



Republic of Namibia

Ministry of Urban and Rural Development

Enquiries: Ms. Klaudia Ilonga
Tel: (+264+61) 297-5167
Email: pmu@murd.gov.na

Government Office Park
Luther Street

Private Bag 13289
Windhoek, Namibia

Our Ref No.: G/RFQ/17-20/2026/2027

LETTER OF INVITATION

To: Bidders

Dear Sir/Madam,

PROCUREMENT REFERENCE NUMBER: G/RFQ/17-20/2026/2027

DEADLINE FOR SUBMISSION: THURSDAY, 08 June 2026 AT 11H00

SUBJECT: Supply and Delivery of Marketing Materials and Media Equipment

The Ministry of Urban and Rural Development hereby invites you to submit your most competitive quotation for items described in detail in the bid document.

Any contract resulting from this request shall be subject to the terms and conditions stipulated in the bidding document. Any queries should be directed to Head of Procurement Management Unit (PMU) Albertina Shilongo at above-mentioned contact details. You are hereby requested to prepare and submit your quotation in accordance with the instructions given. **Quotations received by e-mail will NOT be considered.**

Yours faithfully,

ALBERTINA SHILONGO
HEAD: PROCUREMENT MANAGEMENT UNIT





MINISTRY OF URBAN AND RURAL DEVELOPMENT

Request for Sealed Quotations For Goods

Request for Supply and delivery of marketing materials and media equipment

Procurement Reference No: G/RFQ/17-20/2026/2027

Ministry of Urban and Rural Development
Private Bag 13289, Government Office Park, Luther Street,
Windhoek Tel (+ 264 61) 2975111; Fax (+264 61) 2975154;
E-mail: pmu@murd.gov.na

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Ministry of Urban and Rural Development 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 where applicable*;
- (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 30 days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a valid / certify copy company Registration Certificate;
- (b) have an original / certify copy valid good Standing Tax Certificate;
- (c) have an original / certify copy 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 (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) 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;

NB : Samples are compulsory for quality checking

5. Bid Securing Declaration

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

6. Delivery

Delivery should not be later than 20 days, after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted*. The following tests and inspections will be conducted on the goods at delivery: Delivery of goods/items will be at the cost of the bidder.

a) Samples will be compared with final product for quality compliance

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number G/RFQ/17-20/2026/2027, addressed to the Public Entity 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 *1st Floor or send via Courier* not later than **08 June 2026 by 11h00**. Quotations by post or hand delivered should reach the Ministry by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

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, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Public Entity and 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 quotations 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. 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. 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.

15. The bidders must ensure that they cater for their own transport for delivery of items/materials.

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>	Ministry of Urban and Rural Development
Procurement Reference Number:	G/RFQ/17-20/2026/2027
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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BSD]*.

The validity period of the Quotation is _____ 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: -----.

Procurement Ref No.:

To: -----

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, 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.*

9	Zip Around folder	50							
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:

Currency : Exchange Rate:

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

[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/17-20/2026/2027**

[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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	Request for supply and delivery of marketing materials and media equipment		
	Backdrop banners Teardrop banners Digital Camera Memory Cards (SD Cards) Voice recorders Branded 2027 diaries Branded Bags Conference Aluminium Water bottles Zip Around folder		

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

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
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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 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/17-20/2026/2027**

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: <i>[Ministry of Urban and Rural Development]</i>
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is, Helao Nafidi Council .Ohangwena Region and the contact name shall be: Ms. Tsukhoe //Garoës at pmu@murd.gov.na or Ms. Vinnia Hamunyela at (061) 2975170
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: For the <i>[Ministry of Urban and Rural Development]</i> , Government Office Park, Luther Street, Windhoek and the contact name shall be: Ms. Tsukhoe //Garoës For the Supplier, the address and contact name shall be: _____

Subject and GCC clause reference	Special Conditions
Disputes GCC 10.2	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:</p> <p>If, after the twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p>
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered during the workshop days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed delivery note; Yes</p>
Price Adjustment GCC 15.1	<p>The price charge for the Goods supplied and the related Services performed <i>[insert or "shall not" as appropriate]</i> be adjustable.</p>
Terms of Payment GCC 16.1	<p>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</p>
Terms of Payment GCC 16.3	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
Terms of Payment GCC 16.4 (a)	<p>The price <i>"shall not be"</i> adjustable to the fluctuation in the rate of exchange.</p>
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>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.</p> <p>ii) An interest rate of <i>[2010]</i> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>

Subject and GCC clause reference	Special Conditions
Performance Security GCC 18.1	(i) No performance security is required* *delete as appropriate
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date. N/A
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]N/A</i>
Transportation GCC 25	The Goods shall be delivered: <i>[Incoterm for 2010]</i> .
Inspection and Test GCC 26.1	The inspection and tests shall be: approval of sample and at delivery. N/A
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per day. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage 4-10%]</i> of the final contract price. N/A
Warranty GCC 28.3	The period of validity of the warranty shall be: <i>[30]</i> day(s) N/A
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: <i>[20]</i> day(s) N/A

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/17-20/2026/2027

Description	Attached	Not Attached
Quotation Letter		
have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner		
have an original valid good Standing Social Security Certificate;		
have an original valid good Standing Tax Certificate;		
have a certificate indicating SME Status (for Bids reserved for SMEs);		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
<i>Samples</i>		

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.*

Marketing materials and Media equipment specifications

Item	Specification	Quantity
Backdrop banners	<p>Branding: Coat of Arm with the word Republic of Namibia under it and the full name of the Ministry below should appear at the top of the banner. Then the coat of arm and the abbreviation MURD on the right and the name of the ministry down, the coat of arm and a line between should appear around the banner.</p>  <ul style="list-style-type: none"> On the second banner, Coat of Arm with the word Republic of Namibia under and the full name of the Ministry below it should appear at the top of the banner, then the coat of arm and the abbreviation MURD under it should appear around the banner. 	2
Teardrop Banners	<p>Branding: Coat of Arm with the word Republic of Namibia under and the full name of the Ministry below it should appear at the top of the banner, Size:4206 mm Colors: blue, white, gold</p>	6
Digital Camera	1 full set (Canon Zoom Lens (24-105 mm) the camera bag	1
Memory Cards (SD Cards)	128 GB	2
Voice recorders	64 GB-128 GB	2
Branded 2027 diaries	<p>Branding: Coat of Arm with the word Republic of Namibia under and the full name of the Ministry below it should appear at the centre of the diaries. Inside, the coat of arm on the left and the abbreviation</p>	50

	<p>MURD with the full name of the ministry under should appear at the bottom left on each page . See sample below</p>  <p>Size:A3(20) A4 (30) Colors: Black(30), Blue (20)</p>	
Branded Bags Conference	<p>Branding: Coat of Arm with the word Republic of Namibia under and the full name of the Ministry</p> <p>Color: Black</p> 	50
Aluminium water bottles	<p>Branding:</p> <ul style="list-style-type: none"> • Branded with the Coat of Arm and the Ministry 's name abbreviated (MURD) the coat of arm should have the word "Republic of Namibia • Size: 1L(30), 700ml (20) 	50
Zip Around folder	<p>Branding: Coat of Arm with the word Republic of Namibia under and the full name of the Ministry</p> <ul style="list-style-type: none"> • Size: A4 • Color: black 	50
New Era Newspaper	1 hard copy per day for 12 months	-
The Namibian Newspaper	1 hard copy per day for 12 months	-
Namibian Sun newspaper	1 hard copy per day for 12 months	-