



SAFE ROADS TO PROSPERITY

REQUEST FOR QUOTATION: GOODS

Supply and Delivery of Stationary

COST: FREE

Procurement Reference No: G/IQ/RA-65/2025

Roads Authority
Private bag 12030

Head Office: C/o Mandume Ndemufayo Avenue and David Meroro Road
23 Oct 2025

INFORMAL QUOTATION (GOODS)

Procurement Ref. No G/IQ/RA-65/2025

Dear Bidders

Supply and Delivery of stationary

The **ROADS AUTHORITY** hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be addressed to **Roads Authority Head Office, Corner of Mandume Ndemufayo Avenue and David Hosea Meroro Road, Windhoek, Ground Floor Tender Box** in a sealed envelope marked with the Quotation Reference No **G/IQ/RA-65/2025** Your quotation should reach **ROADS AUTHORITY** on or before the **06 Nov 2025 by 10:00 at latest**.

The procurement is strictly reserved for categories of bidders as outlined in section 4, of Code of good practice.

Late quotations will be rejected.

Quotations received by e-mail will not be considered.

Queries, if any, should be addressed to Soini Sheya at the following email sheyas@ra.org.na


..... 23/10/2025

Manager: Procurement and Tender Compliance

Priced Activity Schedule

Lot 1:

Roads Authority, Maintenance Office Mariental

Item No	Brief Description of Service	Qty.	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Rotatrim A4 white copy paper	8	Box		
2.	Rotatrim A3 white copy paper	1	Ream		
3.	Packaging tape clear 48 x 100mm	1	Ea		
4.	Staples 26/6	2	Pack		
5.	Indian Files 76mm	2	Pack		
6.	Envelopes A3	50	Ea		
7.	Envelopes A4	150	Ea		
8.	Steadler Pencils Black HB	10	Ea		
9.	Scissors	2	Ea		
10.	Giant Paperclips 50mm(100)	4	Pack		
11.	Colour Pencils	3	Pack		
12.	Rulers 30cm	5	Ea		
13.	Permanent Markers- Nr 10(Black)	2	Ea		
14.	Delivery (if any)				
Delivery Address: ROADS AUTHORITY, Maintenance Office Mariental				Sub Total	
				VAT @%	
				Total	

Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order

Priced Activity Schedule

Lot 2:

**Roads Authority,
Network Maintenance Katima Mulilo District Office**

Item No	Brief Description of Service	Qty.	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Rotatrim A3 white copy paper	3	Ea		
2.	Rotatrim A4 white copy paper	3	Ea		
3.	Clip Boards	4	Ea		
4.	Rulers	3	Ea		
5.	File liver Arch	5	Ea		
6.	Scissors	3	Ea		
7.	Paper Tray	3	Ea		
8.	Marker Pen Green	3	Ea		
9.	Marker Pen Red	3	Ea		
10.	Marker Pen Black	3	Ea		
11.	Marker Pen Yellow	3	Ea		
12.	Marker Pen Blue	3	Ea		
13.	Calculator 12 Digits large 190 x 130mm-wsf01	1	Ea		
14.	Stapler	2	Ea		
15.	Staple pins	2	Pack		
16.	Remote batteries AAAA	2	Pack		
17.	Staples Heavy Duty	3	Pack		
18.	Pen Holder Square Mesh	3	Ea		
19.	Pin Push	1	Pack		
20.	Hard colour A4 Boards	1	Pack		
21.	Black Pen	10	Ea		
22.	Blue Pen	10	Ea		
23.	Red Pen	10	Ea		
24.	Marker Permanent Luxor	1	Pack		
25.	Pen RB Pilot Black	2	Ea		
26.	Monthly PVC Index Dividers, Jan-Dec (10)	3	Pack		
27.	Delivery (if any)				
Delivery Address: ROADS AUTHORITY, Network Maintenance Katima Mulilo District Office				Sub Total	
				VAT @%	
				Total	

Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order

Priced Activity Schedule

Lot 3:
Roads Authority,
Network Maintenance Opuwo District office

Item No	Brief Description of Service	Qty.	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Rotatrim A4 white copy paper	20	Ea		
2.	EuroCell Tape Clear 48 x 100mm	10	Ea		
3.	Indian File SDC Treasury tags 152mm filling laces	1	Box.		
4.	Bic Pen Black Crystal medium ball point	20	Ea		
5.	C4 Brown envelopes	20	Ea		
6.	USB Flash drive 16 GB	4	Ea		
7.	Arch lever file	10	Ea		
8.	Glue Stick 36g	3	Ea		
9.	Delivery (if any)				
Delivery Address: ROADS AUTHORITY, Network Maintenance Opuwo District office				Sub Total	
				VAT @%	
				Total	

Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order

- (a) The **Roads Authority** requests delivery within **7 - 21 days** as from the date of placement of order.
- (b) Bidders Proposed Delivery Date: within days from date of placement of order.
- (c) The following tests and inspections will be carried out and conducted on the goods at delivery:

Delivery Address:

Lot 1:

ROADS AUTHORITY, Maintenance

Office Mariental

Lot 2:

ROADS AUTHORITY, Network

Maintenance Katima Mulilo District Office

Lot 3:

ROADS AUTHORITY, Network

○ Maintenance Katima Mulilo District Office

- (d) Bid validity of offer: **30 days** as from closing date set for submission of quotations.
- (e) Bidders validity period of the Quotation is days from the date of the bid submission deadline
- (f) The delivery address is:

Lot 1:

ROADS AUTHORITY,
Maintenance Office Mariental

Lot 2:

ROADS AUTHORITY, Network
Maintenance Katima Mulilo District
Office

Lot 3:

ROADS AUTHORITY, Network
Maintenance Katima Mulilo District
Office

All clarifications to be done via email to sheyas@ra.org.na

- (g) **Bidders who have previously failed to delivery on any Purchase Orders Awarded to them by the Roads Authority will not be eligible for any other future awards within this current Financial Year.**

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

Date.....

Bidder's signature and seal

(Please see overleaf

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

Date:

Procurement Ref No.:

To: Roads Authority Namibia

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 Bidders Name]

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 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 [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.

Code of good Practice

In accordance with the local sourcing directive issued by the Procurement Poly Unit, Price preference will be given to entities as per below table.

Category of Suppliers for Preferences

Categories	% of preferences	Documents Required
Local Manufacturer	2%	1.Certificate of Registration from Registering Authority and 2. Complete the below Declaration form by bidder that the manufactured goods meet the local content / any other form of declaration with relevant content will be accepted
Micro, small and medium Enterprise	1%	1.A certified copy of a certificate indicating SME Status and 2. Complete the below Declaration form indicating the percentage of Namibian MSME ownership. any other form of declaration with relevant content will be accepted
Women owned Enterprise	1%	1.A certified copy of ID of all shareholders and 2.Founding Statement indicating ownership structures. 3. Complete the below Declaration form indicating the percentage of Namibian female ownership. any other form of declaration will be accepted any other form of declaration with relevant content will be accepted
Youth owned Enterprise	2%	1.A certified copy of ID of all shareholders and 2.Founding Statement indicating ownership structures/shareholder certificate and 3. Complete the below Declaration form indicating the percentage of Namibian youth ownership. any other form of declaration with relevant content will be accepted
Previously disadvantaged person owned Enterprise	2%	1.A certified copy of ID of all shareholders and 2.Founding Statement indicating ownership structures/shareholder certificate and 3. Complete the below Declaration form indicating the percentage of Namibian PDPs ownership. any other form of declaration with relevant content will be accepted
Supply providing Environmental Protection	1%	1. Complete the below Declaration form and proof that the bidder meets the requirement set out in the bidding document
Supply providing employment to Namibian	1%	1.Complete the below Declaration form that the bidder employs 50% or more Namibian citizens and 2. Proof from Social Security on number of staff employed by the supplier 3. a list of Namibian employees indicating their Namibian ID numbers
Total	10%	

PLEASE NOTE

A total margin of preference scored by a bidder will be deducted from the bid/quoted price of the bidder for the evaluation purposes only.

Declaration in Respect of Exclusive Preferences

1. Manufacturer's Declaration in terms of paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We hereby declare under oath that the manufactured goods meet the local content determine in Annexure 1 of Code of Good practice as per cost structure for Value Added Calculation.

The Local Value Added amounts to: N\$.

NB: The cost structure must be attached to the bid for reference.

Sworn/ affirmed before me at this day of 20

Signature of Witness: _____

Full Name of witness:

2. Micro, Small and Medium/ Owned Enterprises Declaration/Youth Owned Enterprise Declaration/Previously Disadvantaged Person (PDP) owned enterprises Declaration in terms of Paragraph 9(3) and Annexure 6 of the Code of good practice on preferences

I/We declare under oath that the company's total equity owned by: **(Indicate %)**

- Namibian (MSME) is (insert percentage)
- Namibian women is (insert percentage)
- Namibian youth is (insert percentage)
- Namibian PDPs is (insert percentage)

The following are the names of all shareholders and the percentage shares held by each member:

No.	Full Legal Name	Identification Number	Nationality	Gender	Age	PDP Category	%Share
Total Share							

Note: The Above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

Sworn/affirmed before me atthis..... day of20.....

Signature of Witness: _____ Full Name of witness: _____

4. Suppliers providing employment to Namibians Declaration in terms of paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We declare under oath that the company employs 50% or more Namibian citizens and the following are the names of all employees:

No	Full Legal Name	Identification Number	Nationality	Occupation

Note: The Above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

Sworn/affirmed before me atthis..... day of20.....

Signature of Witness: _____ Full Name of witness: _____

General Terms and Conditions Applicable

1. Purchaser

The Roads Authority inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. Rights of the Public Entity

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

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

4. Eligibility Criteria

- (i) Qualifies as a Namibian bidder, in terms of Section 71(3) of the Act.

(ii) To be eligible to participate in this Quotation you should submit the following documents. **All copies must be certified by a Commission of Oath** and must be valid at the deadline for submission:

- (a) a valid certified copy of the company Registration Certificate which outlines that bidder's principle line of business is in line with this procurement;
- (b) a valid original/certified copy of a good Standing Tax Certificate
- (c) have a valid original/certified copy of a good Standing Social Security Certificate, a printout of a valid electronic or online document issued in terms of the Electronic Transaction Act, (Act No of 2019) will be accepted
- (d) where a company has no Employees, Confirmation letter from Social Security Commission. (a printout of a valid electronic or online document issued in terms of the Electronic Transaction Act, (Act No of 2019) will be accepted.
- (e) 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;
- (f) duly filled in and signed Bid-securing Declaration Form;
- (g) duly filled in and signed Written undertaking in terms of section 138 of the Labour Act, 2015
- (h) documents must be completed in indelible ink and shall be signed by a person duly authorized to sign the bidder's documents.
- (i) any interlineation, erasure or over writing shall be valid only if it is signed or initialed by the person signing the bid.
- (j) The procurement is strictly reserved for categories of bidders as outlined in section 4, of Code of good practice.

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 this document

6. Evaluation of Quotations

The Roads Authority 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. Given the high volume of bids received by the Roads Authority during the Bidding processes.

The Roads Authority has resolved to select a total of six lowest prized bids to evaluate, in line with Section 52(12) of the Public Procurement Act, 2015(Act no.15 of 2015) as amended. Where no responsive bid is found amongst the above cited six bids, addition bids will be selected for evaluation.

7. Prices

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

8. Margin of Preference

In accordance with the local sourcing directive issued by the Procurement Policy Unit, the procurement is reserved for categories of bidders as outlined in section 4, of Code of good practice.

9. The Contract

The Purchaser Order together with this Informal Quotation Document submitted by the bidder in accordance to the requirements listed herein shall constitute the contract between the Public Entity and the Supplier.

10. Purchase order

A supplier 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 goods on or before the date set in the purchase order for delivery of the goods.
- (c) the purchase order shall be valid for **30 days** only and will be cancelled thereafter.

11. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No.- G/RFQ-GCC posted on the website of the Procurement Policy Unit and on the Roads Authority website.

12. Warranty

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.

- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

13. Payment

The Purchaser undertakes to effect payment within **30 days** after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

14. Advance Payment

Advance payment is not applicable.