



Request for Quotations For Non-Consultancy Services

Auctioneer Services to Roads Authority Offices

Procurement Reference No: NCS/RFQ-RA-25/2025

Roads Authority
Private bag 12030
Head Office: C/o Mandume Ndemufayo Avenue and David Meroro Road
18 August 2021

Initials: _____

**THE PROVISION OF AUCTIONEERING SERVICES TO ROADS AUTHORITY FOR A
PERIOD OF THREE (3) YEARS.**

Procurement Reference No: NCS/RFQ/RA-25/2025

Cost:

Closing Date: 19 February 2026

BIDDER'S NAME		
CONTACT DETAILS	TEL :	
	E MAIL :	
TOTAL QUOTED AMOUNT PER REGION INCLUSIVE OF VAT: FOR A PERIOD OF THREE YEARS (3 YEARS)	OFFICES FOR AUCTIONEER SERVICES	BIDDERS TO INDICATE TOTAL BID PRICES FOR EACH REGION
	KEETMANSHOOP REGIONAL OFFICES	
	WINDHOEK REGIONAL OFFICES	
	OTJIWARONGO REGIONAL OFFICES	
	RUNDU REGIONAL OFFICES	
	ONGWEDIVA REGIONAL OFFICES	

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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Roads Authority reserves the right:

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

2. Preparation of Quotations

You are requested to quote for the services 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 Priced Activity Schedule in Section IV;
- (c) The Specifications and Performance Standards in Section V; and
- (d) Any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Proposal document, including the Contract Data Sheet in Section VI, before preparing your quotation. The standard forms in this document may be re-typed for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be for 30 days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should submit the following documents. **All copies must be certified by a Commission of Oaths:**

- (a) Have a minimum of three (3) years' experience in providing Auctioneer services
- (b) Have a valid certified copy of the company Registration Certificate.
- (c) Have a valid certified good Standing Tax Certificate (original/copy).
- (d) Have a valid certified good Standing Social Security Certificate (original/copy).
- (e) Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.
- (f) A bidder must provide three (3) service level agreements (SLAs) /contracts for similar services with previous/current clients.
- (g) Submit signed Bid-Submission Form
- (h) Submit signed Bid-securing Declaration Form.
- (i) Written undertaking in terms of section 138 of the Labour Act, 2015

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- (j) Provide two (2) references for similar services provided in the last previous three (3) years
- (k) Documents must be completed in indelible ink and shall be signed by a person duly authorized to the bidder's documents.
- (l) In accordance with the local sourcing directive issued by the Procurement Policy Unit, preference will be given to bidders based in the Region where services are required. Attach **certified copy of proof of an existing business premises (leased or owned and/or certified copy of valid Fitness Certificate)** in a specific region.
- (m) A written authorization in the form of a power of attorney accompanying the proposal or any other evidence demonstrating that the representative signing the bid has been duly authorized to commit the Bidder.
- (n) A bidder must initial each page of the bidding document, including all attachments, failure which will render the document invalid and disqualification thereof,
- (o) Any interlineation, erasure or over writing shall be valid only if it is signed or initialled by the person signing the bid

5. Bid submission Form

Bidders are required to subscribe to a Bid Submission Form for this procurement process.

6. Bid Securing Declaration

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

7. Contract Period for Services

Three (3) years (36 months)

8. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past or present experience and evidence of similar services provided.

9. Sealing and Marking of Proposals Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to the Roads Authority with the Bidder's name at the back of the envelope.

10. Submission of Proposals and Quotations

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

Roads Authority, Corner of Mandume Ndemufayo Avenue and David Hosea Meroro, Head office, Ground floor; in the Bid Box not later than **Thursday, 19 February 2026 at 11H00 am.**

Initials: _____

10.2 Late proposals and quotations will be rejected.

10.3 Proposals and quotations received by e-mail will not be considered.

10.4 Clarifications to be done via email only

11. Opening of Quotations

Quotations will be opened internally by the Roads Authority immediately after the closing time referred to in section 10.1 above. A record of the proposal and quotation opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of the Roads Authority and available to any bidder on request within three working days of the opening.

12. Evaluation of Quotations

12.1 The Roads Authority 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.

12.2 The benchmark set by the Roads Authority will be taken into consideration during evaluations.

12.3 Bidders who have previously failed to delivery on any procurement of a similar nature will not be eligible and will automatically be disqualified.

13. Technical evaluation

TECHNICAL EVALUATION CRITERIA		SUB-SCORES	MAX MARKS	ALLOCATED MARKS
1. Bidder's Experience in providing auction services and related services A Minimum of 3 years in auction services and related services substantiated by a reference letter(s)	Five (5) years and more	30	30	
	Between three (3) – (4) years	15		
	Less than three (3) years	0		
2. Experience of key personnel in respect of	Curriculum Vitae of Auctioneer	Five (5) years and more related working experience	20	

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Auctioneering services (Submit copies of Curriculum Vitae of key personnel and number of Staff that will be dedicated to Road Authority)		Less than five (5) years related working experience	15	
3. Availability of Office premises within a specific region	Owned (Bidders are requested to provide Title Deed or valid Fitness Certificate if owned by the bidder)		20	
	Leased (Bidders are requested to provide a copy of Lease Agreements)		15	
	No proof of office premises		0	
4. Service footprints	A Bidder provides three (3) service level agreements/contracts.		30	
	A Bidder provides two (2) service level agreements/contracts.		15	
	A Bidder provides one (1) service level agreements or no agreement/contract.		0	
<u>Total technical score:</u> (1+2+3+4):100 Points			100	

(b) Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

(c) Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars, and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

Initials: _____

(d) Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

(e) Margin of Preference

In accordance with the local sourcing directive issued by the Procurement Policy Unit, preference will be given to bidders based in the Region where services are required.

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service shall be selected for award of contract. Award of contract shall be by issue of a Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

17. Notification of Award and Debriefing

The Roads Authority shall, after award, 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 of ward on its website within seven (7) days. Furthermore, the Roads Authority shall attend to all requests for debriefing made in writing within seven days (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:	Roads Authority
Procurement Reference Number:	NCS/RFQ-RA-25/2025
Subject matter of Procurement:	Auctioneering Services at Roads Authority Offices

We offer to provide the services detailed in the Scope of Services, 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 ethical conduct during the procurement process and the execution of any resulting contract.

We hereby confirm that we are not Employees of the Roads Authority and/or members of their household/family. We further acknowledge that we will get disqualified should we be found to be conflicted in terms of the Roads Authority conflict of Interest Policy.

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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

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.

Initials: _____

The validity period of our quotation is _____ **days** *[insert number of 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 service will commence within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ *[insert number]* days from date of issue of 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	

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Appendix to Quotation Letter Bid Submission Form

Date.....

To:.....[name and address of Employer]

Having examined the bidding documents [including addenda], we offer to execute the.....
[name and identification number of Service] in accordance with the Conditions of Contract, Scope of Service and Performance Specifications and the Activity Schedules accompanying this bid for the Contract Price of
N\$.....

[Insert the total bid Price in words and figures, indicating the various amounts in Namibian Dollars only];

- (a) This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you receive.
- (b) We hereby confirm that this proposal complies with the bid validity required by the bidding documents.
- (c) We have read and understood the content of the Bid Securing Declaration form contained herein and subscribe fully thereto. We further understand that this declaration shall be construed as a signed Bid Securing Declaration which could lead to disqualification on the grounds mentioned therein.
- (d) We confirm that the salaries and wages payable to our personnel in respect of this proposal are in compliance with the relevant Laws, Remuneration Order and Award, where applicable and that we shall abide with the provisions of sub clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.
- (e) Commissions or gratuities, if any, paid or to be paid by us to agents relating to this bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
[if none, state "none"]		

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

[Company's seal if applicable]

Initials: _____

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

Date:[Day|month|year]

Procurement Ref No.:

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***

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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:.....

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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. 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.

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TECHNICAL PROPOSAL FORM

Qualification Information

- 1.1 Constitution or legal status of Bidder: *[attach copy]*

Place of registration: *[.....insert]*

Principal place of business: *[.....insert]*

Power of attorney of signatory of bid or alternative acceptable evidence: *[attach]*

- 1.2 Total annual volume (amount in Namibian Dollars) of services performed in each of the last three years: *.....[insert]*

- 1.3 Services performed as prime Service Provider on the provision of services of a similar nature over the last three years. Also list details of work under way or committed, including expected completion date.

Project name and country	Name of employer and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

- 1.4 Major items of Equipment and logistics proposed for carrying out the Services. List all information requested below:

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a)			
(b)			

- 1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data.

Position	Name	Years of experience (general)	Years of experience in proposed position
(a)			
(b)			

Initials: _____

1.6 Proposed subcontracts and firms involved.

Sections of the Services	Value of subcontract	Subcontractor (name and address)	Experience in providing similar Services
(a)			
(b)			

1.7 Financial reports for the last three years: balance sheets, profit and loss statements, auditors' reports, Financial Statements etc. List below and attach copies.

1.8 Name, address, and telephone, and facsimile numbers of banks that may provide references if contacted by the Employer.

1.9 Information regarding any litigation, current or within the last three (3) years, in which the Bidder is or has been involved.

Other party(ies)	Cause of dispute	Details of litigation award	Amount involved
(a)			
(b)			

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SECTION III: SCOPE OF SERVICES

SERVICES REQUIRED:

The Roads Authority is seeking for Auctioneering Services to auction redundant, obsolete assets and revolving stock at various Roads Authority offices

Specification:

Under the direct supervision of the Manager: Administration and Shared Services, the Service Provider will be required to do the following:

- Auction Roads Authority redundant, obsolete assets and revolving stock at the various Roads Authority Offices

Completed Documentary should be delivered to:

Roads Authority

Head Office

Erf 8163, Corner of Mandume Ndemufayo Avenue and David Hosea Meroro Road

6th Floor

North Wing

NOTE:

The information and documents provided to you by the Roads Authority remain the property of the Roads Authority and should not be distributed to any third party without prior authorization.

Initials: _____

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/RA-25/2025**

Currency of Quotation: Namibian Dollars

Item No.	Brief Description of Services	Total price charged (including VAT)
A*	B*	C*
1.	Provision of auctioneering services at Keetmanshoop Regional Office	
2	Provision of auctioneering services at Windhoek Regional Office	
3	Provision of auctioneering services at Otjiwarongo Regional Office	
4	Provision of auctioneering services at Rundu Regional Office	
5	Provision of auctioneering services at Ongwediva Regional Office	

Priced Activity Schedule Authorised By:

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

Initials: _____

SECTION V: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), **Ref: NCS-RFQ-RA-25/2025** for the procurement of services (time based) available on the website of the Roads Authority's www.ra.org.na except where modified by the Special Conditions below.

SECTION VI: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/RA-25/2025

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.	The purchaser is: Roads Authority
Site GCC 2.	Roads Authority Regional Offices i.e. Keetmanshoop, Windhoek, Otjiwarongo, Rundu and Ongwediva offices.
Incoterms Edition GCC 3.	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 4.	Any notice shall be sent to the following addresses: For the Roads Authority the address and the contact name shall be: Mr. Eben !Gawaxab !gawaxab@ra.org.na For the Supplier, the address and contact name shall be: _____ _____
Disputes GCC 5.	The rules of procedures for arbitration proceedings shall be within the confinement of the Procurement Act 15 of 2015.
Delivery and Documents GCC 6.	Roads Authority, Corner of Mandume Ndemufayo Avenue and David Hosea Meroro, Head office, Ground floor

Initials: _____

Subject and GCC clause reference	Special Conditions
Price Adjustment GCC 7.	The price charge for the Services performed “shall not” be adjustable.
Terms of Payment GCC 8.	The structure of payments shall be: full payment following delivery of the Service and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 9.	Payments shall be made not later than 30 days after submission of an invoice and its certification by the Employer.
Terms of Payment GCC 10.	The price “shall not be” adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 11.	<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 services received shall be paid no later than thirty (30) days of receipt of the services; 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 Letter issued by the Employer.</p> <p>ii) An interest rate of [0%] is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
Performance Security GCC 12.	N/A
Discharge of Performance Security GCC 13.	N/A
Packing GCC 14.	<p>The packing, marking and documentation within and outside the packages shall be:</p> <p>Ms. N. Pahula</p> <p>Roads Authority Head Office, Corner of Mandume Ndemufayo Avenue and David Hosea Merero, 4th Floor, Northern Wing, Windhoek</p>
Insurance GCC 15.	N/A
Transportation GCC 16.	N/A
Inspection and Test GCC 17.	The inspection and tests shall be at the various Roads Authority Regional Offices
Location of Inspection and Tests GCC 18.	At the various Roads Authority Regional Offices

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Subject and GCC clause reference	Special Conditions
Liquidated Damages GCC 19.	N/A
Warranty GCC 20.	N/A
Repair and Replacement GCC 21.	N/A

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SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/RA-25/2025

Description	Attached	Not Attached
Quotation Letter		
Price Schedule		
Bid Submission Form		
Bid Securing Declaration		
Technical Proposal Form		
Valid and Certified by the commission of oath Registration Certificate copy		
Valid Good standing Tax Certificate (copy/original) Certified by the commission of oath		
Valid Good standing Social Security Certificate (copy/original) Certified by the commission of oath		
Valid and certified by the commission of oath Affirmative Compliance Certificate copy		
Written undertaking as contemplated in section 138 (2) of the Labour Act, 2007		
Three (3) references from previous clients		

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.

Initials: _____