



Electoral Commission of Namibia

Bidding Document
Procurement Reference Number: G/RFQ/28-03/2026/27

REQUEST FOR SEALED QUOTATIONS

Issued on Monday, 15 June 2026
Closing on 26 June 2026@11H00

**SUPPLY & DELIVERY OF BRANDED SPANDEX 8' FITTED
RECTANGULAR TABLECLOTH**

Business Name:.....

Postal Address:.....

Contact Number:.....

Contact Person:.....

Email Address:.....

Bidders shall enclose Original Bidding Documents in a single sealed envelope. The outer part of the envelopes shall bear the Employer's name and Bid Reference Number while the inner part should bear the Bidder's name and contact number to be deposited in the Bid Box at the Electoral Commission of Namibia, Head Office – WINDHOEK, Room 261, Second Floor



Letter of Invitation

Name and Address of Bidder: _____

Address: _____

Contact Details: _____

Contact Person: _____

Procurement Reference Number: G/RFQ/28-03/2026/27

Date: 15 June 2026

Dear Service Provider,

SUPPLY & DELIVERY OF BRANDED SPANDEX 8' FITTED RECTANGULAR TABLECLOTH

The Electoral Commission of Namibia (ECN) hereby invites qualified service providers to submit their best quotations for the Supply & Delivery Of Branded Spandex 8' Fitted Rectangular Table cloths.

The required goods are outlined in detail under the specifications section of this document. Any contract resulting from this invitation shall be governed by the terms and conditions contained herein.

For any technical enquiries regarding this request, please contact **Mr. Siluka** at **061 376267**.

Bidders are requested to prepare and submit their quotations in accordance with the instructions and requirements set out in this bidding document.

The Electoral Commission of Namibia looks forward to receiving your competitive quotation.

Yours faithfully,

H. Shoombe
Head of PMU



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **ELECTORAL COMMISSION OF NAMIBIA** 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. Bid Securing Declaration

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

3. Delivery

Delivery shall be within fourteen (14) *DAYS* after acceptance/issue of Purchase Order. Deviation in delivery period *shall be accepted/considered if such deviation is reasonable*.

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

GOODS WILL BE TESTED AGAINST THE SPECIFICATIONS PROVIDED

4. Sealing and Marking of Quotations

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

5. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *ECN HQ* not later than 26 June 2026 *at 11h00*. Quotations by post or hand delivered should reach ECN HQ by the same date and time at latest. **Late quotations will be rejected.**

Quotations received by e-mail will not be considered.

6. Opening of Quotations

Quotations/Bids will be opened in the presence of the Bidder's representatives in attendance, immediately after the closing time referred to in section 5 above. A record of the Quotation opening stating the names of the bidders, the amount quoted, the presence or absence of Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

7. Evaluation of Quotations

The Public Entity 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.

8. Technical Compliance

Bidders shall submit along with their quotation documents, **samples** 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.

9. Prices and Currency of Payment

Prices shall be quoted in Namibia Dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract

10. 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** in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

11. Margin of Preference

11.1 The applicable margins of preference applicable for Exclusive Preferences to Local Suppliers and their application methodology are as follows:

$$A = \frac{\text{Margin of Preference} \times \text{Bid Price}}{100}$$

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

CATEGORIES OF LOCAL SUPPLIERS	MARGIN OF PREFERENCE
Manufacturer	2%
Micro, Small and Medium Enterprise	1%
Women owned enterprise	1%
Youth owned enterprise	2%
Previously Disadvantaged Person owned enterprise	2%
Suppliers providing environmental protection	1%
Suppliers providing employment to Namibians	1%
TOTAL	10%

12. Notification of Award and Debriefing

The Public Entity shall after award promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

Complete this form with all the requested details and submit it as the first page of your quotation with the 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:	Electoral Commission of Namibia
Procurement Reference Number:	G/RFQ/28-03/2026/27
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 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 *forfeiture of the security amount / disqualification on the grounds mentioned in the BD*.

13. 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.

14. Validity of Quotations

The Quotation validity period shall be thirty (30) days from the date of submission deadline.

15. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate or Certified Copy
- (c) have an original valid good Standing Social Security Certificate or Certified Copy
- (d) have 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;
- (e) **The bid is reserved for Micro, Small and Medium Enterprises (MSMEs/SMEs)**
- (f) Submit signed Bid-securing Declaration.
- (g) 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-clause 4.6 of the General Conditions of Contract if it is awarded the contract or part thereof; and;
- (h) **Description of Principal Business:** To indicate either design & printing, branding, corporate goods or services among others.
- (i) *All pages comprising the bid document must be initialled, and must be signed by a person duly authorized to sign on behalf of the bidder.*

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	

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

Date:

Procurement Ref No.: ...G/RFQ/28-03/26/27.

To:

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) s 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

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

Procurement Reference No.:.....

Procurement Description:
.....
.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:
.....

3. UNDERTAKING

I *[insert full name]*, owner/representative
of*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply & Delivery of Rectangular Tablecloth: G/RFQ/28-03/26/27

INSTRUCTIONS TO THE PUBLIC ENTITY		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 Item no.	B	C Quantity required	D Unit of measures	E *	F Price per unit NAD ¹	G Total price without VAT NAD	H VAT: NAD	I Total Price VAT Inclusive	Country of Origin
1.	Supply & Delivery of Size 640 x 229 (White) Branded Spandex X 8' Fitted Rectangular Table Cloths – Samples are required	100							
2.	Supply & Delivery of Size 640 x 229 (Light Blue) Branded Spandex 8' Fitted Rectangular Tablecloth Cloths – Samples are required	100							
NAME: H. SHOOMBE		POSITION:CAO		SIGNATURE		DATE : 15 June 2026			
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

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

SECTION IV: SPECIFICATIONS

(e) failure to sign a procurement contract in accordance with the term

AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/28-03/26/27**

[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.]

5	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Supply & Delivery of Size 640 x 229 (White) Branded Spandex X 8' Fitted Rectangular Table Cloths – Samples are required		
2.	Supply & Delivery of Size 640 x 229 (Light Blue) Branded Spandex 8' Fitted Rectangular Tablecloth Cloths – Samples are required		
3.			

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

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. G/RFQ-GCC on the website of the Public Entity (*www.ecn.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/28-03/26/27**

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: <i>Electoral Commission of Namibia</i>
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is <i>Electoral Commission of Namibia Head Office</i>
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 <i>Electoral Commission of Namibia</i> , the address and the contact name shall be: Private Bag 13352, Windhoek 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: _____

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered within 14 days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed delivery note, Valid invoice, Original Purchase Order signed</p>
Price Adjustment GCC 15.1	<p>The price charge for the Goods supplied and the related Services performed "<i>shall not</i>" be adjustable.</p> <p>If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used</p>
Terms of Payment GCC 16.1	<p>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</p>
Terms of Payment GCC 16.3	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
Terms of Payment GCC 16.4 (a)	<p>The price "<i>shall</i>" be adjustable to the fluctuation in the rate of exchange only.</p>
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) On Acceptance: The Contract Price of 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 <i>[insert percentage]</i> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
Performance Security GCC 18.1	<p>(i) No performance security is required.</p>
Discharge of Performance Security GCC 18.4	<p>The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date. N/A</p>
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be: N/A</p>
Insurance GCC 24.1	<p><i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i></p>

Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The Goods shall be delivered: <i>Incoterm for transportation.</i>
Inspection and Test GCC 26.1	The inspection and tests shall be done at delivery.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at The Electoral Commission of Namibia Head Office.
Liquidated Damages GCC 27.1	. The maximum amount of liquidated damages for the whole contract is 2 % of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: <i>12 months</i> For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>ECN Head Office</i>

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**

Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

PROCUREMENT REFERENCE NO.G/RFQ/28-03/26/27

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule (<i>own quotation can be attached</i>)		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
Valid Original Or Certified Copy Of Good Standing Certificate For Tax		
Valid Original Or Certified Copy Of Good Standing Certificate For Social Security		
Valid Certified Copy Of Affirmative Action Compliance Certificate		
Written Undertaking in terms of Wage Order for Setting National Minimum Wage		
Company Registration / Founding Statement		

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.*

