



MINISTRY OF JUSTICE AND LABOUR RELATIONS

# Procurement Management Unit

(Established under section 25 (1) (a) of the Public Procurement Act, 2015)

Procurement Ref: *G/RFQ/14-08/2026*

## STANDARD BIDDING DOCUMENTS

*for*

### Request for Sealed Quotations

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

*DESCRIPTION:*

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**Request for Quotation: SUPPLY AND SERVICING OF FIRE EXTINGUISHERS -PA**

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Procurement Management Unit  
Ministry of Justice and Labour Relations  
Labour Relations  
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**Ministry of Justice and Labour Relations**

**Bidding document**

**Procurement Reference Number: *G/RFQ/14-08/2026***

**Issued on 20 May 2026**

**Closing date 03 June 2026@10H00**

**Business Name:.....**

**Person Signing the document.....**

**Postal Address:.....**

**Contact Number:.....**

**Email Address:.....**



REPUBLIC OF NAMIBIA

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MINISTRY OF JUSTICE AND LABOUR REALTIONS

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Tel.: (061) 206 6111

Private Bag 19005

Fax: (061) 212 323

32 Mercedes Street

Enquiries: ..... E-mail: .....

Khomasdal

Our Ref: ..... Your Ref.: .....  
WINDHOEK

20 May 2026

***TO: Prospective Bidder***

Dear Sir/Madam,

**RE: REQUEST FOR QUOTATION: SUPPLY AND SERVICING OF FIRE  
EXTINGUISHERS- PA**

The *Ministry of Justice and Labour Relations* 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 Ms Lena Thaba at 061 2066360

Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully

Ester Kamati

**Procurement Management Unit**

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

The [*Public Entity*] 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
- (b) 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
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V;
- (d) any other attachment deemed appropriate.
- (e) Initialise bid pages including the attachments

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 **30 days** from the date of submission deadline. Bid Validity period is **180** Calendar days

## 4. Eligibility Criteria

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

- (a) have a certified copy of valid company Registration Certificate (Founding Statement); (*should be in core business*)
- (b) have an original or certified copy of valid good Standing Tax Certificate; (*Should be valid upon bid closing date*)
- (c) have an original or certified copy of valid good Standing Social Security Certificate; (*Should be valid upon bid closing date*)
- (d) have a certified copy of valid affirmative action compliance certificate; in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from Employment Equity Commission indicating that did submit the report for the period following from the date when the certificate was issued, or proof from Employment equity Commission that the bidder is not relevant employer, or an exemption was issued in terms of Section 42 of the Affirmative Action Act 1998; (*Should be valid upon bid closing date*)
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs); (*Should be valid upon bid closing date*) (*Optional*)

- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (g) Submit signed Bid-securing Declaration
- (h) Complete all spaces provided and initial each page of the bidding document.

## 5. Bid Security/Bid Securing Declaration

N/A

## 6. Delivery

Delivery shall be completed **within Ten (10) working days** from the date of acceptance or issuance of the Purchase Order. Failure by the bidder to deliver within the stipulated timeframe, as specified in the bidding documents, will result in cancellation of the Purchase Order by the Ministry and consideration of the next Lowest Evaluated Substantially Responsive bid. Any deviation from the prescribed delivery period will not be permitted.

The following tests and inspections will be conducted on the goods at delivery:

- *Verify physical items with the quotation, purchase order and invoice*
- *Unit price in the quotation should correspond with the unit price in the invoice*

## 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, contact information and writing (*don't open before the closing date and time*) at the back of the envelope.

## 8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Block A Room Number A216** not later than, **03 June 2026 @ 10H00** Quotations by post or hand delivered should reach above address by the same date and time at latest. Late quotations will be rejected.

## 9. Opening of Quotations

Quotations will be opened internally by the Public Entity 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, will be 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## 11. Technical Compliance

Bidders shall submit along with their quotation's documents, 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.

**12. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

**13. Margin of Preference**

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

.....

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

.....

**14. 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.

**15. Performance Security**

N/A.

**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 and post a notice of award on its website within seven (7) days. Furthermore, the Public Entity 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>	
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 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 90 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.

# SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: G/RFO/14-08/2026

[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 Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	SUPPLY AND SERVICING OF FIRE EXTINGUISHERS- PA		

\* Columns A and B to be completed by Public Entity.

**Quotation Authorised by:**

Name of Bidder:	Company’s Address and seal
Contact Person:	
Name of Person Authorising the Quotation:	Signature:
Position:	Tel:
Date	Fax

**SECTION III: LIST OF GOODS AND PRICE SCHEDULE**

**QUOTATION FOR: Request for quotation Procurement Ref No: GRFQ/14-08/2026**

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. [To be filled by the Public Entity]				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit                      G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E	F	G	H	I
Item no.	Description of Goods	Quantity required	Unit of measures	* Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery (weeks) (days/month	Country of Origin
<b><u>LOT A: CENTRAL REGIONS</u></b>								
1.	Service DCP 9kg fire extinguisher <b>OLC</b>	29						
2.	Service DCP 9kg fire extinguisher <b>old OLC</b>	7						
3.	Service DCP 9kg fire extinguisher <b>Head Office</b>	5						
4.	Service DCP 4.5kg fire extinguisher <b>Head Office</b>	10						
5.	Service CO2 5kg fire extinguisher <b>Head Office</b>	2						
6.	Service CO2 2kg fire extinguisher <b>Head Office</b>	5						





6	Service DCP 9kg fire extinguisher <b>Outjo</b>	5							
7	Service CO2 2kg fire extinguisher <b>Outjo</b>	1							
8	Service DCP 9kg fire extinguisher <b>Khorixas</b>	1							
9	Service DCP 9kg fire extinguisher <b>Kamandjab</b>	2							
10	Service DCP 9kg fire extinguisher <b>Omaruru</b>	1							
11	Service DCP 9kg fire extinguisher Supply and install new DCP 9kg <b>Otavi</b>	2							
		3							
12	Service DCP 9kg fire extinguisher Supply and install new DCP 9kg <b>Tsumeb</b>	2							
		3							

VAT

GRAND TOTAL

<b>Lot D: Northern Regions Part 1</b>									
1	Service DCP 4.5Kg fire Extinguisher: <b>Opuwo</b>	1							
2	Service DCP 9Kg fire Extinguisher: <b>Outapi</b>	1							
3	Supply and install new DCP 9kg fire extinguisher <b>Outapi</b>	2							
4	Service DCP 9kg fire Extinguisher Supply and install new DCP 9kg <b>Oshakati</b>	1							
		3							
5	Supply and install new DCP 9kg fire extinguisher <b>Eenhana</b>	2							

										VAT	
										GRAND TOTAL	
										<b>Lot E: Northern Regions Part 2</b>	
1	Service DCP 9kg fire extinguisher	2									
	Supply and install new DCP 9kg Rundu	3									
2	Service DCP 9kg fire extinguisher	2									
	Supply and install new DCP 9kg Katima Mulilo	3									
3	Service DCP 9kg fire extinguisher	2									
	Supply and install new DCP 9kg Grootfontein	3									
4	Service DCP 9kg fire extinguisher	2									
	Supply and install new DCP 9kg Nkurenkuru	3									
										VAT	
										GRAND TOTAL	
<b>NB quote should include traveling costs</b> <b>-Bidders will be awarded per Lot</b>											
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: