



Request for Sealed Quotations for Goods

Refurbishment of the NamWater Exhibition Stand

Procurement Reference No: G/RFQ/NW-013/2026

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Total Amount (Excl. VAT)		Discount %
Contact Phone number	Work:	Mobile:

**Documents must be posted / delivered to:
The Quotation/Bid Box**

Att: Procurement Management Unit (+264 61 71 2009, bids@namwater.com.na)

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Closing Date: Thursday, 22 May 2025 at 11h00

NO LATE BIDS WILL BE ACCEPTED!

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NOTICE TO BIDDERS

- Please take note of initializing all pages of the standard bidding document and initial all the supporting documents including company profiles, brochures, etc.**
- Take note to sign all relevant pages as stipulated in the bidding standard document.**
- Copies of documents not certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963) will not be accepted.**



Namibia Water Corporation Ltd.
Private Bag 13389, Windhoek, Namibia
Tel: +264 61 71 2066
Fax: +264 61 21 0741

Letter of Invitation

[Name and Address of Bidder _____]

[Procurement Reference Number: G/RFQ/NW-013/2026]

[30 May 2025]

Dear Bidders,

Request for Quotations for Refurbishing the NamWater Exhibition Stand

NamWater invites you to submit your best quote for the items 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 Procurement Management Unit PMU
(bids@namwater.com.na) Private Bag 13389, Windhoek.

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,

Procurement Management Unit

PMU

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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NamWater 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 [90] days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) Have a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a full valid company Registration Document;
- (b) Have an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a valid Good Standing Tax Certificate, as certified by the Commissioner of Oath;
- (c) have an original valid good Standing Social Security Certificate;
- (d) Have a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), 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 or a valid certified copy of the original document, as certified by the Commissioner of Oath;
- (e) Submit signed Bid-securing Declaration.
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-

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clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

- (g) Submit at least three (3) reference letter from entities whom the Bidder has performed design, print, constructing and dismantling exhibition stand within the last 5 (five) years. *The reference letters should contain details of services previously/currently contractually committed to; be printed on a formal letterhead, and must be signed & sealed with the company stamp. The reference letters should match the experience listed in the company profile.*
- (h) Submit a 3D mock-up of the proposed exhibition stand. The design will be evaluated based on:
 - Use of NamWater corporate colours
 - Following of concept brief
- (i) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

Bids from service providers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>
- African Development Bank
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- Asian Development Bank
<http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999>
- European Bank for Reconstruction and Development
<http://www.ebrd.com/pages/about/integrity/list.shtml>
- Inter-American Development Bank Group
<http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html>
- World Bank Group
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **30 days** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

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7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to NamWater 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/Bid Box located at located at Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Aigams Building, Windhoek_not later than **Thursday, 22 May 2025 at 11h00**. Bids by post or hand delivered should reach Private Bag 13389 by the same date and time at latest. Late bids will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by NamWater 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 NamWater and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

NamWater shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

(a) Technical Evaluation

NOTE: Bidders who are technically complying with all the Specifications for all Items then qualify to the Technical Evaluation as per Table below

Item No	Criteria	Description	Total Score
1	Provide reference letters	<p>Bidder should submit (3) reference letter from entities which the bidder had performed design, print, constructing and dismantling exhibition stand within the last 5 (five) years:</p> <ul style="list-style-type: none"> • Three (3) or more 40% • Two (2) Letters 20% • One (1) Letter 10% • Zero (0) Letter 0% <p><i>The reference letters should contain details of services previously/currently contractually committed to; be printed on a formal letterhead, and must be signed & sealed with the company stamp. The reference letters should match the experience listed in the company profile.</i></p>	40%

2	Previous Designs done/Experience	<p>The Bidder should demonstrate experience in designing, constructing, assembling and disassembling an exhibition stand. The bidder is requested to provide images of exhibition stands done with matching reference letters:</p> <ul style="list-style-type: none"> • Experience with design: 5 years 40% • Experience with design: 3 to 4 year 30% • Experience with design: 1 to 2 years 10% • Less than 1 year 0% 	40%
3	Mock-up of Exhibition Stand Appearance	<p>The exhibition stand 3D mock-up should include application of the NamWater colours, themes and values in the design of the exhibition stand. The design will be evaluated based on:</p> <ul style="list-style-type: none"> • Use of NamWater corporate colours 10% • Following of concept brief 10% 	20%
Total Score			100%

The total evaluation score is out of **100 marks**. However, Bids will be evaluated on the basis of attaining **70 marks** for Technical Evaluation. Hence, only Bidders with at least **70 marks** score for Technical Evaluation will proceed to the next evaluation criteria (**Financial Evaluation**). Bidders who fail to achieve the required minimum score of **70 marks** for Technical Evaluation will be deemed as "non-responsive" and will be excluded from being considered for further evaluation.

The Financial criteria (Financial Evaluation) will be based on all bidders that score a minimum of 70 marks at the Technical Evaluation Stage, who will then be ranked according to their Financial offers.

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 Public Entity'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

Not applicable

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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

NamWater 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 Public Entity shall attend to all requests for debriefing made in writing within seven (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 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: <i>[name of Public Entity]</i>	Namibia Water Corporation Ltd (NamWater)
Procurement Reference Number:	G/RFQ/NW-013/2026
Subject matter of Procurement:	Refurbishment of the NamWater Exhibition Stand

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 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 *[insert number of 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 and seal	
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date		Phone No./Fax	

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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:[insert complete name of Public Entity and address].....

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

***delete if not applicable / appropriate**

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Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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

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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.*

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Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

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SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

General

Every year, NamWater participates in various exhibition shows to connect with its stakeholders through face-to-face interactions. These platforms have been highly successful, allowing the Corporation to meet its objectives and bring its services closer to its stakeholders.

NamWater is the bulk water supplier in Namibia, providing water-related services to industries, government institutions, municipalities, local authorities, and commercial entities. Additionally, NamWater supplies water to secondary rural pipelines that serve communities through the Water Supply and Sanitation Coordination division within regional councils, under the delegation of the Department of Water Affairs in the Ministry of Agriculture, Water, and Land Reform.

NamWater also takes pride in investing in the communities where it operates and as a result, there has been a growing demand and interest from our stakeholders. The Corporation has recognised the need to increase its brand awareness by developing an exhibition stand that effectively conveys the values of the NamWater brand and visually represents our role as a bulk water utility.

The current NamWater stand at its maximum size capacity is 6x6m, however, it can be constructed in such a manner that it can be scaled down to be used in a 3x6m or 3x3m size.

Scope of Work:

NamWater seeks a bidder to refurbish the NamWater exhibition stand by capturing our mandate, values and business processes. The refurbishing shall include:

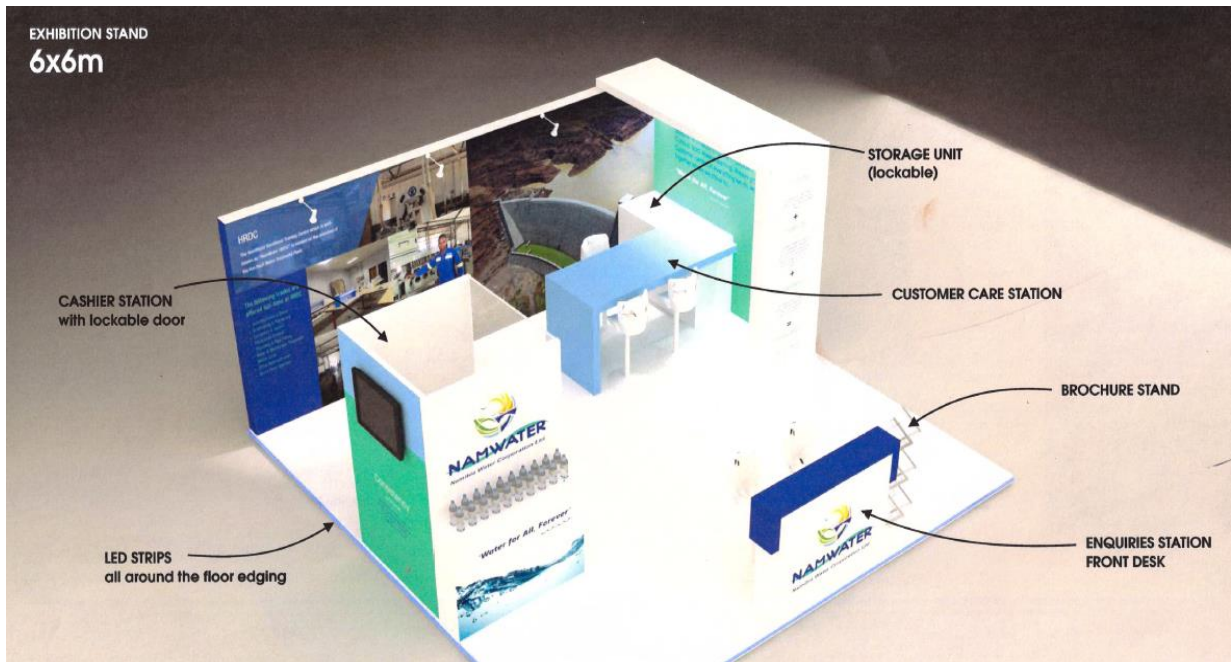
- Developing a new concept for the back walls (which includes the design, layout and printing) for the NamWater 6x6 stand
 - Fabrics for stand 8610x2485 mm inside back wall
 - Tower wrap 2555x2485mm
 - Tower roof wrap 2975mmx2590mm
 - Fabric 2975x2485mm
 - Fabric prints back wall 6000mmx2485mm
 - Side wall outside on back wall fabric 3000mmx2485mm
 - Fabric for 3x3 stand 6000mx2485mm inside wall
 - Side wall for 3x3 stand setup outside side wall
- Design, printing and installation of all vinyl stickers
 - 2x custom counter repaint and vinyl branding
 - cashier station vinyl print 1500x2515mm x4 sides
- 6x6 Modular flooring in wooden effect (Stainless steel edging strip for floor)
- Self-sticky adhesive interlocking velcro double-sided tape x4 rolls 25m

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When submitting, bidders should provide a 3D conceptual visual layouts, with clear dimensions (in mm) of the stand in various sizes namely:

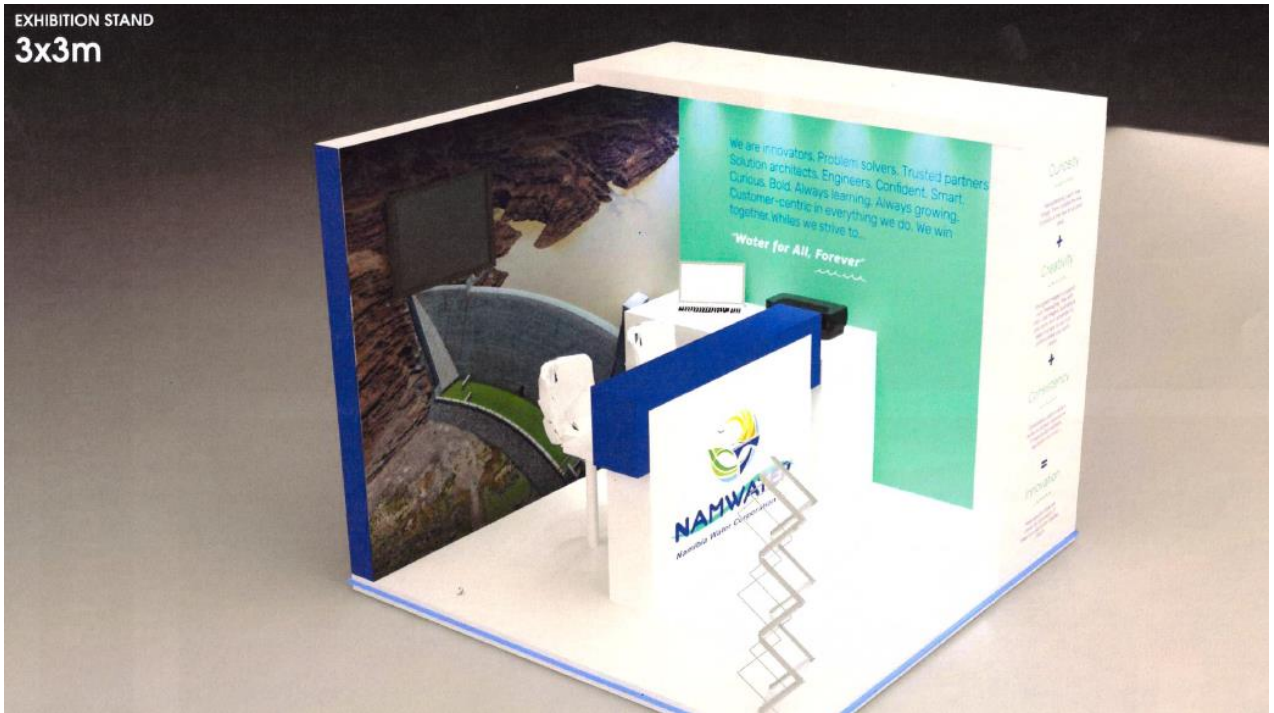
- 6x6m²
- 3x6m²
- 3x3m²

The 3D conceptual exhibition stand visuals should be in line with the NamWater Brand.



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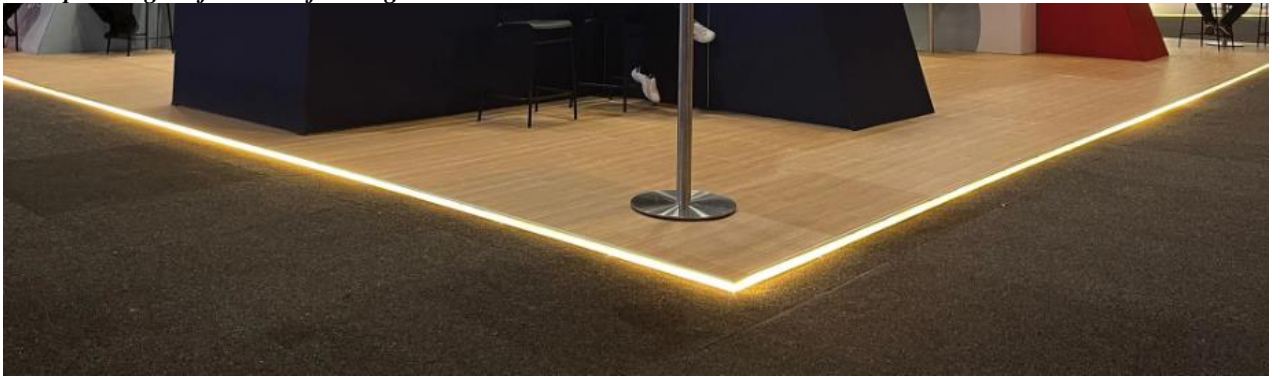


**Actual stall image of NamWater stall*

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**Sample images of how the flooring should look*



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SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NW-013/2026

[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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	3D conceptual visual layouts (3x3m ² ; 3x6m ² and 6x6m ²)	Yes/No	
2.	Design, layout and printing of exhibition stand-back wall	Yes/No	
3.	Design, printing and installation of all vinyl stickers	Yes/No	
4.	Modular flooring in wooden effect (Stainless steel edging strip for floor)	Yes/No	
5.	Self-sticky adhesive interlocking velcro double-sided tape (100m)	Yes/No	

** 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	

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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 Public Entity (www.namwater.com.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/NW-013/2026

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Namibia Water Corporation Ltd (NamWater)
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is NamWater head office, Northern Industrial Area, Iscor Street.
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 NamWater, the address and the contact name shall be: The Accounting Officer E-mail: bids@namwater.com.na Private Bag 13389 Windhoek, Namibia For the Supplier, the address and contact name shall be: _____

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Section VII Special Conditions of Contract 20

Subject and GCC clause reference	Special Conditions
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: The law that applies to the Contract is the law of Namibia.
Delivery and Documents GCC 13.1	The Goods are to be delivered within 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; (b) Invoice
Price Adjustment GCC 15.1	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
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.
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 after date of statement and 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. An interest rate of Market related 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	(i) No performance security is required

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Section VII Special Conditions of Contract 21

Subject and GCC clause reference	Special Conditions
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date. Not applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Not applicable
Insurance GCC 24.1	Not applicable
Transportation GCC 25	The Goods shall be delivered: Delivery Duty Paid (DDP).
Inspection and Test GCC 26.1	The inspections and tests shall be as specified in Section IV
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: NamWater
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 0.5% per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: 12 Months For the purpose of the Warranty, the place(s) of the final destination(s) shall be: NamWater Head office
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: [1-3] day(s)

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SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/NW-013/2026**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Declaration		
Evidences for conformity of Goods		
Valid company Registration Certificate Copy from Ministry of Trade and Industry		
Original valid good standing Tax Certificate from Inland Revenue or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Original valid good Standing Certificate from Social Security Commission or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Valid 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;		
Submit reference letters from clients for whom similar services (designing, constructing, assembling, and disassembling exhibition stands) were provided within the last Five (5) years.		
Submit a 3D mock-up of the proposed exhibition stand		

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.*

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