



**Republic of Namibia
Office of the President**

Procurement Management Unit
(Established under section 25 of the Public Procurement Act, 2015)

Ref: NCS/RFQ/01-43/2025

STANDARD BIDDING DOCUMENTS

for

REQUEST FOR QUOTATIONS

[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]

**NCS: Provision of Training on Warehouse Management to Staff
Members under the Division Marginalised Communities, Office of the
President.**

Closing date Tuesday, 19 September, 2025 @ 12H00

Office of the President
Windhoek, Namibia

[Tel: +264 61 2707111]
[Website: www.op.gov.na]

[Fax: +264 61 2]

Letter of Invitation

To: **All Potential Bidders**

PROCUREMENT REF: NCS/RFQ/01-43/2025

02 September 2025

Dear Sir or Madam,

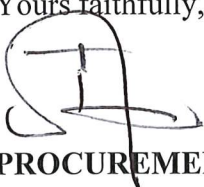
Provision of Training on Warehouse Management to Staff Members under the Division Marginalised Communities, Office of the President.

The Office of the President invites you to submit your best quote for the services 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. Secilia Iifo** at **+264 61 2707533** or **procurement@op.gov.na**.

Yours faithfully,



PROCUREMENT MANAGEMENT UNIT
SECILIA IIFO

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Office of the President reserves the right:

- (a) To split the contract as per the lowest evaluated cost per site, or
- (b) To accept or reject any quotation or to cancel the quotation process; and
- (c) Reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the services 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 Performance Standards in Section V; and
- (d) Any other attachment as deemed appropriate.

You are advised to carefully read the complete Terms of Reference, including the Contract Data Sheet 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 Proposal

The proposal validity period shall be for 60 days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) Have a valid company Registration Certificate;
- (b) Have an original valid good Standing Tax Certificate;
- (c) Have an original valid 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) Have a certificate indicating SME Status (if applicable);
- (f) Submit signed Bid-securing Declaration.
- (g) Submit at least 2 references where same or similar training was offered.
- (h) Training services MUST be your core line of Business
- (i) Preference will be given to Companies that registered/recognised by Namibia Training Authority (NTA)

5. Bid Securing Declaration

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

6. Contract Period for Services

No contract required. It is once off project that takes maximum 5 days.

7. Documents to be submitted

Bidders shall submit along with their bidding documents giving company's profile, past experience and evidence of similar services provided with customers' reference details as well as CVs and qualifications of the Trainer and other Key personnel that will be involved in this training. Bidders also required to submit the course outline and program for the 5 days.

8. Sealing and Marking of Quotations

Quotations should be sealed in one envelop, clearly marked with the Procurement Reference Number and addressed to the **Office of the President** with the Bidder's name at the back of the envelope.

9. Submission of Proposals

Quotations should be deposited in the Quotation/Bid Box located at main gate of the Office of the President, State House not later than **Friday 19 September, 2025 before 12 H00**. Quotations by post or hand delivered should reach same address by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

10. Opening of Quotations

The Office will open quotations internally. A record of the Quotation Opening stating the name of the Bidders and the amount, will be put on the website of the Office of the President www.op.gov.na and available to any bidder on request within seven (7) working days of the Opening.

11. Evaluation of Proposals

The Office 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 quote.

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III, V and attached Terms of References are to be complied with.

13. Price and Currency of Payments

Proposals shall be fixed in Namibian Dollars and all payments will be made in this currency. Proposals shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. Margins of preferences when evaluating bids for exclusive preferences as per paragraph 9 (2) of code of good practices on preferences.

CATEGORY	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Manufacturer	2 %	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
MSME	1%	SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1%	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian Youth ownership
PDP owned enterprise	2%	IDs of all shareholders -Founding statement/company

		registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting	1%	Declaration and proof that the bidder meets the requirements set out in the bidding document.
Service rendered by Namibian citizens	1%	declaration that the bidder employs 50% or more Namibian
TOTAL	10%	

16. Award of Contract

The Bidder with the responsive quotation and qualified to perform the service 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 and General Conditions of Contract.

17. Performance Security

No performance security required

18. Notification of Award and Debriefing

Should you not receive a call from the Office within 30 days after closing of this tender, that is mean you were not successful.

SECTION II: QUOTATION LETTER

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 may be rejected.**

Quotation Addressed to:	OFFICE OF THE PRESIDENT
Procurement Reference Number:	NCS/RFQ/01-43/2025
Subject matter of Procurement:	Provision of Training on Warehouse Management to Staff Members under the Division Marginalised Communities, Office of the President.

We offer to provide the services detailed in the Scope of Services, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in this quotation exercise and meet the eligibility criteria specified in Section 1: Request for Proposals.

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 disqualification on the grounds mentioned in the BDS

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our proposal is 60 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 bid validity.

The service will commence within _____ days from date of issue of Purchase Letter of Acceptance.

The services will be completed within _____ days from date of issue of 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	

Appendix to Proposal Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date: _____

Procurement Ref No.: NCS/RFQ/01-43/2025

To: OFFICE OF THE PRESIDENT

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*

SECTION III: SCOPE OF SERVICES

Provision of training to about twenty (20) Staff Members in the Office of the President on the following aspects:

1. Supply Chain Fundamentals;
2. Warehousing and Inventory Management;
3. Transportation and Distribution planning;
4. Risk management and
5. Use of technology in Logistics

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/01-43/2025

Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required.

Currency of Quotation: Namibian Dollars

Provision for training on Warehouse Management for about 20 staff members in the Office of the President:

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Provision for training on Warehouse Management for about 20 staff members in the Office of the President	20 persons	Per person		
2	Venue (preferable in Oshakati where Warehouse is available or at Bidder's warehouse)	1 (5days)			
3	Lunch with one cooldrinks per person,	20 persons(5 days)			
4	2 x water during the training, 1 x afternoon tea as well sweets on the tables.	20 persons (5days)			
Subtotal					
VAT @ 15%					
Total					

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/01-43/2025

Bidders should complete columns C and D with the specifications and Performance standards of the services 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	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>
1	Provision for training on Warehouse Management for about 20 staff members in the Office of the President		
2	Venue (preferable in Oshakati where Warehouse is available or at Bidder's warehouse)		
3	Lunch with one cooldrinks per person,		
4	2 x water during the training, 1 x afternoon tea as well sweets on the tables.		

* Columns A and B to be completed by Office.

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), Ref: NCS/RFQ/01-43/2025 for the

procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/Rfq/01-43/2025

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall to come into effect as from effective date.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by the last date as indicated in the contract.
GCC 1.6.1 Issue of notices	<p>The Authorized Representative of the Employer is Ms Secilia Iifo at 061 2707533</p> <p>The Authorized Representative of the Service Provider is: _____</p>
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: N/A
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Ms Secilia Iifo at 061 2707533
GCC 2.10 Performance Security	The Performance Security shall be for an amount 10 % of the Contract Price or part thereof if the contract is awarded on a split basis. N/A
GCC 4.2 Contract Price	The amount payable is: as per invoice amount.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis within 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: NCS/RFQ/01-43/2025

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security Declaration	
Founding Statement	
Copy of Owners ID	
Good Standing Certificate from NAMRA	
Good Standing Certificate from SSC	
Certified correct copy of valid EEQ letter	
Certified correct copy of valid SME certificate	
Training Outlines	
NTA certificate	
Reference letters	

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.