- (h) Submit duly filled in and signed Written undertaking in terms of section 138 of the Labour Act,2015
- (i) Bidders are required to submit with their bid documents a company profile with brochures/catalogues

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be within **14- 21 days** after acceptance/issue of Purchase Order. Deviation in delivery period *shall be considered if such deviation is reasonable*. The following tests and inspections will be conducted on the goods at delivery:

- 6.1 The following test and inspections will be conducted on the goods at the delivery
 - 6.1.1 any defect in the goods
 - 6.1.2 wrong embroidery of the goods
 - 6.1.3 sizes of the goods delivered
 - 6.1.4 quality and quantity of goods delivered

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 and contact information 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, Reception Area, Walvis Bay**. or not later than **Friday, 22 May 2025, at 14:30 (p.m.)** Quotations by post or hand delivered should reach **Namibian Maritime and Fisheries Institute, 1st Street East No. 29, Reception Area, Walvis Bay**. or not later than **Friday, 22 May 2025, at 14:30 (p.m.)** by the same date and time at latest.

Note the Following:

- *Late quotations will be rejected.*
- *Quotations received by e-mail will not be considered.*
- *Clarifications to be done via email only at procurement@namfi.net*
- *Opening of Quotations*

Quotations will be opened internally by the Namibian Maritime and Fisheries Institute immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of mandatory documents will be posted on the website of the Namibian Maritime and Fisheries Institute and available to any bidder on request within three working days of the Opening.

9. Evaluation of Quotations

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

10. 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’s 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.

11. Prices and Currency of Payment

Quotations Shall be fixed in Namibian Dollars, and all payments will be made in this currency.

12. Margin of Preference

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

N/A

12.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

N/A

13. 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 the award of the contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with the terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

14. Performance Security

Not Applicable

15. Notification of Award and Debriefing

The 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, the 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.

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: <i>[name of Public Entity]</i>	NAMIBIAN MARITIME AND FISHERIES INSTITUTE
Procurement Reference Number:	G/RFQ/NAMFI-1/206/27
Subject matter of Procurement:	SUPPLY AND DELIVERY OF BRANDED 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	

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**



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.*

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
A*	<p>SUPPLY OF BRANDED SHIRTS FOR 27 STAFF MEMBERS (11 MALE, 16 FEMALE)</p> <p>Male and Female Long Sleeve Shirts:</p> <p>Material: 65% Polyester / 35% Cotton or higher equivalent</p> <p>Fabric weight: 120–150 gsm</p> <p>Colour: Institutional corporate white, opaque under normal lighting</p> <p>Fabric finish: Wrinkle-resistant and breathable</p> <p>Shrinkage tolerance: Maximum 3% after washing</p> <p>Male shirt design: Classic regular fit, long sleeve, button-down (min 7 buttons), adjustable cuffs, rounded hem</p>		

<p>Female shirt design: Tailored feminine fit, dart shaping, concealed/visible button-down (subject to approval), structured collar, curved hem</p> <p>Short-sleeve shirts (male & female) included as per allocation</p> <p>Branding: Embroidered official NAMFI logo</p> <p>Logo placement: Left chest area</p> <p>Logo size: 70mm–90mm width (scaled by shirt size)</p> <p>Thread colours: As per NAMFI branding guidelines</p> <p>Embroidery quality: Durable, fade-resistant, suitable for industrial washing</p> <p>Sizing range: XXS–XXL plus custom sizing availability</p> <p>The supplier provides a size measurement guide</p> <p>Sample fitting session before production approval</p> <p>Mandatory sample submission (male and female shirts)</p> <p>Packaging: Individually packed, size labelled</p> <p>Delivery: Within the agreed contractual timeline</p> <p>Delivery documentation (invoice & delivery note required)</p> <p>Quality assurance: Pre-production sample approval required</p>		
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	Defective items replaced at supplier cost		
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[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-1/2026/27**

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, No. 29, Bid Box located at Reception Area, Walvis Bay.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: Namibian Maritime and Fisheries Institute, 1st Street East, No. 29, Walvis Bay. Hertha Steven: procurement@namfi.net _____ For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 7-21 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) supplier invoice
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed “shall not” be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price “ <i>shall not be</i> ” adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: 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. ii) An interest rate of [<i>insert percentage</i>] is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	N/A
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Not applicable

Subject and GCC clause reference	Special Conditions
Insurance GCC 24.1	Not applicable
Transportation GCC 25	The Goods shall be delivered: Namibian Maritime and Fisheries Institute, 1st Street East, No. 29, Walvis Bay. Transportation Incoterms: DAP
Inspection and Test GCC 26.1	The inspection and tests shall be: Namibian Maritime and Fisheries Institute, 1st Street East, No. 29, Walvis Bay
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Namibian Maritime and Fisheries Institute, 1st Street East, No. 29, Walvis Bay.
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are: Not Applicable
Warranty GCC 28.3	The period of validity of the warranty shall be: Not Applicable
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 14 days

SCHEDULE 3**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.: G/RFQ/NAMFI-1/2026/27

Description	Attached	Not Attached
Duly completed Quotation Letter		
Duly completed and signed Bid Securing Declaration		
Submit duly filled in and signed Written undertaking in terms of section 138 of the Labour Act,2015		
Duly completed List of Goods and Price Schedule		
Duly completed Specification and Compliance Sheet		
Have a valid certified copy of a Company Registration Certificate. The Founding Statement should be in line with request for this project.		
Have a valid original / certified copy of a good Standing Tax Certificate. (NamRa)		
Have a valid original/certified copy of a good Standing Social Security Certificate; a printout of a valid electronic or online document issued in terms of the Electronic Transactions Act (Act No. 2019) will be accepted. Where a company has no Employees, Confirmation letter from the Social Security Commission. (A printout of a valid electronic or online document issued in terms of the Electronic Transactions Act, (Act No of 2019) will be accepted.		
Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or an exemption issued in terms of Section 42 of the Affirmative Action Act, 11998.		
The bidder must submit a detailed quotation on its company letter head clearly stating the banking details on it, in addition to Section III List of Goods and Price Schedule.		
Bidders are required to submit with their bid documents with a company profile with brochures/catalogues		
Evidence for conformity of Goods		

<p>A minimum of five (5) Reference Letters of similar goods provided previously in the last two (2) years.</p>		
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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.*