



Request for Quotations for Non-Consultancy Services

**PROVISIONS FOR DESIGNING AND PRINTING OF BUSINESS CARDS FOR
THE AMBASSADORS AND THE DIRECTOR OF OPERATIONS**

Procurement Reference No. NCS/IQ/26-37/2026
Closing date: 12 February 2026
Time 10:00

National Planning Commission

Private Bag 13356 Windhoek,

Tel: +26461 283 4111, Fax: +26461 226 501

Government Office Park Luther Street

INFORMAL QUOTATION (OTHER SERVICES)

Procurement Ref. No. **NCS/IQ/26-37/2026**

To:..... (name and address of bidder)

The **National Planning Commission** hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be hand delivered to **National Planning Commission, Office no:104c First floor**, in an envelope marked Quotation Reference Number. Your quotation should reach us on **16 February 2026, not later than 10:00**

Full Name of Head of Procurement Management Unit: Sylvia Kaune

Date: 06 February 2026

REPUBLIC OF NAMIBIA
 OFFICE OF THE PRESIDENT
 NATIONAL PLANNING COMMISSION SECRETARIAT
 PROCUREMENT OFFICE

 2026 -02- 06

Priced Activity Schedule
 PRIVATE BAG 13356
 WINDHOEK, NAMIBIA

Signature 

Item No	Brief Description of Services	Quantity	Price per unit NS	Total price without VAT – NS	Total Price (NS)
1	Printing and design business cards for Focal Point and Chief Executive Officer Ambassador Lineekela J. Mboti	150 each			
2	Printing and design business card for Director of Operations Dr Alfons Witbeen	150 each			
3	Printing and design business card for Ambassador Wilfried I Emvula	150 each			
				Sub Total	
				VAT @%	
				Total	

(a)For more details/queries, kindly contact pmu@npc.gov.na +264 61 283 4172 /4158

(b)Validity of offer: 5 days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....
(Please see overleaf)

Bidder's signature and seal

SCHEDULE BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:[Day|month|year].....

Procurement Ref No.: NCS/IQ/26-37/2026

To:[insert complete name of Public Entity and address].....

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.*

General Terms and Conditions Applicable

1. Employer

The Public Entity inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

2. Service Provider

The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Service Provider.

3. Rights of Public Entity

The Public Entity shall have the rights to

- (a) ask for clarifications at time of evaluating quotations and
- (b) reject all quotations.

A Public Entity shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

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

- (a) **have a valid company Registration Certificate;**
- (b) **have a valid Original /Certified copy good Standing Tax Certificate;**
- (c) **have a valid Original / Certified copy 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) -Not applicable**
- (f) **Submit signed Bid-securing Declaration.**
- (g) **Written undertaking in terms of section 138 of the Labour Act,2015**
- (h) **Design and printing of business cards must be among principle business activities**
- (i) **have a valid certified copy of good standing Income Tax Certificate, in case of individual bidder/supplier**

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

6. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. The Contract

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Service Provider

8. Purchase Order

A service provider to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) May not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the services on or before the date set in the purchase order for delivery of the services.
- (c) the purchase order shall be valid for 30 days only and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.- NCS-LS/RFQ-GCC posted in the website of the Policy Unit

10. Warranty

The service provider warrants that the services provided shall conform to the standards, specifications as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the service provider in its response to the Purchaser's Invitation for Informal Quotation.

11. Payment

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Service Provider making good all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

12. Project Manager

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administering the contract.

13. Advanced payment

Advance payment is not applicable.