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SECRETARIAT

REQUEST FOR SEALED QUOTATIONS

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

DESCRIPTION OF GOODS

*Supply and delivery of Corporate Promotional items for the NCHE 20th
Anniversary Celebration*

Date Issued: 19 August 2025

Bid Closing Date: 04 September 2025

Time: 11H00

**Procurement Management Unit
National Council for Higher Education (NCHE)
P.O. Box 90890
Windhoek
Namibia**

Tel: +264 61 287 1500



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SECRETARIAT

Letter of Invitation

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

19/08/2025

Dear Bidder

REQUEST FOR QUOTATIONS FOR THE SUPPLY AND DELIVERY OF CORPORATE PROMOTIONAL ITEMS FOR THE NCHE 20TH ANNIVERSARY CELEBRATION

The National Council for Higher Education invites you to submit your best quote for the goods specified in Section III herein.

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

Queries, if any, should be addressed to Ms. Vigilant Hangula, 061–287 1500, procurement@nche.org.na

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,

VIGILANT HANGULA

HEAD: PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

National Council for Higher Education (NCHE) reserves the right:

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

2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing, and returning:

- (a) The Quotation Letter in Section II with its annexure for *Bid Securing Declaration*
- (b) The List of Goods and Price Schedule in 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 */180/* days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a certified copy of a valid company Registration Certificate;
- (b) have an original or certified copy of a valid Good Standing Tax Certificate;
- (c) have an original or certified copy of a valid Good Standing Social Security Certificate;
- (d) have a certified copy of a valid 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 certified copy of a valid certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Sign and submit the attached Bid-securing Declaration.
- (g) Sign and submit the attached Written Undertaking in terms of Section 138 of the of the Labour Act, 2007 and Section 50(2)(d) of the Public Procurement Act, 2015
- (h) Bidders are required to submit physical samples of the specified corporate promotional items for evaluation purposes.

Bid Securing Declaration

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

5. Delivery

Delivery shall be **30 days** after acceptance/issue of the Purchase Order.

5.1. The following tests and inspections will be conducted on the goods at delivery:
Verification according to technical specifications as well as the quality and quantity as outlined in the specifications & performance standards compliance sheet.

6. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number**, and addressed to **National Council for Higher Education (NCHE); The Procurement Committee Secretary; P.O. Box 90890; Klein Windhoek**; with the Bidder's name at the back of the envelope.

7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at:

National Council for Higher Education (NCHE)
ERF 6445 Corner of Hoogenhout and Haddy Streets
Windhoek West
Namibia

By not later than **04 September 2025, 11H00**.

Bids by post should reach National Council for Higher Education, by the same date and time at latest. Late bids will be rejected and returned to the bidder unopened. Bids received by e-mail or fax will not be considered. Envelopes should be clearly marked with the procurement activity and the procurement reference number.

8. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/**Bid-Securing Declaration** will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

9. 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 based on evaluated cost to determine the lowest evaluated quotation.

10. Technical Compliance

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

Prices shall be in Namibian Dollars.

12. Margin of Preference

Not applicable

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 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.

14. Performance Security

Not applicable

15. Notification of Award and Debriefing

The National Council for Higher Education 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 days. Furthermore, the National Council for Higher Education 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 may be rejected.***

Quotation Addressed to:	The National Council for Higher Education (NCHE)
Procurement Reference Number:	G/RFQ/NCHE-04/2025/26
Subject matter of Procurement:	Request for quotations: Supply and Delivery of Corporate Promotional items for the NCHE 20th Anniversary Celebration

We offer to provide the goods, 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: Request for Quotations.

We undertake to abide by 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 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*.

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 quotation is _____ 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 goods will be delivered within _____ days from the date of issue of the 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	

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: SUPPLY AND DELIVERY OF CORPORATE PROMOTIONAL ITEMS FOR THE NCHE 20TH ANNIVERSARY CELEBRATION

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

The National Council for Higher Education (NCHE) is a statutory body established by the Higher Education Act (Act No. 26 of 2003). NCHE's functions, amongst others, are to promote the establishment of a coordinated higher education system and quality assurance in higher education.

NB! Bidders are required to submit physical samples of the specified corporate promotional items for evaluation purposes.

Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD (Inc VAT)	Total price (Excl VAT)
A	B	C	D	E	F
1.	HARDCOVER NOTEBOOKS (80 PAGES) Elegant A5 hardcover notebooks featuring NCHE's 20 th anniversary logo and theme	600			
2.	BRANDED PENS Metal pens featuring NCHE'S 20 th anniversary logo	500			
3.	ANNIVERSARY KEY HOLDERS Custom-designed key holders showcasing the NCHE 20 th anniversary logo	100			
4.	BRANDED LANYARDS Length 90 cm, width 2cm, branded showcasing the NCHE 20 th anniversary logo	100			
5.	PAIR OF STAINLESS-STEEL COLD AND HOT BEVERAGE VACUUM FLASKS showcasing the NCHE 20th Anniversary logo	50			
6.	BRANDED TOTE BAGS Tote Bags with NCHE branding ideal for carrying materials e.g laptops etc.	200			

				Sub Total	
				VAT	
				Grand Total	

NB: Price must be quoted in NAD only.

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: **G/RFQ/NCHE-04/2025/26**

SUPPLY AND DELIVERY OF CORPORATE PROMOTIONAL ITEMS FOR THE NCHE 20TH ANNIVERSARY CELEBRATION

[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.]

(Specifications)

Item No	Specifications Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	HARDCOVER NOTEBOOKS (80 PAGES) Elegant A5 hardcover notebooks featuring NCHE’s 20 th anniversary logo and theme (Quantity: 600)		
2.	BRANDED PENS Metal pens featuring NCHE’S 20 th anniversary logo (Quantity: 500)		
3.	ANNIVERSARY KEY HOLDERS Custom-designed key holders showcasing the NCHE 20 th anniversary logo (Quantity: 100)		
4.	BRANDED LANYARDS Length 90 cm, width 2cm, branded showcasing the NCHE 20 th anniversary logo (Quantity: 100)		
5.	PAIR OF STAINLESS-STEEL COLD AND HOT BEVERAGE VACUUM FLASKS showcasing the NCHE 20th Anniversary logo (Quantity 50)		
6.	BRANDED TOTE BAGS Tote Bags with NCHE branding ideal for carrying materials e.g laptops etc. (Quantity: 200)		

Specifications and Performance Standard Compliance Sheet Authorised By:

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

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

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

Date:

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

To: National Council for Higher Education (NCHE)

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

Written undertaking in terms of Section 138 of the Labour Act, 2007 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.....owner/representative

of

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 VII Special Conditions of Contract

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/NCHE-04/2025/26** on the website of the NCHE Secretariat www.nche.org.na.

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/NCHE-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: National Council for Higher Education
Site GCC 1.1(m)	The final destination for delivery of the Goods is 6445 Corner of Hoogenhout and Haddy Street, Windhoek West.
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: procurement@nche.org.na For the Supplier, the address and contact name shall be: _____

Section VII Special Conditions of Contract

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 30 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
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 (30) 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.
Performance Security GCC 18.1	(i) No performance security is required
Transportation GCC 25	The Goods shall be delivered: Delivery Duty Paid.

NCHE 20TH ANNIVERSARY CELEBRATION LOGO



SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NCHE-04/2025/26.

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Signed Bid Securing Declaration	
Certified copy of Valid Company Registration Certificate	
Valid original or certified copy of a good Standing Tax Certificate	
Valid original or certified copy of a good standing Social Security Certificate	
Valid certified copy 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	
Signed written undertaking as contemplated in Section 138(2) of the Labour Act, 2007	
List of physical samples provided for the specified promotional items, for evaluation purposes.	

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.