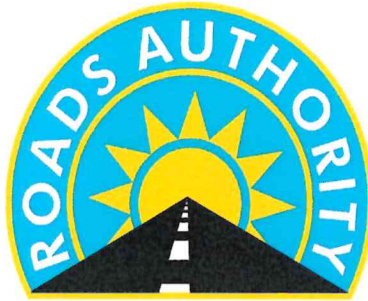




SAFE ROADS TO PROSPERITY

Request for Sealed Quotations For Goods

**Supply and Delivery of stationery for a period of 12
months for Regional NaTIS offices**

Procurement Reference No: G/RFQ/RA-21/2026

Cost: FREE

Roads Authority

Private bag 12030

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

31 July 2026



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

Our Ref.: G/RFQ/RA-21/2026

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

Your Ref.:

Letter of Invitation

G/RFQ/RA-21/2026

Friday, 31 July 2026

Dear Bidder,

Request for Quotations for Supply and Delivery of stationery for a period of 12 months for Regional NaTIS offices

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 item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 60 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) Fitness certificate from municipalities where bidder is operating from (Lot will only be allocated to bidder who prove they are operational within the lots indicated in section IV)

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be within **365days / 12 months period** after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

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

- Confirmation of the quantity and the quality of the goods.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Tender Box located at **Roads Authority, Corner of Mandume Ndemufayo Avenue and David Hosea Meroro, Head office, Ground floor, Windhoek in the Tender Box not later than 2nd September 2026 at 10H00**

Late quotations will be rejected.

Quotations received by e-mail will not be considered

Clarifications to be done via email only 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 instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Roads Authority 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 price, 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. Unit rates provided by bidders shall be used for price evaluation comparison only.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Roads Authority's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12.Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13.Margin of Preference

N/A

14.Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15.Notification of Award and Debriefing

The Roads Authority 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 seven (7) days. Furthermore, the Roads Authority shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

16.Advanced payment

Advance payment is not applicable.

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 Price list 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 supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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: Instruction 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 to disqualification on the grounds mentioned in the BD.

The validity period of the Quotation is days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No.	Date

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*

**LOT 1: ROADS AUTHORITY,
Central region**

Section III: List of Goods and Price Schedule

Procurement Ref No: G/RFQ/RA- 09/2026

INSTRUCTIONS TO BIDDERS									
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	A4 Rotatrim White paper	2650	Box.						
2.	Red Crystal Bic Pens	150	Box.						
3.	Black Crystal Bic Pens	200	Box.						
4.	Green Crystal Bic Pens	60	Box.						
5.	Red Permanent Markers	200	Pack.						
6.	Black Permanent Markers	200	Pack.						
7.	Pencils (6B)	250	Pack.						
8.	Staples (26/6)	450	Box.						

9.	Staples (26/8)	100	Box.							
10.	Cellotape (Musking Tape)	100	Rolls.							
11.	Lever arch files	300	Ea.							
12.	Paper Clips (55 mm)	80	Box.							
13.	Envelopes(C4)	45	Box.							
14.	Envelopes(C3)	350	Box.							
15.	A4 Cardboard 3-flap folder	200	Box.							
16.	Scissors	150	Ea.							
17.	White board markers (Pack)	200	Ea.							
18.	Attendance Register books	50	Books.							
19.	Cube Refills (800 sheets, white)	80	Ea.							
20.	A4 Folded storage boxes	1000	Box.							
21.	A3 Archive storage boxes	500	Box.							
22.	A3 Archive storage lids	500	Lids.							
23.	AAA Batteries	250	Pack.							
24.	AA Batteries	250	Pack.							
25.	Rechargeable Batteries AAA	80	Ea.							
26.	Money box seals (Metal barcoded) (100)	3000	Ea.							
27.	Cash drop Bags (22*22cm) (1000)	1500	Ea.							
28.	Archive seals (Metal or Plastic)	600	Ea.							

29.	Archive Labels	300	Ea.						
30.	Ruler 30cm	200	Ea.						
31.	Pentel Metal Tip 0.7mm ball energe! Black	130	Ea.						
32.	Pentel Metal Tip 0.7mm ball energe! Red	50	Ea.						
33.	Pentel Metal Tip 0.7mm ball energe! Green	50	Ea.						
34.	Erasers (White x 20 pp)	300	Ea.						
35.	Pritt 85g	25	Ea.						
36.	Desk Calculators (CASIO)	100	Ea.						
37.	Staplers (Kangaro DS-425) with staple remover	140	Ea.						
38.	Correction Pen (Fine Point) (Metal Tip)	70	Ea.						
39.	Highlighter sets	200	Pack.						
40.	A4 192 Pages hardcover books	250	Ea.						
41.	A4 Exam pad	30	Ea.						
42.	A4 3-tier Metal Desk tray	20	Ea.						
43.	Rubber bands No.18 100g	210	Pack.						
44.	Rubber bands No.34 100g	258	Pack.						
45.	Pencil Sharpeners single hole metal	100	Ea.						
46.	Bulldog Clips (51mm)	80	Box.						
47.	Packaging tape (100m) 48 mmx 100m clear	145	Ea.						
48.	Clipboard A4 (Wood Brown)	121	Ea.						

49.	Staple remover	85	Ea.						
50.	Staple pins (Heavy duty 23/13)	229	Ea.						
51.	White Board markers with a magnetic eraser	30	Pack.						
52.	Rotatrim A3 Copy paper	25	Box.						
53.	12 Digits calculators	67	Ea.						
54.	Arch files (Blue color)	100	Ea.						
55.	Staplers (24/6,24/8,26/6,26/8)-DS435) medium	60	Box.						
56.	Filling boxes small	250	Box.						
57.	Gel Ink red pens	14	Pack.						
58.	Gel ink blue pen	14	Pack.						
59.	A4 Counter Books 288 pages	20	Box.						
60.	Packaging Tape (100m) 48mmx100m brown	70	Ea.						
61.	Big White board magnetic erasers	20	Ea.						
62.	Prime line self-adhesive notes cubes	115	Ea.						
63.	Rubber band no. 19	152	Pack.						
64.	Mpact storage tray & lid uprinted	100	Box.						
65.	Small Hole punch	35	Ea.						
66.	Trays for incoming and outgoing mails	12	Ea.						
67.	Acetone 250.ml bottles for setting on barcodes	22	Ea.						
68.	Sign here stickers	38	Pack.						

69.	Rexel shredder bottle oil 250 ml	20	Ea.						
70.	Binder crip size 41mm, 32 mm, 25mm, 19mm	10 (boxes per size)	Box.						
71.	Finger cones size 0, 1, 2	25 boxes per size	Box.						
72.	Wireless mouse	8	Ea.						
73.	Rubber band no. 32	130	Pack.						
74.	Desk Pens	92	Ea.						
75.	A4 Blue Quotation folders	48	Ea.						
76.	Prit Glue Stick 43g	50	Ea.						
77.	Prit Wood glue 100ml	15	Ea.						
78.	Endorsing ink black	50	Ea.						
79.	Rubber bands assorted 65mm, 100mg	25	Packs.						
80.	Black Counter book 96 pages A4	50	Ea.						
81.	White Chalk	10	Box.						
82.	Storage boxes (255mmx330mmx460mm) with lid	750	Box.						
83.	Plastic clear contact paper roll self-adhesive-5m adhesive	30	Ea.						
84.	A4 Archive filing boxes	150	Box						
85.	Self-Adhesive Neon Notes	150	Ea.						

86.	Double sided heavy duty tape	30	Ea.						
87.	Stand-up stapler	30	Ea.						
88.	5-way Multi plug	5	Ea.						
89.	Mouse pads black	6	Ea.						
90.	Paper cube holder black mesh steel	6	Ea.						
91.	Mesh Back supports - Professional series	20	Ea.						
92.	Mesh Letter tray 3 tier	4	Ea.						
93.	Laptop riser	6	Ea.						
94.	Antibacterial wet wipes 400pcs Sanitizer Wipes	5	Tub.						
95.	Blue medium Finger cones	5	Pack.						
96.	Staple pins (24/6,24/8,)	20	Box.						
97.	Rubber bands 1kg./100g No. 16	50	Pack						
98.	9-way multi plug adapter	18	Ea.						
99.	Black refuse bags large	2	Pack.						
100.	Blue Crystal pens	17	Pack.						
101.	4-way multiplug adapter	2	Ea.						
102.	Black Stamp pad Ink-30ml Box of 20	1	Box.						
103.	Prestik/ Bostic	31	Packs.						
104.	Permanent Markers Blue-Pilot Fine/ Bullet	3	Box.						
105.	Staple pins for a normal standard stapler	10	Box.						

106.	Counter books A4 288 pages	10	Ea.						
107.	Memo Cubes Holder (800 sheets, Rainbow)	20	Pack.						
108.	Superb Kulspetspenna BK 0.7mm pen black	5	Box.						
109.	Roller Energel 0.5mm Needle black	20	Box.						
110.	Env 324*229 manila simply	10	Box.						
111.	Ark file 70MM PP	2000	Ea.						
112.	Gem clip giant silver 50mm Tub 100	100	Ea.						
113.	Gem clip giant silver 33mm Tub 100	100	Ea.						
114.	Folder file 3Flap brown color	3000	Ea.						
115.	Giant Staplers black color	4	Ea.						
116.	Office stamps	10	Ea.						
117.	Alpha Acetone 500 ml Bottles	10	Ea.						
118.	A4 Document folders clear	50	Ea.						
119.	Plastic Dust Bin large with lid	2	Ea.						
120.	Office Dust Bin	10	Ea.						
121.	Stapler heavy duties	3	Ea.						
122.	File pockets	5	Pack.						
123.	Twine string/ cotton	5	Ea.						
124.	Flag ropes (11m)	15	Ea.						
125.	5 Piece stainless steel desk organiser set foska - Durable Mesh	1	Ea.						

146.	Toners/Cartridges (assorted colours) series HP	8	Ea.						
147.	File dividers A4	12	Pack.						
148.	Colour copy paper A4	6	Box.						
149.	Date stamps	6	Ea.						
150.	Toners/Cartridges (different colours) 952 series HP	12	Pack						
151.	Glue stick 36g	30	Ea.						
152.	Circulation files (Croxley blue presentation folders)	100	Ea.						
153.	Keyholders	30	Ea.						
153.	Delivery Cost: Should be delivered on request from different NaTIS office in lot 1			Grand total (Inclusive of VAT)					
NAME:		POSITION:		SIGNATURE		DATE			
NAME OF BIDDER:									

**LOT 2: ROADS AUTHORITY,
Western region**

**LOT 2: ROADS AUTHORITY,
Western region**

INSTRUCTIONS TO BIDDERS									
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]			Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) - If an equivalent is quoted, please attach to your quote appropriate technical information & specification - Bidders shall fill in and sign the bottom section of this page						
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	A4 Rotatrim White paper	2650	Box.						
2.	Red Crystal Bic Pens	150	Box.						
3.	Black Crystal Bic Pens	200	Box.						
4.	Green Crystal Bic Pens	60	Box.						
5.	Red Permanent Markers	200	Pack.						
6.	Black Permanent Markers	200	Pack.						
7.	Pencils (6B)	250	Pack.						
8.	Staples (26/6)	450	Box.						

9.	Staples (26/8)	100	Box.						
10.	Cellotape (Musking Tape)	100	Rolls.						
11.	Lever arch files	300	Ea.						
12.	Paper Clips (55 mm)	80	Box.						
13.	Envelopes(C4)	45	Box.						
14.	Envelopes(C3)	350	Box.						
15.	A4 Cardboard 3-flap folder	200	Box.						
16.	Scissors	150	Ea.						
17.	White board markers (Pack)	200	Ea.						
18.	Attendance Register books	50	Books.						
19.	Cube Refills (800 sheets, white)	80	Ea.						
20.	A4 Folded storage boxes	1000	Box.						
21.	A3 Archive storage boxes	500	Box.						
22.	A3 Archive storage lids	500	Lids.						
23.	AAA Batteries	250	Pack.						
24.	AA Batteries	250	Pack.						
25.	Rechargeable Batteries AAA	80	Ea.						
26.	Money box seals (Metal barcoded) (100)	3000	Ea.						
27.	Cash drop Bags (22*22cm) (1000)	1500	Ea.						
28.	Archive seals (Metal or Plastic)	600	Ea.						

29.	Archive Labels	300	Ea.						
30.	Ruler 30cm	200	Ea.						
31.	Pentel Metal Tip 0.7mm ball energel Black	130	Ea.						
32.	Pentel Metal Tip 0.7mm ball energel Red	50	Ea.						
33.	Pentel Metal Tip 0.7mm ball energel Green	50	Ea.						
34.	Erasers (White x 20 pp)	300	Ea.						
35.	Pritt 85g	25	Ea.						
36.	Desk Calculators (CASIO)	100	Ea.						
37.	Staplers (Kangaro DS-425) with staple remover	140	Ea.						
38.	Correction Pen (Fine Point) (Metal Tip)	70	Ea.						
39.	Highlighter sets	200	Pack.						
40.	A4 192 Pages hardcover books	250	Ea.						
41.	A4 Exam pad	30	Ea.						
42.	A4 3-tier Metal Desk tray	20	Ea.						
43.	Rubber bands No.18 100g	210	Pack.						
44.	Rubber bands No.34 100g	258	Pack.						
45.	Pencil Sharpeners single hole metal	100	Ea.						
46.	Bulldog Clips (51mm)	80	Box.						
47.	Packaging tape (100m) 48 mmx 100m clear	145	Ea.						
48.	Clipboard A4 (Wood Brown)	121	Ea.						

49.	Staple remover	85	Ea.						
50.	Staple pins (Heavy duty 23/13)	229	Ea.						
51.	White Board markers with a magnetic eraser	30	Pack.						
52.	Rotatrim A3 Copy paper	25	Box.						
53.	12 Digits calculators	67	Ea.						
54.	Arch files (Blue color)	100	Ea.						
55.	Staplers (24/6,24/8,26/6,26/8)-DS435) medium	60	Box.						
56.	Filling boxes small	250	Box.						
57.	Gel Ink red pens	14	Pack.						
58.	Gel ink blue pen	14	Pack.						
59.	A4 Counter Books 288 pages	20	Box.						
60.	Packaging Tape (100m) 48mmx100m brown	70	Ea.						
61.	Big White board magnetic erasers	20	Ea.						
62.	Prime line self-adhesive notes cubes	115	Ea.						
63.	Rubber band no. 19	152	Pack.						
64.	Mpact storage tray & lid uprinted	100	Box.						
65.	Small Hole punch	35	Ea.						
66.	Trays for incoming and outgoing mails	12	Ea.						
67.	Acetone 250.ml bottles for setting on barcodes	22	Ea.						
68.	Sign here stickers	38	Box.						

69.	Rexel shredder bottle oil 250 ml	20	Ea.						
70.	Binder clip size 41mm, 32 mm, 25mm, 19mm	10 (boxes per size)	Box.						
71.	Finger cones size 0, 1, 2	25 boxes per size	Box.						
72.	Wireless mouse	8	Ea.						
73.	Rubber band no. 32	130	Pack.						
74.	Desk Pens	92	Ea.						
75.	A4 Blue Quotation folders	48	Ea.						
76.	Prit Glue Stick 43g	50	Ea.						
77.	Prit Wood glue 100ml	15	Ea.						
78.	Endorsing ink black	50	Ea.						
79.	Rubber bands assorted 65mm, 100mg	25	Packs.						
80.	Black Counter book 96 pages A4	50	Ea.						
81.	White Chalk	10	Box.						
82.	Storage boxes (255mmx330mmx460mm) with lid	750	Box.						
83.	Plastic clear contact paper roll self-adhesive-5m adhesive	30	Ea.						
84.	A4 Archive filing boxes	150	Box						
85.	Self-Adhesive Neon Notes	150	Ea.						

86.	Double sided heavy duty tape	30	Ea.					
87.	Stand-up stapler	30	Ea.					
88.	5-way Multi plug	5	Ea.					
89.	Mouse pads black	6	Ea.					
90.	Paper cube holder black mesh steel	6	Ea.					
91.	Mesh Back supports - Professional series	20	Ea.					
92.	Mesh Letter tray 3 tier	4	Ea.					
93.	Laptop riser	6	Ea.					
94.	Antibacterial wet wipes 400pcs Sanitizer Wipes	5	Tub.					
95.	Blue medium Finger cones	5	Pack.					
96.	Staple pins (24/6,24/8,)	20	Box.					
97.	Rubber bands 1kg./100g No. 16	50	Pack					
98.	9-way multi plug adapter	18	Ea.					
99.	Black refuse bags large	2	Pack.					
100.	Blue Crystal pens	17	Pack.					
101.	4-way multiplug adapter	2	Ea.					
102.	Black Stamp pad Ink-30ml Box of 20	1	Box.					
103.	Prestik/ Bostic	31	Packs.					
104.	Permanent Markers Blue-Pilot Fine/ Bullet	3	Box.					
105.	Staple pins for a normal standard stapler	10	Box.					

106.	Counter books A4 288 pages	10	Ea.						
107.	Memo Cubes Holder (800 sheets, Rainbow)	20	Pack.						
108.	Superb Kulspetspenna BK 0.7mm pen black	5	Box.						
109.	Roller Energel 0.5mm Needle black	20	Box.						
110.	Env 324*229 manila simply	10	Box.						
111.	Ark file 70MM PP	2000	Ea.						
112.	Gem clip giant silver 50mm Tub 100	100	Ea.						
113.	Gem clip giant silver 33mm Tub 100	100	Ea.						
114.	Folder file 3Flap brown color	3000	Ea.						
115.	Giant Staplers black color	4	Ea.						
116.	Office stamps	10	Ea.						
117.	Alpha Acetone 500 ml Bottles	10	Ea.						
118.	A4 Document folders clear	50	Ea.						
119.	Plastic Dust Bin large with lid	2	Ea.						
120.	Office Dust Bin	10	Ea.						
121.	Stapler heavy duties	3	Ea.						
122.	File pockets	5	Pack.						
123.	Twine string/ cotton	5	Ea.						
124.	Flag ropes (11m)	15	Ea.						
125.	5 Piece stainless steel desk organiser set foska - Durable Mesh	1	Ea.						

146.	Toners/Cartridges (assorted colours) series HP	8	Ea.						
147.	File dividers A4	12	Pack.						
148.	Colour copy paper A4	6	Box.						
149.	Date stamps	6	Ea.						
150.	Toners/Cartridges (different colours) 952 series HP	12	Pack						
151.	Glue stick 36g	30	Ea.						
152.	Circulation files (Croxley blue presentation folders)	100	Ea.						
153.	Keyholders	30	Ea.						
153.	Delivery Cost: Should be delivered on request from different NaTIS office in lot 1			Grand total (Inclusive of VAT)					
NAME:		POSITION:		SIGNATURE		DATE			
NAME OF BIDDER:									

**LOT 3: ROADS AUTHORITY,
Northern Region**

INSTRUCTIONS TO BIDDERS									
Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) - If an equivalent is quoted, please attach to your quote appropriate technical information & specification - Bidders shall fill in and sign the bottom section of this page									
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	A4 Rotatrim White paper	2650	Box.						
2.	Red Crystal Bic Pens	150	Box.						
3.	Black Crystal Bic Pens	200	Box.						
4.	Green Crystal Bic Pens	60	Box.						
5.	Red Permanent Markers	200	Pack.						
6.	Black Permanent Markers	200	Pack.						
7.	Pencils (6B)	250	Pack.						
8.	Staples (26/6)	450	Box.						

9.	Staples (26/8)	100	Box.						
10.	Cellotape (Musking Tape)	100	Rolls.						
11.	Lever arch files	300	Ea.						
12.	Paper Clips (55 mm)	80	Box.						
13.	Envelopes(C4)	45	Box.						
14.	Envelopes(C3)	350	Box.						
15.	A4 Cardboard 3-flap folder	200	Box.						
16.	Scissors	150	Ea.						
17.	White board markers (Pack)	200	Ea.						
18.	Attendance Register books	50	Books.						
19.	Cube Refills (800 sheets, white)	80	Ea.						
20.	A4 Folded storage boxes	1000	Box.						
21.	A3 Archive storage boxes	500	Box.						
22.	A3 Archive storage lids	500	Lids.						
23.	AAA Batteries	250	Pack.						
24.	AA Batteries	250	Pack.						
25.	Rechargeable Batteries AAA	80	Ea.						
26.	Money box seals (Metal barcoded) (100)	3000	Ea.						
27.	Cash drop Bags (22*22cm) (1000)	1500	Ea.						
28.	Archive seals (Metal or Plastic)	600	Ea.						

29.	Archive Labels	300	Ea.						
30.	Ruler 30cm	200	Ea.						
31.	Pentel Metal Tip 0.7mm ball energel Black	130	Ea.						
32.	Pentel Metal Tip 0.7mm ball energel Red	50	Ea.						
33.	Pentel Metal Tip 0.7mm ball energel Green	50	Ea.						
34.	Erasers (White x 20 pp)	300	Ea.						
35.	Pritt 85g	25	Ea.						
36.	Desk Calculators (CASIO)	100	Ea.						
37.	Staplers (Kangaro DS-425) with staple remover	140	Ea.						
38.	Correction Pen (Fine Point) (Metal Tip)	70	Ea.						
39.	Highlighter sets	200	Pack.						
40.	A4 192 Pages hardcover books	250	Ea.						
41.	A4 Exam pad	30	Ea.						
42.	A4 3-tier Metal Desk tray	20	Ea.						
43.	Rubber bands No.18 100g	210	Pack.						
44.	Rubber bands No.34 100g	258	Pack.						
45.	Pencil Sharpeners single hole metal	100	Ea.						
46.	Bulldog Clips (51mm)	80	Box.						
47.	Packaging tape (100m) 48 mmx 100m clear	145	Ea.						
48.	Clipboard A4 (Wood Brown)	121	Ea.						

49.	Staple remover	85	Ea.						
50.	Staple pins (Heavy duty 23/13)	229	Ea.						
51.	White Board markers with a magnetic eraser	30	Pack.						
52.	Rotatrim A3 Copy paper	25	Box.						
53.	12 Digits calculators	67	Ea.						
54.	Arch files (Blue color)	100	Ea.						
55.	Staplers (24/6,24/8,26/6,26/8)-DS435) medium	60	Box.						
56.	Filling boxes small	250	Box.						
57.	Gel Ink red pens	14	Pack.						
58.	Gel ink blue pen	14	Pack.						
59.	A4 Counter Books 288 pages	20	Box.						
60.	Packaging Tape (100m) 48mmx100m brown	70	Ea.						
61.	Big White board magnetic erasers	20	Ea.						
62.	Prime line self-adhesive notes cubes	115	Ea.						
63.	Rubber band no. 19	152	Pack.						
64.	Mpact storage tray & lid uprinted	100	Box.						
65.	Small Hole punch	35	Ea.						
66.	Trays for incoming and outgoing mails	12	Ea.						
67.	Acetone 250.ml bottles for setting on barcodes	22	Ea.						
68.	Sign here stickers	38	Box.						

69.	Rexel shredder bottle oil 250 ml	20	Ea.						
70.	Binder crip size 41mm, 32 mm, 25mm, 19mm	10 (boxes per size)	Box.						
71.	Finger cones size 0, 1, 2	25 boxes per size	Box.						
72.	Wireless mouse	8	Ea.						
73.	Rubber band no. 32	130	Pack.						
74.	Desk Pens	92	Ea.						
75.	A4 Blue Quotation folders	48	Ea.						
76.	Prit Glue Stick 43g	50	Ea.						
77.	Prit Wood glue 100ml	15	Ea.						
78.	Endorsing ink black	50	Ea.						
79.	Rubber bands assorted 65mm, 100mg	25	Packs.						
80.	Black Counter book 96 pages A4	50	Ea.						
81.	White Chalk	10	Box.						
82.	Storage boxes (255mmx330mmx460mm) with lid	750	Box.						
83.	Plastic clear contact paper roll self-adhesive-5m adhesive	30	Ea.						
84.	A4 Archive filing boxes	150	Box						
85.	Self-Adhesive Neon Notes	150	Ea.						

86.	Double-sided heavy-duty tape	30	Ea.						
87.	Stand-up stapler	30	Ea.						
88.	5-way Multi plug	5	Ea.						
89.	Mouse pads black	6	Ea.						
90.	Paper cube holder black mesh steel	6	Ea.						
91.	Mesh Back supports - Professional series	20	Ea.						
92.	Mesh Letter tray 3 tier	4	Ea.						
93.	Laptop riser	6	Ea.						
94.	Antibacterial wet wipes 400pcs Sanitizer Wipes	5	Tub.						
95.	Blue medium Finger cones	5	Pack.						
96.	Staple pins (24/6,24/8,)	20	Box.						
97.	Rubber bands 1kg./100g No. 16	50	Pack						
98.	9-way multi plug adapter	18	Ea.						
99.	Black refuse bags large	2	Pack.						
100.	Blue Crystal pens	17	Pack.						
101.	4-way multiplug adapter	2	Ea.						
102.	Black Stamp pad Ink-30ml Box of 20	1	Box.						
103.	Prestik/ Bostic	31	Packs.						
104.	Permanent Markers Blue-Pilot Fine/ Bullet	3	Box.						
105.	Staple pins for a normal standard stapler	10	Box.						

106.	Counter books A4 288 pages	10	Ea.
107.	Memo Cubes Holder (800 sheets, Rainbow)	20	Pack.
108.	Superb Kulspetspenna BK 0.7mm pen black	5	Box.
109.	Roller Energel 0.5mm Needle black	20	Box.
110.	Env 324*229 manila simply	10	Box.
111.	Ark file 70MM PP	2000	Ea.
112.	Gem clip giant silver 50mm Tub 100	100	Ea.
113.	Gem clip giant silver 33mm Tub 100	100	Ea.
114.	Folder file 3Flap brown color	3000	Ea.
115.	Giant Staplers black color	4	Ea.
116.	Office stamps	10	Ea.
117.	Alpha Acetone 500 ml Bottles	10	Ea.
118.	A4 Document folders clear	50	Ea.
119.	Plastic Dust Bin large with lid	2	Ea.
120.	Office Dust Bin	10	Ea.
121.	Stapler heavy duties	3	Ea.
122.	File pockets	5	Pack.
123.	Twine string/ cotton	5	Ea.
124.	Flag ropes (11m)	15	Ea.
125.	5 Piece stainless steel desk organiser set foska - Durable Mesh	1	Ea.

126.	Printer and Scanner	1	Ea.						
127.	Paper Shredder heavy duty	1	Ea.						
128.	Hard Bound Box Files	10	Ea.						
129.	Large Filling Boxes and Lids White Board	30	Box.						
130.	White Board	5	Ea.						
131.	White Board Dusters	6	Ea.						
132.	Paper Clips Large	50	Ea.						
133.	Paper Clips Medium	50	Box.						
134.	Ball Pen Desk Set Black	8	Ea.						
135.	Official Stamps	30	Ea.						
136.	Butterfly Quotation FOLDER A4 PVC 180mic (BOP004) *1670302	100	Ea.						
137.	Document frame A4	25	Ea.						
138.	Bantex Paper clips metal 50mm	10	Ea.						
139.	Card Dividers with Alphabetic Labels	20	Pack.						
140.	Plastic Pen Holders Blue	5	Ea.						
141.	Screen cleaning wipes 100pcs	5	Tubs.						
142.	Kangaroo PUNCH Black 2 Hole 36 Sheets DP720)*444956*	5	Ea.						
143.	PrimeLine PUNCH Metal 2 Hole 16 Page	5	Ea.						
144.	Fold back clips 55mm	10	Box.						
145.	Rexel shredder oil (250 ml)	14	Ea.						

146.	Toners/Cartridges (assorted colours) series HP	8	Ea.						
147.	File dividers A4	12	Pack.						
148.	Colour copy paper A4	6	Box.						
149.	Date stamps	6	Ea.						
150.	Toners/Cartridges (different colours) 952 series HP	12	Pack						
151.	Glue stick 36g	30	Ea.						
152.	Circulation files (Croxley blue presentation folders)	100	Ea.						
153.	Keyholders	30	Ea.						
153.	Delivery Cost: Should be delivered on request from different NaTIS office in lot 1			Grand total (Inclusive of VAT)					
NAME:		POSITION:		SIGNATURE		DATE			
NAME OF BIDDER:									

Section III: List of Goods and Price Schedule

**LOT 4: ROADS AUTHORITY,
North -East Region**

Procurement Ref No: G/RFQ/RA- 21/2026

A		B	C	D	E	F	G	H	I	INSTRUCTIONS TO BIDDERS	
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]										Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) - If an equivalent is quoted, please attach to your quote appropriate technical information & specification - Bidders shall fill in and sign the bottom section of this page	
Item no.	Description of Goods	Quantity required	Unit of measure		*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin	
1.	A4 Rotatrim White paper	2650	Box.								
2.	Red Crystal Bic Pens	150	Box.								
3.	Black Crystal Bic Pens	200	Box.								
4.	Green Crystal Bic Pens	60	Box.								
5.	Red Permanent Markers	200	Pack.								
6.	Black Permanent Markers	200	Pack.								
7.	Pencils (6B)	250	Pack.								
8.	Staples (26/6)	450	Box.								

9.	Staples (26/8)	100	Box.						
10.	Cellotape (Musking Tape)	100	Rolls.						
11.	Lever arch files	300	Ea.						
12.	Paper Clips (55 mm)	80	Box.						
13.	Envelopes(C4)	45	Box.						
14.	Envelopes(C3)	350	Box.						
15.	A4 Cardboard 3-flap folder	200	Ea.						
16.	Scissors	150	Ea.						
17.	White board markers (Pack)	200	Ea.						
18.	Attendance Register books	50	Books.						
19.	Cube Refills (800 sheets, white)	80	Ea.						
20.	A4 Folded storage boxes	1000	Box.						
21.	A3 Archive storage boxes	500	Box.						
22.	A3 Archive storage lids	500	Lids.						
23.	AAA Batteries	250	Pack.						
24.	AA Batteries	250	Pack.						
25.	Rechargeable Batteries AAA	80	Ea.						
26.	Money box seals (Metal barcoded) (100)	3000	Ea.						
27.	Cash drop Bags (22*22cm) (1000)	1500	Ea.						
28.	Archive seals (Metal or Plastic)	600	Ea.						

29.	Archive Labels	300	Ea.						
30.	Ruler 30cm	200	Ea.						
31.	Pentel Metal Tip 0.7mm ball energel Black	130	Ea.						
32.	Pentel Metal Tip 0.7mm ball energel Red	50	Ea.						
33.	Pentel Metal Tip 0.7mm ball energel Green	50	Ea.						
34.	Erasers (White x 20 pp)	300	Ea.						
35.	Pritt 85g	25	Ea.						
36.	Desk Calculators (CASIO)	100	Ea.						
37.	Staplers (Kangaro DS-425) with staple remover	140	Ea.						
38.	Correction Pen (Fine Point) (Metal Tip)	70	Ea.						
39.	Highlighter sets	200	Pack.						
40.	A4 192 Pages hardcover books	250	Ea.						
41.	A4 Exam pad	30	Ea.						
42.	A4 3-tier Metal Desk tray	20	Ea.						
43.	Rubber bands No.18 100g	210	Pack.						
44.	Rubber bands No.34 100g	258	Pack.						
45.	Pencil Sharpeners single hole metal	100	Ea.						
46.	Bulldog Clips (51mm)	80	Box.						
47.	Packaging tape (100m) 48 mmx 100m clear	145	Ea.						
48.	Clipboard A4 (Wood Brown)	121	Ea.						

49.	Staple remover	85	Ea.						
50.	Staple pins (Heavy duty 23/13)	229	Ea.						
51.	White Board markers with a magnetic eraser	30	Pack.						
52.	Rotatrim A3 Copy paper	25	Box.						
53.	12 Digits calculators	67	Ea.						
54.	Arch files (Blue color)	100	Ea.						
55.	Staplers (24/6,24/8,26/6,26/8)-DS435)	60	Box.						
56.	Filling boxes small	250	Box.						
57.	Gel Ink red pens	14	Pack.						
58.	Gel ink blue pen	14	Pack.						
59.	A4 Counter Books 288 pages	20	Box.						
60.	Packaging Tape (100m) 48mmx100m brown	70	Ea.						
61.	Big White board magnetic erasers	20	Ea.						
62.	Prime line self-adhesive notes cubes	115	Ea.						
63.	Rubber band no. 19	152	Pack.						
64.	Mpact storage tray & lid uprinted	100	Box.						
65.	Small Hole punch	35	Ea.						
66.	Trays for incoming and outgoing mails	12	Ea.						
67.	Acetone 250.ml bottles for setting on barcodes	22	Ea.						
68.	Sign here stickers	38	Box.						

69.	Rexel shredder bottle oil 250 ml	20	Ea.						
70.	Binder crip size 41mm, 32 mm, 25mm, 19mm	10 (boxes per size)	Box.						
71.	Finger cones size 0, 1, 2	25 boxes per size	Box.						
72.	Wireless mouse	8	Ea.						
73.	Rubber band no. 32	130	Pack.						
74.	Desk Pens	92	Ea.						
75.	A4 Blue Quotation folders	48	Ea.						
76.	Prit Glue Stick 43g	50	Ea.						
77.	Prit Wood glue 100ml	15	Ea.						
78.	Endorsing ink black	50	Ea.						
79.	Rubber bands assorted 65mm, 100mg	25	Packs.						
80.	Black Counter book 96 pages A4	50	Ea.						
81.	White Chalk	10	Box.						
82.	Storage boxes (255mmx330mmx460mm) with lid	750	Box.						
83.	Plastic clear contact paper roll self-adhesive-5m adhesive	30	Ea.						
84.	A4 Archive filing boxes	150	Box						
85.	Self-Adhesive Neon Notes	150	Ea.						

86.	Double-sided heavy-duty tape	30	Ea.					
87.	Stand-up stapler	30	Ea.					
88.	5-way Multi plug	5	Ea.					
89.	Mouse pads black	6	Ea.					
90.	Paper cube holder black mesh steel	6	Ea.					
91.	Mesh Back supports - Professional series	20	Ea.					
92.	Mesh Letter tray 3 tier	4	Ea.					
93.	Laptop riser	6	Ea.					
94.	Antibacterial wet wipes 400pcs Sanitizer Wipes	5	Tub.					
95.	Blue medium Finger cones	5	Pack.					
96.	Staple pins (24/6,24/8,)	20	Box.					
97.	Rubber bands 1kg./100g No. 16	50	Pack					
98.	9-way multi plug adapter	18	Ea.					
99.	Black refuse bags large	2	Pack.					
100.	Blue Crystal pens	17	Pack.					
101.	4-way multiplug adapter	2	Ea.					
102.	Black Stamp pad Ink-30ml Box of 20	1	Box.					
103.	Prestik/ Bostic	31	Packs.					
104.	Permanent Markers Blue-Pilot Fine/ Bullet	3	Box.					
105.	Staple pins for a normal standard stapler	10	Box.					

106.	Counter books A4 288 pages	10	Ea.						
107.	Memo Cubes Holder (800 sheets, Rainbow)	20	Pack.						
108.	Superb Kulspetspenna BK 0.7mm pen black	5	Box.						
109.	Roller Energel 0.5mm Needle black	20	Box.						
110.	Env 324*229 manila simply	10	Box.						
111.	Ark file 70MM PP	2000	Ea.						
112.	Gem clip giant silver 50mm Tub 100	100	Ea.						
113.	Gem clip giant silver 33mm Tub 100	100	Ea.						
114.	Folder file 3Flap brown color	3000	Ea.						
115.	Giant Staplers black color	4	Ea.						
116.	Office stamps	10	Ea.						
117.	Alpha Acetone 500 ml Bottles	10	Ea.						
118.	A4 Document folders clear	50	Ea.						
119.	Plastic Dust Bin large with lid	2	Ea.						
120.	Office Dust Bin	10	Ea.						
121.	Stapler heavy duties	3	Ea.						
122.	File pockets	5	Pack.						
123.	Twine string/ cotton	5	Ea.						
124.	Flag ropes (11m)	15	Ea.						
125.	5 Piece stainless steel desk organiser set foska - Durable Mesh	1	Ea.						

126.	Printer and Scanner	1	Ea.						
127.	Paper Shredder heavy duty	1	Ea.						
128.	Hard Bound Box Files	10	Ea.						
129.	Large Filling Boxes and Lids White Board	30	Box.						
130.	White Board	5	Ea.						
131.	White Board Dusters	6	Ea.						
132.	Paper Clips Large	50	Ea.						
133.	Paper Clips Medium	50	Box.						
134.	Ball Ben Desk Set Black	8	Ea.						
135.	Official Stamps	30	Ea.						
136.	Butterfly Quotation FOLDER A4 PVC 180mic (BOP004) *1670302	100	Ea.						
137.	Document frame A4	25	Ea.						
138.	Bantex Paper clips metal 50mm	10	Ea.						
139.	Card Dividers with Alphabetic Labels	20	Pack.						
140.	Plastic Pen Holders Blue	5	Ea.						
141.	Screen cleaning wipes 100pcs	5	Tubs.						
142.	Kangaroo PUNCH Black 2 Hole 36 Sheets DP720)*444956*	5	Ea.						
143.	PrimeLine PUNCH Metal 2 Hole 16 Page	5	Ea.						
144.	Fold back clips 55mm	10	Box.						
145.	Rexel shredder oil (250 ml)	14	Ea.						

146.	Toners/Cartridges (assorted colours) series HP	8	Ea.					
147.	File dividers A4	12	Pack.					
148.	Colour copy paper A4	6	Box.					
149.	Date stamps	6	Ea.					
150.	Toners/Cartridges (different colours) 952 series HP	12	Pack					
151.	Glue stick 36g	30	Ea.					
152.	Circulation files (Croxley blue presentation folders)	100	Ea.					
153.	Keyholders	30	Ea.					
153.	Delivery Cost: Should be delivered on request from different NaTIS office in lot 1			Grand total (Inclusive of VAT)				
NAME:		POSITION:		SIGNATURE		DATE		
NAME OF BIDDER:		ADDRESS:						

**LOT 5: ROADS AUTHORITY,
Southern region**

Section III: List of Goods and Price Schedule

Procurement Ref No: G/RFQ/RA- 21/2026

A		B	C	D	E	F	G	H	I	INSTRUCTIONS TO BIDDERS	
Item no.		Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin	
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]										Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page	
1.		A4 Rotatrim White paper	2650	Box.							
2.		Red Crystal Bic Pens	150	Box.							
3.		Black Crystal Bic Pens	200	Box.							
4.		Green Crystal Bic Pens	60	Box.							
5.		Red Permanent Markers	200	Pack.							
6.		Black Permanent Markers	200	Pack.							
7.		Pencils (6B)	250	Pack.							
8.		Staples (26/6)	450	Box.							

9.	Staples (26/8)	100	Box.						
10.	Cellotape (Musking Tape)	100	Rolls.						
11.	Lever arch files	300	Ea.						
12.	Paper Clips (55 mm)	80	Box.						
13.	Envelopes(C4)	45	Box.						
14.	Envelopes(C3)	350	Box.						
15.	A4 Cardboard 3-flap folder	200	Box.						
16.	Scissors	150	Ea.						
17.	White board markers (Pack)	200	Ea.						
18.	Attendance Register books	50	Books.						
19.	Cube Refills (800 sheets, white)	80	Ea.						
20.	A4 Folded storage boxes	1000	Box.						
21.	A3 Archive storage boxes	500	Box.						
22.	A3 Archive storage lids	500	Lids.						
23.	AAA Batteries	250	Pack.						
24.	AA Batteries	250	Pack.						
25.	Rechargeable Batteries AAA	80	Ea.						
26.	Money box seals (Metal barcoded) (100)	3000	Ea.						
27.	Cash drop Bags (22*22cm) (1000)	1500	Ea.						
28.	Archive seals (Metal or Plastic)	600	Ea.						

29.	Archive Labels	300	Ea.					
30.	Ruler 30cm	200	Ea.					
31.	Pentel Metal Tip 0.7mm ball energe! Black	130	Ea.					
32.	Pentel Metal Tip 0.7mm ball energe! Red	50	Ea.					
33.	Pentel Metal Tip 0.7mm ball energe! Green	50	Ea.					
34.	Erasers (White x 20 pp)	300	Ea.					
35.	Pritt 85g	25	Ea.					
36.	Desk Calculators (CASIO)	100	Ea.					
37.	Staplers (Kangaro DS-425) with staple remover	140	Ea.					
38.	Correction Pen (Fine Point) (Metal Tip)	70	Ea.					
39.	Highlighter sets	200	Pack.					
40.	A4 192 Pages hardcover books	250	Ea.					
41.	A4 Exam pad	30	Ea.					
42.	A4 3-tier Metal Desk tray	20	Ea.					
43.	Rubber bands No.18 100g	210	Pack.					
44.	Rubber bands No.34 100g	258	Pack.					
45.	Pencil Sharpeners single hole metal	100	Ea.					
46.	Bulldog Clips (51mm)	80	Box.					
47.	Packaging tape (100m) 48 mmx 100m clear	145	Ea.					
48.	Clipboard A4 (Wood Brown)	121	Ea.					

49.	Staple remover	85	Ea.						
50.	Staple pins (Heavy duty 23/13)	229	Ea.						
51.	White Board markers with a magnetic eraser	30	Pack.						
52.	Rotatrim A3 Copy paper	5	Box.						
53.	12 Digits calculators	67	Ea.						
54.	Arch files (Blue colour)	100	Ea.						
55.	Staplers (24/6,24/8,26/6,26/8)-DS435) medium	60	Box.						
56.	Filling boxes small	250	Box.						
57.	Gel Ink red pens	14	Pack.						
58.	Gel ink blue pen	14	Pack.						
59.	A4 Counter Books 288 pages	20	Ea.						
60.	Packaging Tape (100m) 48mmx100m brown	70	Ea.						
61.	Big White board magnetic erasers	20	Ea.						
62.	Prime line self-adhesive notes cubes	115	Ea.						
63.	Rubber band no. 19	152	Pack.						
64.	Impact storage tray & lid uprinted	100	Box.						
65.	Small Hole punch	35	Ea.						
66.	Trays for incoming and outgoing mails	12	Ea.						
67.	Acetone 250.ml bottles for setting on barcodes	22	Ea.						
68.	Sign here stickers	38	Pack.						

69.	Rexel shredder bottle oil 250 ml	20	Ea.						
70.	Binder crip size 41mm, 32 mm, 25mm, 19mm	10 (boxes per size)	Box.						
71.	Finger cones size 0, 1, 2	25 boxes per size	Box.						
72.	Wireless mouse	8	Ea.						
73.	Rubber band no. 32	130	Pack.						
74.	Desk Pens	92	Ea.						
75.	A4 Blue Quotation folders	48	Ea.						
76.	Prit Glue Stick 43g	50	Ea.						
77.	Prit Wood glue 100ml	15	Ea.						
78.	Endorsing ink black	50	Ea.						
79.	Rubber bands assorted 65mm, 100mg	25	Packs.						
80.	Black Counter book 96 pages A4	50	Ea.						
81.	White Chalk	10	Box.						
82.	Storage boxes (255mmx330mmx460mm) with lid	750	Box.						
83.	Plastic clear contact paper roll self-adhesive-5m adhesive	30	Ea.						
84.	A4 Archive filing boxes	150	Box						
85.	Self-Adhesive Neon Notes	150	Ea.						

86.	Double-sided heavy-duty tape	30	Ea.					
87.	Stand-up stapler	30	Ea.					
88.	5-way Multi plug	5	Ea.					
89.	Mouse pads black	6	Ea.					
90.	Paper cube holder black mesh steel	6	Ea.					
91.	Mesh Back supports - Professional series	20	Ea.					
92.	Mesh Letter tray 3 tier	4	Ea.					
93.	Laptop riser	6	Ea.					
94.	Antibacterial wet wipes 400pcs Sanitizer Wipes	5	Tub.					
95.	Blue medium Finger cones	5	Pack.					
96.	Staple pins (24/6,24/8,)	20	Box.					
97.	Rubber bands 1kg./100g No. 16	50	Pack					
98.	9-way multi plug adapter	18	Ea.					
99.	Black refuse bags large	2	Pack.					
100.	Blue Crystal pens	17	Pack.					
101.	4-way multiplug adapter	2	Ea.					
102.	Black Stamp pad Ink-30ml Box of 20	1	Box.					
103.	Prestik/ Bostic	31	Packs.					
104.	Permanent Markers Blue-Pilot Fine/ Bullet	3	Box.					
105.	Staple pins for a normal standard stapler	10	Box.					

106.	Counter books A4 288 pages	10	Ea.						
107.	Memo Cubes Holder (800 sheets, Rainbow)	20	Pack.						
108.	Superb Kulspetspenna BK 0.7mm pen black	5	Box.						
109.	Roller Energel 0.5mm Needle black	20	Box.						
110.	Env 324*229 manila simply	10	Box.						
111.	Ark file 70MM PP	2000	Ea.						
112.	Gem clip giant silver 50mm Tub 100	100	Ea.						
113.	Gem clip giant silver 33mm Tub 100	100	Ea.						
114.	Folder file 3Flap brown color	3000	Ea.						
115.	Giant Staplers black color	4	Ea.						
116.	Office stamps	10	Ea.						
117.	Alpha Acetone 500 ml Bottles	10	Ea.						
118.	A4 Document folders clear	50	Ea.						
119.	Plastic Dust Bin large with lid	2	Ea.						
120.	Office Dust Bin	10	Ea.						
121.	Stapler heavy duties	3	Ea.						
122.	File pockets	5	Pack.						
123.	Twine string/ cotton	5	Ea.						
124.	Flag ropes (11m)	15	Ea.						
125.	5 Piece stainless steel desk organiser set foska - Durable Mesh	1	Ea.						

126.	Printer and Scanner	1	Ea.						
127.	Paper Shredder heavy duty	1	Ea.						
128.	Hard Bound Box Files	10	Ea.						
129.	Large Filling Boxes and Lids White Board	30	Box.						
130.	White Board	5	Ea.						
131.	White Board Dusters	6	Ea.						
132.	Paper Clips Large	50	Ea.						
133.	Paper Clips Medium	50	Box.						
134.	Ball Pen Desk Set Black	8	Ea.						
135.	Official Stamps	30	Ea.						
136.	Butterfly Quotation FOLDER A4 PVC 180mic (BOP004) *1670302	100	Ea.						
137.	Document frame A4	25	Ea.						
138.	Bantex Paper clips metal 50mm	10	Ea.						
139.	Card Dividers with Alphabetic Labels	20	Pack.						
140.	Plastic Pen Holders Blue	5	Ea.						
141.	Screen cleaning wipes 100pcs	5	Tubs.						
142.	Kangaroo PUNCH Black 2 Hole 36 Sheets DP720)*444956*	5	Ea.						
143.	PrimeLine PUNCH Metal 2 Hole 16 Page	5	Ea.						
144.	Fold back clips 55mm	10	Box.						
145.	Rexel shredder oil (250 ml)	14	Ea.						

146.	Toners/Cartridges (assorted colours) series HP	8	Ea.					
147.	File dividers A4	12	Pack.					
148.	Colour copy paper A4	6	Box.					
149.	Date stamps	6	Ea.					
150.	Toners/Cartridges (different colours) 952 series HP	12	Pack					
151.	Glue stick 36g	30	Ea.					
152.	Circulation files (Croxley blue presentation folders)	100	Ea.					
153.	Keyholders	30	Ea.					
153.	Delivery Cost: Should be delivered on request from different NaTIS office in lot 1			Grand total (Inclusive of VAT)				
NAME:		POSITION:		SIGNATURE		DATE		
NAME OF BIDDER:		ADDRESS:						

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Specifications; Supply and Delivery of stationery for a period of 12 months for Regional NaTIS offices

DELIVERY ADDRESS:

Lot 1: Central Region in Windhoek for the delivery to the following offices:

- 1.Transport Regulatory Services Head Office, c/o Mandume Ndumefyo & Dawi Hosea Merero Road. Windhoek
- 2.NaTIS Valley Northern Industrial opposite Nampower Station Allan street Erf 288
- 3.Transport Permits - Erastus Shapumba Towers, Ausspanplatz, Gutenberg str Windhoek
- 4.Rehoboth NaTIS Office-851 Blok A, Niklaas Olivier Street, Rehoboth
- 5.Gobabis NaTIS Office-001 Hauptmann Streitwolf Street Gobabis
- 6.Otjinene NaTIS Office-Otjinene Part 2, Stand No 00564
- 7.Okahandja NaTIS Office-Samuel Maharero Ave, Erf 174 Okahandja
- 8.Otjiwarongo NaTIS Office-c/o of Otto Hahn Street and Old Outjo Road

NB: COST ESTIMATE OR QUOTED AMOUNT MUST INCLUDE TRANSPORT COST AND WAITING PERIOD FOR DELIVERY AFTER RECEIVING PO MUST BE 5 WORKING DAYS.

Lot 2: Western Region in Swakopmund for delivery to the following offices:

- 1.Swakopmund NaTIS Office- 44 Moses Garoeb Street, Opposite State Hospital
- 2.Walvis Bay NaTIS Office - c/o Theoben Guirab & Rooikop Street, Walvis Bay
- 3.Karibib NaTIS Office - Erf 48, Shop 1 Roseman Complex, Hidipo Hamutenya Drive
- 4.Outjo NaTIS Office - Jack Francis Street, Outjo

NB: COST ESTIMATE OR QUOTED AMOUNT MUST INCLUDE TRANSPORT COST AND WAITING PERIOD FOR DELIVERY AFTER RECEIVING PO MUST BE 5 WORKING DAYS.

Lot 3: Northern Region in Oshakati for delivery to the following offices:

- 1.Ondangwa NaTIS Office-First city centre, FNB complex-Ondangwa
- 2.Ongwediva NaTIS Office-Erf 7158, Oshakati-Ondangwa Main road
- 3.Oshakati NaTIS Office-Erf 1615, Oshakati
- 4.Eenhana NaTIS Office-One stop centre, Church street- Eenhana
- 5.Outapi NaTIS Office-Ext 15, Okalongo road-Outapi
- 6.Opuwo NaTIS Office-Erf 1553, Ext 7-Opuwo

NB: COST ESTIMATE OR QUOTED AMOUNT MUST INCLUDE TRANSPORT COST AND WAITING PERIOD FOR DELIVERY AFTER RECEIVING PO MUST BE 5 WORKING DAYS

Lot 4: North- East Region in Rundu for delivery to the following offices:

1. Rundu NaTIS Office- Dr Sam Nujoma Drive, Rundu
2. Katima Mulilo NaTIS Office-Erf 568, Trans-Caprivi Highway, Katima Mulilo
3. Grootfontein NaTIS Office- Maroela Street, Industrial Area, Grootfontein
4. Tsumeb NaTIS Office- Namutoni Road, Industrial Area, Tsumeb
5. Nkurenkuru NaTIS Office- 1st Road, 5 season complex, Nkurenkuru

NB: COST ESTIMATE OR QUOTED AMOUNT MUST INCLUDE TRANSPORT COST AND WAITING PERIOD FOR DELIVERY AFTER RECEIVING PO MUST BE 5 WORKING DAYS.

Lot 5: Southern Region in Keetmanshoop for delivery to the following offices:

1. Keetmanshoop NaTIS Office Southern Industrial Keetmanshoop
2. Karasburg NaTIS Office Main Road Town Area Karasburg
3. Luderitz NaTIS Office Main Road Luderitz
4. Oranjemund NaTIS Officer Sam Nujoma Avenue Town Area Oranjemund
5. Mariental NaTIS Office -Wolfaardt Weg Mariental

NB: COST ESTIMATE OR QUOTED AMOUNT MUST INCLUDE TRANSPORT COST AND WAITING PERIOD FOR DELIVERY AFTER RECEIVING PO MUST BE 5 WORKING DAYS.

NB! Bidders shall submit their prices taking into consideration anticipated inflation and any other foreseeable cost increases for the period of 12 months

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/RA-21/2026

[Bidders should complete columns C and D with the specification of the goods 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	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
1.	Specification met as per section IV		
2.	Delivery Period of 14-30 Days		

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. **G/RFQ-GCC** on the website of the Roads Authority, www.ra.org.na except where modified by the Special Conditions below.

SECTION VI: 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 except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/RA-09/2026**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Roads Authority
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is: Lot 1: Central Region Lot 2: Western Region Lot 3: Northern region Lot 4: North East Region Lot 5: Southern Region
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Roads Authority the address and the contact name shall be: Janet Japhta japhtaj@ra.org.na ,061 284 7358 For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 7 - 30 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed "shall not" be adjustable.
Terms of Payment GCC 16.1	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
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price "shall not be" adjustable to the fluctuation in the rate of exchange.

Subject and GCC clause reference	Special Conditions
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: 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. 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.
Performance Security GCC 18.1	N/A
Discharge of Performance Security GCC 18.4	N/A
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Lot 1: Central Region Lot 2: Western Region Lot 3: Northern region Lot 4: North East Region Lot 5: Southern Region
Insurance GCC 24.1	N/A
Transportation GCC 25	The Goods shall be delivered: Lot 1: Central Region Lot 2: Western Region Lot 3: Northern region Lot 4: North East Region Lot 5: Southern Region
Inspection and Test GCC 26.1	The inspection and tests shall be: on delivery note, by checking the quantity and quality of the item being delivered.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Lot 1: Central Region Lot 2: Western Region Lot 3: Northern region Lot 4: North East Region Lot 5: Southern Region
Liquidated Damages GCC 27.1	N/A

Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	The period of validity of the warranty shall be: 365 day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>[insert names(s) of location(s)]</i> Lot 1: Central Region Lot 2: Western Region Lot 3: Northern region Lot 4: North East Region Lot 5: Southern Region
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 14 day(s)

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/RA-21/2026

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		

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.