

**Safe Roads to Prosperity**

# **Request for Quotations For Non-Consultancy Services**

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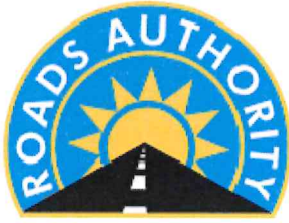
**Removal of Soil, Sand, Gravel and Stones for  
Roads Authority Lab Services Premises for a  
period of 12 months**

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**Procurement Reference No: NCS/RFQ/RA-01/2026**

***Cost: FREE***

Roads Authority  
Private bag 12030  
Head Office: C/o Mandume Ndemufayo Avenue and David Meroro Road  
May 12, 2026



CORNER OF MANDUME NDEMUFAYO  
AVENUE & DAVID HOSEA MERORO ROAD  
SOUTHERN INDUSTRIAL AREA  
WINDHOEK

Our Ref: NCS/RFQ/RA-01/2026

Enquiries: Janet Japhta  
Telephone: +264 61 284 7  
E-mail: [japhtj@ra.org.na](mailto:japhtj@ra.org.na)

Your Ref.:

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### Letter of Invitation

**NCS/RFQ/RA-01/2026**

*12 May 2026*

Dear Bidders,

**Removal of Soil, Sand, Gravel and Stones for Roads Authority Lab Services  
Premises for a period of 12 months**

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](mailto: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, Tender and Compliance**

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **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 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) Split the contract on an item basis or
- (d) reject all quotations at any time prior to contract award.
- (e) To cancel the quotation process

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

### **4. 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 List of Goods and Priced Activity Schedule in Section IV;
- (c) the Specifications and Compliance Sheet / Performance Standards in Section V and any other attachment as deemed appropriate.
- (d) You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet 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.

### **5. Validity of Quotations**

The quotation validity period shall be for **180 days** from the date of submission deadline.

## **6. 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) valid certified copy of the company Registration Certificate which outlines that bidder's principle line of business is in line with this procurement;
- (b) valid original/certified copy of a good Standing Tax Certificate
- (c) 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) 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) Preference will be given to bidder who has an office located in the town where the NaTIS office is situated, or has a 100km or less from the NaTIS office

**NB: *Please note that a valid certified copy of an original document, are also acceptable***

## **7. Bid Securing Declaration**

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

## **8. Delivery**

Delivery shall be within **14-30 Days** after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

The following tests and inspections will be conducted on the goods at delivery:

*Confirmation of the quantity and the quality of the goods. As per attached Specifications*

## **9. Contract Period for Services**

**Once off**

## **10. Documents to be submitted**

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided with customers' reference details. As indicated in the Specifications.

## **11. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number (**NCS/RFQ/RA- 01/2026**) and addressed to the Public Entity with the Bidder's name at the back of the envelope.

## **12. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **Roads Authority, Corner of Mandume Ndemufayo Avenue and David Hosea Merero, Head office, Ground floor in the Bid Box not later than 20<sup>th</sup> May 2026 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](mailto:japhtaj@ra.org.na)

## **13. Opening of Quotations**

## 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:	
Procurement Reference Number:	
Subject matter of Procurement:	

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: 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 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 *[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.

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	
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.:** NCS/RFQ/RA-14/2025

**To:** Roads Authority, Windhoek

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 / appropriat**



**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.

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:

Use the Margin of Preference guide on pages 7 and 8 to complete this part.

- 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
<b>Total Share</b>							

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

Sworn/afriemd before me at .....this..... day of .....20.....

Signature of Witness: \_\_\_\_\_

Full Name of witness: \_\_\_\_\_

**3. Supplier providing environmental protection declaration in terms of paragraph 9(3) and Annexure 6 of the Code of Good Practice**

I/We declare under oath that the company deals with environmental protection and the following are programs that are initiated to protect the environment, maintain ecosystem and sustainable use of natural resources.

No	Name of program	Purpose of Program(e to protect the environment/maintain ecosystem/sustainable use of natural resources, reducing of carbon print)

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: \_\_\_\_\_

**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/afriemd before me at .....this..... day of .....20.....

Signature of Witness: \_\_\_\_\_

Full Name of witness: \_\_\_\_\_

### **SECTION III: SCOPE OF SERVICE**

#### **Removal of Soil, Sand, Gravel and Stones for Roads Authority Lab Services Premises for a period of 12 months**

- The waste is in the form of stones, soil, sand and gravels
- Placing a skip at the Laboratory waste site, Erf 2213, 2 Galilei street old Intercape Building, Aussspannpaltz where waste can be dumped.
- Remove the waste currently filled up the dumping area at the Lab Premises
- Remove waste every 3<sup>rd</sup> month or whenever the skip is full.



## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/RA-01/2026**

*[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].*

**Currency of Quotation: Namibian Dollars**

**Roads Authority, Laboratory services**

1	Brief Description of G	Qty.	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Removal of Soil, Sand, Gravel and Stones for 12 months	1	Ea.		
2.	Removal of current waste	1	Ea.		
3.	Placing of skip	1	Ea.		
4.	Removal of waste every 3 <sup>rd</sup> month or whenever the skip is full	1	Ea.		
<b>SUBTOTAL</b>					
<b>VAT @ 15%</b>					
<b>TOTAL</b>					

**Priced Activity Schedule Authorised By:**

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

**SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET**

Procurement Reference Number: **NCS/RFQ/RA-01/2026**

*[Bidders should complete columns C and D with the specifications and Performance standards of the services 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance / Deviation (if applicable)
A*	B*	C	D
1.	AS PER SECTION III		
2.	DELIVERY PERIOD WITHIN <b>14-30 Days</b>		

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

**Specifications and Performance Standard Compliance Sheet Authorised by:**

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

## **SECTION VI: 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-TB/RFQ-GCC** for the procurement of services (time based) available on the website of the Roads Authority's [www.ra.org.na](http://www.ra.org.na) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

**Procurement Reference Number: NCS/RFQ/RA-01/2026**

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: <b>Roads Authority</b>
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the service is: <b>Roads Authority, erf 2213,2 Galilei street Laboratory services, opposite the police headquarter, Ausspannplatz</b>
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For the Roads Authority the address and the contact name shall be: Soini Sheya <a href="mailto:japhtaj@ra.org.na">japhtaj@ra.org.na</a> 061 284 7358 For the Supplier, the address and contact name shall be: _____
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:_____
<b>Delivery and Documents GCC 13.1</b>	The Goods are to be delivered on the date set by the user division from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: Signed ned delivery note;
<b>Price Adjustment GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed "shall not" be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
<b>Terms of Payment GCC 16.1</b>	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
<b>Terms of Payment GCC 16.3</b>	Payments shall be made not later than 30 days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment GCC 16.4 (a)</b>	The price "shall not be" adjustable to the fluctuation in the rate of exchange.

Subject and GCC clause reference	Special Conditions
<b>Payment Period</b> <b>GCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> 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 [0%] is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
<b>Performance Security</b> <b>GCC 18.1</b>	N/A
<b>Discharge of Performance Security</b> <b>GCC 18.4</b>	N/A
<b>Packing</b> <b>GCC 23.2</b>	<p>The packing, marking and documentation within and outside the packages shall be:</p> <p><b>Roads Authority, erf 2213,2 Galilei Street Laboratory services, opposite the police headquarter, Ausspannplatz</b></p>
<b>Insurance</b> <b>GCC 24.1</b>	N/A
<b>Transportation</b> <b>GCC 25</b>	<p>The Goods / Service shall be delivered:</p> <p><b>Roads Authority, erf 2213,2 Galilei street Laboratory services, opposite the police headquarter, Ausspannplatz</b></p>
<b>Inspection and Test</b> <b>GCC 26.1</b>	<p>The inspection and tests shall be: on delivery note, by checking the quantity and quality of the items OR service being delivered.</p> <p><b>Roads Authority, erf 2213,2 Galilei street Laboratory services, opposite the police headquarter, Ausspannplatz</b></p>
<b>Location of Inspection and Tests</b> <b>GCC 26.2</b>	<p>The inspections and tests shall be conducted at:</p> <p><b>Roads Authority, erf 2213,2 Galilei street Laboratory services, opposite the police headquarter, Ausspannplatz</b></p>
<b>Liquidated Damages</b> <b>GCC 27.1</b>	N/A
<b>Warranty</b> <b>GCC 28.3</b>	<p>The period of validity of the warranty shall be: 365 day(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>[insert names(s) of location(s)]</i></p>

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: Immediate

## QUOTATION CHECKLIST

Procurement Reference No.: NCS/RFQ/RA-01/2026

Description	Attached	Not Attached
Quotation Letter		
List of Services and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
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		
Minimum of two references letters for the similar 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.