



REPUBLIC OF NAMIBIA

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

Request for Sealed Quotations (Goods)

SUPPLY AND DELIVERY OF A VAN/TRUCK AND CLOSED TRAILER

Procurement Reference No: G/RFQ/29-38/2025

Name of the Bidder:	
Contact Number:	
Email Address:	
Total Bid Amount(NS):	

Ministry of Information and Communication Technology
Trust Building, Independence Avenue 2nd floor
061 – 283 9111



**REPUBLIC OF NAMIBIA****MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY**

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Windhoek

Namibia

PROCUREMENT MANAGEMENT UNIT**Letter of Invitation****23 October 2025****To: All Bidders**Procurement Reference No: **G/RFQ/29-38/2025****SUPPLY AND DELIVERY OF A VAN/TRUCK AND CLOSED TRAILER**

Dear Sir/Madam

The Ministry of Information and Communication Technology invite you to submit your best quote for the goods described in detail hereunder.

Any resulting contract shall be subjected to the terms and conditions referred to in the document.

For enquiries, please do not hesitate to contact the Procurement Management Unit at the following email: PMU@mict.gov.na

Please, prepare and submit your quotation at MICT- Trust Building – 2nd floor (**by 10h00 on Monday, 17 November 2025**), in accordance with the instructions given or inform the undersigned if you will not be submitting your quotation.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'G. Mulunga'.

MS. GERHARDA MULUNGA
PROCUREMENT MANAGEMENT UNIT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Information Communication and Technology reserves the right:

- (a) To split the award of 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 services 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 Priced Activity Schedule in Section IV;
- (c) The Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) Any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be **90 days** from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) **Have a certified copy of Founding Statement/valid Company Registration Certificate**
- (b) **Have an original/certified copy of a valid Good Standing Tax Certificate;**
- (c) **Have an original/certified copy of a valid Good Standing Social Security Certificate;**
- (d) **Have a valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;**
- (e) **Have a valid certified copy of certificate indicating SME Status (for Bids reserved for SMEs);**
- (f) **Submit signed Bid-Securing Declaration;**
- (g) **Written undertaking in terms of section 138 of the Labour Act, 2015**
- (h) **Principal business should be in line with the nature of this procurement.**
- (i) **Initial every page of the bidding document and attachments and sign where space for signature is provided**

- (j) Client references similar to the supply and delivery of Van/Truck and Trailer.
- (k) Attach a full catalogue in supplier name (colour) stating the name of the Van/Truck and Trailer and specifications and place of origin.
- (l) Details how the company intend to deliver the equipment upon award.
- (m) Attach a full warranty offered for each Van/Truck and Trailer.

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be **strictly within 30 days** after acceptance/issue of Purchase Order.

6.1 Deviation in delivery period shall be considered if such deviation is reasonable.

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

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *The Ministry of Information and Communication Technology - Trust Building, 2nd Floor*, not later than *17 November 2025 at 10H00*. Quotations by hand delivered should reach *The Ministry of Information and Communication Technology -Trust Building, 2nd Floor* by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

Bids compliant to the Conditions of Bid shall be evaluated in hand with the below listed criteria. Each category shall be evaluated and awarded according to proof submitted.

Evaluation will be conducted by a Bid Evaluation Committee (BEC) appointed in accordance with the Procurement Act and Regulations will be evaluated in accordance with the criteria stated here below and in tables 1, 2 and 3 in stages.

NB: Only bids submitted before closing deadline shall be evaluated

1. STAGE 1: EVALUATION OF ADMINISTRATIVE AND LEGAL COMPLIANCE (MANDATORY COMPLIANCE)

The administrative and legal compliance will be assessed based on a Yes or No basis. Only the bidders who score a Yes for all the required criteria will proceed to the next stage of evaluation, bidders obtaining a No will be deemed non-responsive, therefore will be disqualified and excluded for further evaluation.

2. STAGE 2: EVALUATION OF TECHNICAL COMPLIANCE

Bidders will be assessed against the Technical Evaluation criteria as stated in **TABLE 2**. Only the bidders who obtain **70 marks** for all criteria and satisfy the formal documentary evidence, will proceed to the next stage of Financial Evaluation. Bidders obtaining 69 marks and less will be deemed non-responsive, therefore will be disqualified and excluded for further evaluation.

3. STAGE 3: EVALUATION OF FINANCIAL COMPLIANCE

The Purchaser shall award the contracts to the Bidder that offers the lowest evaluated combination of bids and meets the post-qualification criteria.

Bidders will be ranked according to price quoted or offers (from lowest to highest (VAT inclusive). The contract shall be awarded to the lowest evaluated substantially responsive bid in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No 15 of 2015) as amended.

**STAGE 1: EVALUATION OF ADMINISTRATIVE AND LEGAL COMPLIANCE
(MANDATORY COMPLIANCE)**

#	DESCRIPTION	Yes/No
1.	Submit a certified copy by the Namibian Police / Commissioner of Oath of the Company Registration /founding statement, (Registered in Namibia Only)	
2.	Bidders should attach proof that the company is 100% Namibian owned, or at least 51% equity owned by Namibian Citizens.	
3.	Submit a valid original or certified copy by the Namibian Police/Commissioner of Oath of a Good Standing Tax Certificate from the Receiver of Revenue;	
4.	Submit a valid original or certified copy by the Namibian Police/Commissioner of Oath of a Good Standing Certificate from Social Security Commission	
5.	Submit a valid original or certified by the Namibian Police/Commissioner of Oath Affirmative Action Compliance Certificate or Exemption Certificate in terms of the Affirmative Action (Employment) Act, Act 29 of 1998.	
6.	A duly completed and signed Bid Securing Declaration form	
7.	A duly completed and signed Written Undertaking as Contemplated in Section 138(2) of the Labour Act ,2007;	
8.	Submit a certified copy of identity document (ID) or certified copy of a valid passport of representative; evidence of signatory authorized to sign the bid on behalf of the bidder;	
9.	Initial every page of the bidding document and attachments, and sign where space for signature is provided	

Note: Only bidders that obtain yes for all eligibility criteria proceed to the next stage 2. Bidders that fails to score are Yes in any of the criteria will be disqualified.

STAGE 2: EVALUATION OF TECHNICAL COMPLIANCE

S/N	Description	Documents to be attach	Score	Total Marks
1. Company profile and experiences				
1.1	Company Profile with insight of activities for the supply and delivery of Van/Truck and Trailer	Attach company profile that contains full details of company purpose, background and services offered	Full detailed company profile	15
			Partially company profile	5
			Not detailed /not attached company profile	0
1.2	The bidders company registration must be in line with the nature of the bid. (e.g on the principal of business, there should be supply and delivery of Van/Truck and Trailer, sales of motor vehicles etc.)	Attach company founding statement with annexure	Company in line with the nature of the bid	10
			Company deviated/or not indicated	5
1.3	Five (5) years' Experience in supply and delivery of Van/Truck and Trailer.	Purchase Orders, Award letters, contract.	5+ Years' experience	20
			3-1 years' experience	10
			1-0 years' experience	0
1.4	Client references similar to the supply and delivery of Van/Truck and Trailer. (Bidders that attach less than 2 reference letter will be marked zero (0)).	Five (5) Reference Letter from different Organization with letterhead and sign with stamp.	Five (5) and more reference letter from different organization	15
			Three (3) reference letter from different organization	5
			Two (2) reference letter from different organization	0

			Total score	
2. LOGISTICS CAPABILITIES				
2.1	Details how the company intend to deliver the Van/Truck and Trailer upon award.	Letter with company letter head, stating the period it take to deliver the vehicles	20 marks	
		No letter attached	0 Mark	
2.2	Attach a full catalogue in supplier name (colour) stating the name of the Van/Truck and Trailer and specifications and place of origin.	Fully colour Catalogue	10 marks	
		No Catalogue attached	0 Mark	
2.3	Attach a full warranty offered for each Van/Truck and Trailer.	Letter on a company letter head stipulating period of warranty for each vehicle	10 marks	
		No letter attached	0 Mark	
			Total score	
			Total Sore for 1 and 2 (100)	

Note: Bidders should score 70 marks to qualify to next evaluation. Failure by the bidder to score a pass will result into disqualification.

4. STAGE 3: FINANCIAL EVALUATION

The Purchaser shall award the contracts to the Bidder that offers the lowest evaluated combination of bids and meets the post-qualification criteria.

Bidders will be ranked according to price quoted or offers (from lowest to highest (VAT inclusive). The contract shall be awarded to the lowest evaluated substantially responsive bid in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No 15 of 2015) as amended.

11. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

12. Documents Establishing Conformity of Goods and Related Services

[the list mentioned hereunder may be amended by Public Entity to supplement requirements for a specific procurement]

Bidders shall submit along with their bids the documents ☒ marked hereunder:

(a)	Documents to establish conformity of goods as specified in Schedule of Requirements, highlighting deviations, if any, so as to establish substantial responsiveness of the proposed goods item;	☐
(b)	A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the Specification and Performance Requirement Sheet, following commencement of the use of the goods.	☐
(c)	Documentary evidence to establish to the satisfaction of the Purchaser that goods proposed, as per other than the brand name, catalogue numbers or standard as specified by the Purchaser, ensures substantial equivalence or are superior.	☐
(d)	Evidence of the bidder's technical capacity to be furnished by one or more of the following means: (i) a list of the principal deliveries effected in the past three years, with the sums, dates and recipients, whether public or private, involved; and (ii) Type test certificates drawn up by official quality control institutes or agencies of recognized competence attesting the conformity of the goods with respect to specifications conformity.	☐ ☐
(e)	Documentary evidence to establish Bidder's ability to provide the service or to execute the installation with regard to their skills, efficiency, experience and reliability.	☐

13. 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.

14. Prices and Currency of Payment

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

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

16. Notification of Award and Debriefing

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within 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.

17. Margin of Preference

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

Category	Margin of preference
Nature of business in line with the request	2%
MSME	1%
Women owned enterprise	1%
Youth owned enterprise	2%
PDP owned enterprise	2%
Supplier promoting Environmental protection	1%
Service rendered by Namibian citizens	1%
TOTAL	10%

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

Documentary evidence
-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the

cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
-declaration and proof that the bidder meets the requirements set out in the bidding document
declaration that the bidder employs 50% or more Namibian citizens



**APPLICATION FOR PREFERENCE FORM IN TERMS OF PUBLIC PROCUREMENT CODE OF
GOOD PRACTICE ON PREFERENCE, 31 JANUARY 2023**

DATE:.....

PROCUREMENT REF:

SUBJECT:.....
.....
.....

TO: MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

**I/We owner of(company name) in terms of the Public
Procurement Act no.15 of 2015, Code of Good Practice on preference hereby wishes
to apply for exclusive preference in the following categories;**

Please tick on the appropriate column:

Tick	Category	Margin of preference	Documentary evidence to be attach
	Manufacturer	2%	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the

			cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
	MSME	1%	SME registration certificate - Declaration indicating the percentage of Namibian MSME ownership
	Women owned enterprise	1%	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
	Youth owned enterprise	2%	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
	PDP owned enterprise	2%	-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
	Supplier promoting Environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document
	Service rendered by Namibian citizens	1%	declaration that the bidder employs 50% or more Namibian citizens
	TOTAL	10%	

NB: Failure to attach the Documents Evidence and declaration will result in the application deemed invalid and will not be consider.

The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is 10%.

DECLARATION FORM

I/We owner of (Company name) hereby declare:
 (Choose only were its applicable)

-% of my company shares are owned by Previously Disadvantage Person (PDP).
-% of my company shares are owned by youth. (age 15-30)
-% of my company shares are owned by women.
- **Employees % Namibian citizen.**

(Company must employee 50% more Namibian citizen)

Therefore, I would like to apply for exclusive preference in terms of the Public Procurement Act no.15 of 2015, Code of Good practice on preference, 2023.

Signed

.....
 [Insert signature of person whose name and capacity are shown]

Capacity of:

.....
 [Indicate legal capacity of person (s) signing]

Name:

.....

Date

Company stamp

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

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

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

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 Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is 90 days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the quotation validity.

The services will commence within 30 days from date of issue of Purchase Order/ Letter of Acceptance.

Quotation Authorised by:

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

Appendix to Quotation Letter

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

Date: _____

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*



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of Section 138 of the Labour Act, 2007 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 AND DELIVERY OF A VAN/TRUCK AND CLOSED TRAILER

Procurement Ref No G/RFQ/29-38/2025

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					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks (days/month)	Country of Origin
1.	Heavy- Duty Cargo Van/Truck	1	Each						
2.	Trailer	1	Each						
3.	Registration and Licensing	2	Each						
					TOTAL				
NAME:		POSITION:		SIGNATURE		DATE			
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 III:
SECTION IV: SPECIFICATIONS AND PERFORMANCE
REQUIREMENTS

SUPPLY AND DELIVERY OF A VAN/TRUCK AND CLOSED TRAILER

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/29-38/2025

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	HEAVY-DUTY CARGO VAN SPECIFICATION General Requirements - Vehicle type: Heavy-duty panel van, factory-built, brand-new (latest model year). - Application: Professional PA system transport – carrying bulky loudspeakers, amplifiers, flight cases, trusses, stands, and related gear over long distances and mixed terrain. - Configuration: High-roof, long-wheelbase, raised-suspension, 4x4 drivetrain. - GVW: 7.2 Tones (minimum). Compliance: Must meet all local road, safety, and emissions regulator 3.2. Cargo Area & Capacity Cargo volume: $\geq 17 \text{ m}^3$ (preferred 20 m^3 panel van). Interior dimensions (minimum): - Length: $\geq 4,500 \text{ mm}$ - Width (between wheel arches): $\geq 1,350 \text{ mm}$ - Overall cargo width: $\geq 1,800 \text{ mm}$ - Interior height: $\geq 2,100 \text{ mm}$ Payload capacity: $\geq 3,000 \text{ kg}$ net (after body weight).		

	• Cargo floor loading height: ≤ 750 mm (with raised suspension). • Cargo area must include full-height steel bulkhead between cab and cargo compartment. 3.3. Doors & Access • Rear: Full-height double doors, opening to at least 180° (preferably 270°). • Side: Sliding side door on at least one side, clear opening $\geq 1,250$ mm wide. • Doors must accommodate loading of standard flight cases and large speaker enclosures. 3.4. Engine & Drivetrain • Engine: Turbo-diesel, ≥ 3.0 L displacement, power output ≥ 150 kW (200 hp). • Torque: ≥ 450 Nm. • Transmission: ≥ 6-speed manual or automatic. • Drivetrain: Permanent or selectable 4x4 with raised suspension. • Differential locks (rear and central) preferred. • Fuel tank capacity: ≥ 90 L (dual tanks optional). 3.5. Suspension, Wheels & Brakes • Suspension: Heavy-duty raised suspension, reinforced springs/shocks, designed for poor roads and off-road conditions. • Ground clearance: ≥ 200 mm. • Tyres: Heavy-duty all-terrain, load-rated. Spare wheel included. • Brakes: Disc brakes on all wheels, ABS + ESP as standard.		
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3.6. Towing • Factory-fitted towing bar facility, rated for at least 3,500 kg towing capacity (braked trailer). • Provision for 7-pin/13-pin electrical socket for trailer lighting/braking. 3.7. Cabin & Safety • Seating: Driver + 2 passengers (bench or individual). • Comfort: Air conditioning, power steering, ergonomic seats with suspension. • Safety: Dual airbags, ABS, ESP, hill-hold assist, rear-view camera or parking sensors. • Safety Film 15% • Security: Central locking with remote, immobilizer, alarm system. • Radio /Tape (latest vision) 3.8. Additional Features • Electrical: 12V + 24V sockets in cab, provision for auxiliary power/inverter in cargo area. • Lighting: LED interior cargo lighting. • Cargo protection: Plywood or equivalent interior lining. • Roof: Strengthened roof rails for optional rack. • Full Face Wrap Around Bulbar • Tow Bar with ball & wiring • Spotlights 1890 Lumens • Rubberise 3.9. Warranty & Service • Warranty: Minimum 3 years or 150,000 km. • Service: Manufacturer-authorized service network within Namibia/Southern Africa.	
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	- Spare parts: Guaranteed availability for at least 10 years. - Registration and Licensing to be done. NB: The vehicle shall comply with the regulations promulgated under the Namibian Road Traffic and Transport Act of 1999.																																																					
2	TRAILER SPECIFICATIONS 4.1. Dimensions <table><tr><th>Ref</th><th>Description</th><th>Measurement</th></tr><tr><td>A</td><td>Height (overall)</td><td>1820 mm</td></tr><tr><td>B</td><td>Height (side)</td><td>1350 mm</td></tr><tr><td>C</td><td>Length (body)</td><td>2690 mm</td></tr><tr><td>D</td><td>Length (overall)</td><td>3285 mm</td></tr><tr><td>E</td><td>Width (inside)</td><td>1200 mm</td></tr><tr><td>F</td><td>Width (overall)</td><td>1660 mm</td></tr><tr><td>G</td><td>Ground Clearance</td><td>215 mm</td></tr></table> 4.2. Technical Information <table><tr><th>Specification</th><th>Detail</th></tr><tr><td>Tare Mass</td><td>340 kg</td></tr><tr><td>Gross Vehicle Mass (GVM)</td><td>750 kg</td></tr><tr><td>Payload Capacity</td><td>410 kg</td></tr><tr><td>Brakes</td><td>None</td></tr><tr><td>Axle Length</td><td>1480 mm</td></tr><tr><td>Axle Capacity</td><td>1250 kg</td></tr><tr><td>Suspension</td><td>8-Blade Leaf Springs</td></tr><tr><td>Wheels</td><td>165 × 13 inch</td></tr></table> 4.3. Doors <table><tr><th>Door Position</th><th>Height</th><th>Width</th></tr><tr><td>Rear Door</td><td>1010 mm</td><td>845 mm</td></tr><tr><td>Side Door</td><td>1010 mm</td><td>550 mm</td></tr></table> 4.4. Compliance & Notes All dimensions must be nominal and subject to standard manufacturing tolerances.	Ref	Description	Measurement	A	Height (overall)	1820 mm	B	Height (side)	1350 mm	C	Length (body)	2690 mm	D	Length (overall)	3285 mm	E	Width (inside)	1200 mm	F	Width (overall)	1660 mm	G	Ground Clearance	215 mm	Specification	Detail	Tare Mass	340 kg	Gross Vehicle Mass (GVM)	750 kg	Payload Capacity	410 kg	Brakes	None	Axle Length	1480 mm	Axle Capacity	1250 kg	Suspension	8-Blade Leaf Springs	Wheels	165 × 13 inch	Door Position	Height	Width	Rear Door	1010 mm	845 mm	Side Door	1010 mm	550 mm		
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	• Specifications must meet typical trailer safety and durability requirements for GVM $\leq$ 750 kg. • Registration and Licensing to be done. • NB: The vehicle shall comply with the regulations promulgated under the Namibian Road Traffic and • Transport Act of 1999.		
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** 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 (*insert website address*) 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: _____

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: Ministry of Information and Communication Technology
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Ministry of Information and Communication Technology, Trust Building, Independence Ave Windhoek
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 Ministry of Information and Communication Technology the address and the contact name shall be: Head of Procurement Management Unit (PMU@mict.gov.na) 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	The Goods are to be delivered within 90 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.
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.
Performance Security GCC 18.1	(i) No performance security is required
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: _____
Transportation GCC 25	The Goods shall be delivered: Ministry of Information Communication and Technology, Trust Building, Independence Avenue
Inspection and Test GCC 26.1	The inspection and tests shall be conducted upon receiving of goods at Ministry of Information Communication and Technology, Trust Building, Independence Avenue

Subject and GCC clause reference	Special Conditions
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Ministry of Information Communication and Technology, Trust Building, Independence Avenue.
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per day. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage 4-10%]</i> of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: 3 years or 150,000 km For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Ministry of Information Communication and Technology, Trust Building, Independence Avenue
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 365 day(s)

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**

Procurement Reference No.: _____

Description	Attached	Not Attached
Bid Letter		
Price Activity Schedule		
Specification and Compliance Sheet		
Bid- Securing Declaration		
Written undertaking in terms of section 138 of the Labour Act, 2007		
Original / Valid certified copy of a Tax Good Standing Certificate – NAMRA		
Original / Valid certified copy of Good Standing Social Security Certificate		
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;		
Valid Company Registration Certificate (Indicating the nature of the business)		
A valid SME Certificate (for bids reserved SME)		
Company profile, experience and references where similar services have been provided		
Initial all pages		
Five reference letters of similar good delivered in line to this procurement.		

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.

REPUBLIC OF NAMIBIA
Ministry of Information &
Communication Technology
Procurement

2025 -10- 3 0

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WINDHOEK