

SAFE ROADS TO PROSPERITY

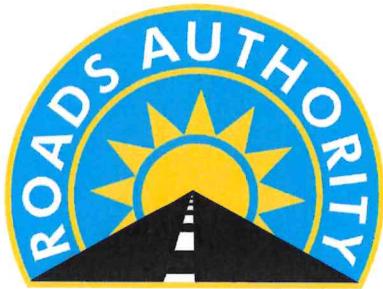
Request for Sealed Quotations For Goods

Supply and Installation of fit vinyl flooring

Procurement Reference No: W/RFQ/RA-14/2025

Cost: FREE

Roads Authority
Private bag 12030
Head Office: C/o Mandume Ndemufayo Avenue and David Meroro Road
03 February 2026



**Roads Authority
Private Bag 12030
Ausspannplatz
Windhoek
NAMIBIA**

Our Ref.: W/RFQ/RA-14/2025

Your Ref.:

Enquiries: Janet Japhta
E-mail: japhtaj@ra.org.na

Letter of Invitation

W/RFQ/RA-14/2025

Tuesday, 03 February 2026

Dear Bidders

Supply and Installation of fit vinyl flooring

The Roads Authority invites eligible Bidders to submit your best quote for the procurement 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. Janet Japhta at japhtaj@ra.org.na

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

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Manager: Procurement and Tender Compliance



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 lot; and
- (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 works 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 Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for 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 (90) days from the date of submission deadline.

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 exercise, 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) 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 initialled by the person signing the bid.
- (j) The procurement is reserved for categories as outlined in section 4, of code of good practice.
- (k) Certified copy of reference letter for previous flooring work done for a period not older than three (3) years from the date the document is issued.

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be **2 (Two) Weeks** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

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 at the back of the envelope.

8. Submission of Quotations

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 24th February2026 at 10H00 am.**

Late quotations will be rejected.

Quotations received by e-mail will not be considered.

Clarifications to be done via email at japhtaj@ra.org.na

9. Opening of Quotations

Quotations will be opened internally by the Roads Authority immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the Bidders and the amount, will be put 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 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 evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation. Given the high volumes of bids received by the Roads Authority during bidding process. The RA has resolved to select a total of six (6) lowest priced 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, additional bids will be selected for evaluation

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

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

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

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

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%	

14. Award of Contract

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

15. 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 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 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 will be rejected]

Quotation Addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders.

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 undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

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 quotation validity.**

Works will commence within _____ [insert number] days from date of issue of Purchase Order/ Letter of Acceptance.

Works 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	

Appendix to Quotation Letter

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

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

Procurement Ref No.:

To: Roads Authority

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.*

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

- Supply 33 square meter of ASPEN Project Range vinyl tiles (Birch Grey)
- Remove carpet, skirting and prepare floor for new installation.
- Install new vinyl flooring and Skirting.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/RA-14/2025

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	QTY	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.	Labour	1			
2.	Material Cost (attach quotation for material)	1			
Subtotal					
VAT @ 15 %					
Total					

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

Priced Activity Schedule Authorised By:

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

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 manufacturer good's meet the local contact 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: _____

1. 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:

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:

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 at this day of 20

Signature of Witness: _____

Full Name of witness:

3. 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:

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 at this day of 20.....

Signature of Witness: _____

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/RA-14/2025

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Supply of Brich Grey vinyl tiles		
2.	Removing of old carpet		
3.	Prepare floor for new installation.		
4.	Install new vinyl flooring and skirting		

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

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
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. W/RFQ/RA-14/2025) available on the website of the Public Entity (www.ra.org.na) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/RA-14/2025

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	<i>Roads Authority</i>
Intended Completion Date GCC	The intended completion date is: within a week
Project Manager GCC 1.1(y)	N/A
Site GCC 1.1(aa)	The Site is located at: Roads Authority, Head office 6 th floor
Start Date GCC 1.1(dd)	The Start Date shall be: PO issued
The Works GCC 1.1(hh)	The Works consist of: Supply and Installation of fit vinyl flooring
Interpretation GCC 2.2	The project will be completed in the following sections: _____
Interpretation GCC2.3	The following additional documents shall form part of the contract: _____
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager may delegate his/her duties.

GCC Clause Reference	Special Conditions
Notices GCC 6	Any notice shall be sent to the following addresses: Janet Japhta japhtaj@ra.org.na 061 284 7358 For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be
Insurance GCC 13.1	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: Not Applicable
Site Date GCC 14.1	N/A
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	Not applicable
GCC 25.3	Not applicable
Defects Liability Period GCC 33.1	The Defects Liability Period is: 180 days.
Payment Certificates GCC 39.7	“ <i>A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor</i> ”.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice.
Adverse weather Conditions GCC 41.1 (l)	Not Applicable
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.

GCC Clause Reference	Special Conditions
Retention GCC 45.	Not applicable
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are <i>[insert rate]</i> per day. N/A
Bonus GCC 47.1	The rate for the Bonus per calendar day is: _____
Advance Payment GCC 48.1	(i) No advance payment shall be made* or
Performance Security GCC 49.1	(i) No Performance Security is required* or

SCHEDULE 2
QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/RA-14/2025

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Confirms Stock Availability		
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		
Reference Letters the similar work previously done with the description of work done		

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.*