



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

**Request for Sealed Quotations
for Goods**

SUPPLY AND DELIVERY OF STATIONARIES

Procurement Reference No: G/RFQ/16-04/2025/26

Ministry of Justice, Justitia Building, Private Bag 13302, Windhoek, Phone: 061-2805271/
5340, E-mail: info.procurement@moj.gov.na

Due Date: 30 April 2025 by 12h30



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

Tel: (061) 2805271
Enq.: Mr. Paul Daniels
E-mail: Paul.Daniels@moj.gov.na

Private Bag 13412
Windhoek
Namibia

Letter of Invitation

07 April 2025

TO: All bidders

Procurement Reference No: **G/RFQ/16-04/2025/26**

Dear Sir/Madam

REQUEST: SUPPLY AND DELIVERY OF STATIONARIES

The **Ministry of Justice** hereby invites you to submit your quotation for the listed hereunder. Your offer should be indicated on this form with any annexure which you may wish to enclose, and should be addressed to **Procurement Management Unit, Ministry of Justice, Tallas Building, Old FNB Building. Your Offer/ Quotation should state the bid description and Reference No: G/RFQ/16-03/2025/26.** Your quotation should reach the Ministry of Justice on or before **30 April 2025 by 12h30.**

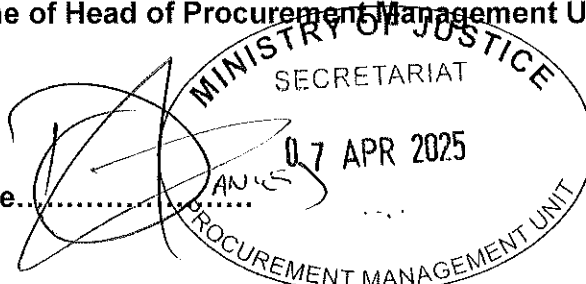
Bidders are urged to initial each page and ensure that all space provided in this document are completed. Furthermore, bidders must indicate no quote for services that they cannot render. Failure to adhere to instructions, your bid may be disqualified.

Queries, if any, should be addressed to the **Head of Procurement Management Unit (PMU), Mr Paul Daniels 061 2805271/ 5310.**

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Full Name of Head of Procurement Management Unit: Mr Paul Daniels

Signature.....



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Ministry of Justice** reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item;
- (b) To accept or reject any quotation;
- (c) To cancel the quotation process and reject all quotations at any time prior to contract award;
- (d) To reduce or increase the quantity of items
- (e) Cancel bid not finalised within the financial year (2025/26) cycle; and
- (f) Disqualify bids of suppliers that failed to previously deliver and comply with the terms and conditions of contract for goods/services/works listed under Sections: III, IV and V of this bidding document
- (g) Terminate contract of services, goods or works not delivered within 30 working days and in case extension was granted for 5 days and still fail to deliver such contract shall be awarded to the second lowest evaluated substantially responsive bidder, that falls within the bid validity period.
- (h) Report defaulting suppliers to Procurement Policy Unit for further actions.

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 where applicable;
- (b) the List of Good and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.
- (e) a separate formal quotation on your company's letter head.

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 **120** days from the date of submission deadline.

4. Bid Validity

- The bid validity period is **120 calendar days**.

5. Eligibility Criteria

- 5.1. To be eligible to participate in this Quotation exercise, you should:
- (a) have a valid certified copy of Company Registration Certificate; **(Should be in core business)**
 - (b) have an original or valid certified copy of Good Standing Tax Certificate. **(Should be valid upon bid closing date)**
 - (c) have an original or valid certified copy of Good Standing Social Security Certificate; **(should be valid upon bid closing date)**
 - (d) have a valid certified copy of Affirmative Action Compliance Certificate, a confirmation letter from employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued, 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; **(should be valid upon bid closing date)**
 - (e) have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
 - (f) have a certificate indicating SME Status (for Bids reserved for SMEs); (Optional)
 - (g) Submit signed Bid-securing Declaration must be completed in full.
 - (h) complete all spaces provided and initial each page of the bidding document.
 - (i) **Bid reserved for suppliers in the business of Supply and Delivery of Cartridges or stationery as their core business. (bidder/s are required to submit a complete registration certificate/ founding statement/ memorandum of corporation stating the core business)**

NB: Copies should be certified by the Namibian Police or commissioner of Oath, Failure to provide certified copies or originals of the above mandatory documents will result in disqualification of your bid.

Please initial on every page of the bidding document.

6. Bid Securing Declaration

Bidders are required to **subscribe to a Bid Securing Declaration** for this procurement process (must be completed in full).

7. Delivery

Delivery shall be within 1-30 working days after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

8. Sealing and Marking of Quotations

Offer/Quotations should be sealed in a single envelope for each bid, 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.

9. Submission of Quotations

Quotations should be deposited in the Bid Box located at **Ministry of Justice, Tallas Building, Old FNB Building**, not later than **30 April 2025 by 12h30**. Quotations by post or hand delivered must reach **Ministry of Justice, Ground floor next to the Security room** by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail/fax will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in ITB 4 8 above. The bid opening report with the quoted amounts would be available to any bidder on request within (seven) 7 working days after the opening.

11. 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 to determine the lowest evaluated quotation.

12. Technical Compliance

Bidders shall submit along with their offer, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity'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.

13. Prices and Currency of Payment

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

14. Margin of Preference

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

Applicable - based on "*code of Good Practice on preferences*".

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

Applicable - based on "*code of Good Practice on preferences*".

15. Award of Contract

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

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 within seven (7) days.

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:	
Procurement Reference Number:	
Subject matter of Procurement:	

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to **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 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		

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.: G/RFQ/16-04/2025/26

To: Ministry of Justice Independence Avenue, Windhoek

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:

.....
.....

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*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Ref No: G/RFQ/16-04/2025/26

SUPPLY AND DELIVERY OF STATIONARIES

INSTRUCTIONS TO THE PUBLIC ENTITY		INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.		Bidders shall fill-in columns E - I and fill the total.					
A	B	C	D	E	F	G	H
Item no.	Good Description	Qty	*	Price per unit NAD ¹	Total price NAD	Delivery days/ weeks /month	Country of Origin/production
1.	PEN PILOTS V-BALL GRIP 05 BLACK	300					
2.	CUBE REFILL PAPER DIFFERENT/ ASSORTED COLOUR	200					
3.	NOTE PADS A5	300					
4.	SIGN HERE STICKERS	300					
5.	INDIAN FILES 76MM	200					
6.	INDIAN FILES 63MM	200					
7.	INDIAN FILES 38MM	200					
8.	STICKY NOTES 76MM	300					
9.	ACCESSIBLE FILE	300					
10.	TAG FOLDER 100 SHEET PER PACK (180 GSM) BLUE, RED, GREEN, YELLOW, PINK, ORANGE	100					
11.	FILE DIVIDERS A-Z	100					
12.	STAPLER REMOVER HEAVY DUTY	200					
13.	PEN PILOTS V-BALL GRIP 05 RED	300					
14.	SUSPENSION FILES (HANGING FILES) ASSORTED	2000					
15.	PAPER BROWN FILES FOLDED	1500					
16.	FOLDER STRAIGHT CUT	1000					
				Sub-Total			
				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:

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Supply and Delivery of Cartridges as specified in Section III

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/16-04/2025/26

[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]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B	C	D
1	PEN PILOTS V-BALL GRIP 05 BLACK		
2	CUBE REFILL PAPER DIFFERENT/ ASSORTED COLOUR		
3	NOTE PADS A5		
4	SIGN HERE STICKERS		
5	INDIAN FILES 76MM		
6	INDIAN FILES 63MM		
7	INDIAN FILES 38MM		
8	STICKY NOTES 76MM		
9	ACCESSIBLE FILE		
10	TAG FOLDER 100 SHEET PER PACK (180 GSM) BLUE,RED, GREEN,YELLOW, PINK, ORANGE		
11	FILE DIVIDERS A-Z		
12	STAPLER REMOVER HEAVY DUTY		
13	PEN PILOTS V-BALL GRIP 05 RED		
14	SUSPENSION FILES (HANGING FILES) ASSORTED		
15	PAPER BROWN FILES FOLDED		
16	FOLDER STRAIGHT CUT		

** 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 (www.moj.gov.na) except where modified by the Special Conditions below.

SECTION VII: 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/16-04/2025/26**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Ministry of Justice
Site GCC 1.1(m)	The final destination for delivery of the Goods is Ministry of Justice, Tallas Building, Independence Avenue Windhoek
Incoterms Edition GCC 4.2(b)	Not Applicable
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the, the address and the contact name shall be Ministry of Justice, Justitia Building, Independence Avenue Windhoek The Head of Procurement Management Unit Mr. Paul Daniels For the Supplier, the address and contact name shall be: _____ _____ _____
Dispute GCC 10.2	Not Applicable

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 1-30 days (4 weeks) from the date of receiving the Purchase Order. Deviation in delivery shall be considered if such deviation is reasonable The documents to be furnished by the Supplier are: (a) signed invoice and Purchase order
Price Adjustment GCC 15.1	Not applicable

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 "shall not be" 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) A reasonable interest rate as may be determined by supplier 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	Not Applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: In accordance with the manufacturer packaging

Insurance GCC 24.1	Not Applicable
Transportation GCC 25	The Goods shall be delivered to: Ministry of Justice, Justitia Building, Independence Avenue Windhoek
Inspection and Test GCC 26.1	Inspection will be done upon delivery.
Location of Inspection and Tests GCC 26.2	Ministry of Justice, Justitia Building, Independence Avenue Windhoek
Liquidated Damages GCC 27.1	Not Applicable
Warranty GCC 28.3	Not Applicable
Repair and Replacement GCC 28.5	Not Applicable

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.: G/RFQ/16-04/2025/26

Description	Yes	No
Quotation Letter attached		
List of Goods and Price Schedule attached		
Specification and Compliance Sheet attached		
Bid Securing Declaration attached		
Certified mandatory documents attached		
Quotation on bidders letterhead attached		
Document is duly completed and initialled at each page		
The Principle of business: Stationaries		

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.*



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

**Written Undertaking in Terms of Section 138 of the Labour Act, 2015 and
Section 50(2)(D) of the Public Procurement Act, 2015**

1. EMPLOYERS DETAILS

Company Trade Name.....

Registration Number

Vat Number:

Industry/Sector:

Place of Business.....

Physical Address.....

Tell No.....

Fax No.....

Email Address.....

Postal Address.....

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

.....

Email Address.....

2. PROCUREMENT DETAILS

Procurement Reference No.....

Procurement Description:

.....

Anticipated Contract Duration:

Location where work will be done, 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.*