

# Request for Sealed Quotations for Goods

**Supply and Delivery of Corporate and Safety Apparel for EIF  
Staff Members**

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**Procurement Reference No: G/RFQ/EIF-09/2026**

<b>Bidder's Name:</b>		
<b>E-mail Address</b>		
<b>Postal Address</b>		
<b>Contact Details:</b>	<b>Tel:</b>	
	<b>Mobile:</b>	
<b>Contact Person</b>		
<b>Bidding amount (Incl. VAT)</b>		

**Due Date: Wednesday, 07 July 2026 @12H00**  
**Client: Environmental Investment Fund of Namibia (EIF),**  
**Physical Address: 8933 Heinitzburg Heights,**  
**c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek,**  
**P.O. Box 28157,**  
**Auas Valley, Windhoek,**  
**Tel: +264 61 431 7700**

## Letter of Invitation

G/RFQ/EIF-09/2026

24 June 2026

Dear Prospective Bidder

***Supply and Delivery of Corporate and Safety Apparel for EIF Staff Members***

The Environmental Investment Fund of Namibia (EIF) 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 **Mr. Abner Nehale, Procurement Assistant, 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek, Windhoek, Namibia** Tel +264 61 431 7733/38/45., Email [ANehale@eif.org.na](mailto:ANehale@eif.org.na)

Request for clarifications should be received within Four (4) days prior to the deadline set for submission of bids.

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,



**David Hamukwaya**

**Secretary: Procurement Committee**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Environmental Investment Fund of Namibia (EIF) reserves the right:

- (a) to split the contract as per the lowest evaluated cost **per item** or **as a lot**,
- (b) to reduce or increase the quantities, 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.
- (d) to award the contract to multiple service providers, Increase or decrease the scope of services.

### 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) Complete the Company Shareholding Information form on page 10.
- (e) any other attachment as 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) Certified copies of either:
  - (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia.
  - (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia.
  - (iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or

- (iv) partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements laws.
- (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 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 Social Security Certificate**, as certified by the Commissioner of Oath.
- (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) Have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) Submit a signed Bid Securing Declaration

## 5. Bid Security/Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. Kindly complete the attached relevant form and submit with your quotation. If the completed Bid Securing Declaration is not submitted, your bid will be regarded as non-responsive and will not be considered for further evaluation.

## 6. Delivery

Delivery shall be **Three (3) weeks** 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:

- Inspection of outer and inner packaging to make sure it is intact and for signs of damage.
- Inspection of the contents and number of items against the delivery note and invoice.
- Inspection of delivery documents (Delivery note and invoice)

- Inspection for correct specifications

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

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Environmental Investment Fund of Namibia (EIF) 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 **Environmental Investment Fund of Namibia (EIF), 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek, Windhoek, Namibia**, not later than **Tuesday, 07 July 2026 at 12H00 AM..**

Quotations by post or hand delivered should reach **Environmental Investment Fund of Namibia (EIF), Offices at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek, Windhoek, Namibia**, 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 Environmental Investment Fund of Namibia (EIF) immediately after the closing time referred to in section 9 above.

A record of the Quotation Opening stating the name of the Bidders, the amount and the absence and present of mandatory documents reflected in section 50. (2) (a-e) of the Public Procurement Act, 2015 (Act No. 15 of 2015) as well as a Bid-Securing Declaration will be put on the website of the Environmental Investment Fund of Namibia (EIF) and available to any bidder on request within three (3) working days of the Opening.

## **10. Evaluation of Quotations**

The Environmental Investment Fund of Namibia (EIF) shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## **11. Technical Compliance**

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

## **12. Prices and Currency of Payment**

Quotations shall be fixed in Namibian Dollars, and all payments will be made in this currency.

**13. Margin of Preference**

13.1 The applicable margins of preference applicable for **Exclusive Preferences to Local Suppliers** and their application methodology as follows: **A = Margin of Preference x Bid Price**

<b>100</b>	
Procurements	Value
Works	Not exceeding N\$30 000 000
Consultancy Services	Not exceeding N\$10 000 000
Goods	Not exceeding N\$10 000 000
Non-Consultancy Services	Not exceeding N\$10 000 000

13.2 Bidders applying for the Margin of Preference shall submit, evidence of:

**Declaration to Qualify for Margin of Preference under Paragraph 6, 9 and 10 of the Code of Good Practice on Preferences, No 13 of 2023**

I, \_\_\_\_\_ (insert full name of authorized representative) hereby declare that I/we/it qualify for the preferences marked below.

Category of bidder	Criteria	Tick the box if you qualify for the Criteria
<b>Manufacturer</b>	a bidder who is a manufacturer as defined in paragraph 1	
<b>MSME</b>	a bidder who is a MSME as defined in paragraph 1 whose minimum equity is 51% owned by Namibians	
<b>Women owned enterprise</b>	a bidder who is 100% women - owned or whose minimum equity is 51% owned by Namibian women	
<b>Youth owned enterprise</b>	a bidder who is 100% youth - owned or whose minimum equity is 51% owned by Namibian youths	
<b>PDP owned enterprise</b>	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs	
<b>Suppliers providing environment protection</b>	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document	
<b>Suppliers providing employment to Namibians</b>	A bidder who employs 50% or more Namibian citizens	

**You are required to submit the following documentary evidence in support of your above selection and margin of preference will be allocated according to**

**the percentages below. If you do not provide the required information, you will not qualify for the margin of preference.**

**14. 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

**15. Performance Security**

Not applicable

**16. Notification of Award and Debriefing**

The Environmental Investment Fund of Namibia (EIF) shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Environmental Investment Fund of Namibia (EIF) 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:	<b>Environmental Investment Fund of Namibia (EIF)</b>
Procurement Reference Number:	<b>G/RFQ/EIF-09/2026</b>
Subject matter of Procurement:	<b>Supply and Delivery of Corporate and Safety Apparel for EIF Staff Members</b>

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 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 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:** .....[Day|month|year]

**Procurement Ref No.:** G/RFQ/EIF-30/2025

**To:** Environmental Investment Fund of Namibia (EIF)

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

**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 and Delivery of Corporate and Safety Apparel for EIF Staff Members

Procurement Ref No. **G/RFQ/EIF-09/2026**

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.		<p>Bidders shall fill-in columns E - I and fill the total</p> <p>E= mark with a *if an equivalent is quoted</p> <p>F= Rate per unit</p> <p>G=Total price for one item ( C x F)</p> <ul style="list-style-type: none"> <li>If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li> <li>Bidders shall fill in and sign the bottom section of this page</li> </ul>							
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
	High Visibility Reflector Jackets 	11	EACH						
	Red Golf shirt with SHE REP printed on the back with EIF Logo on the front	11	EACH						

Section III: List of Goods and Price Schedule

		11	EACH						
	<p>High Visibility Reflector Bomber Jackets with SHE REP printed on the Back</p> 								
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 IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

The Environmental Investment Fund of Namibia (EIF) is seeking sealed quotations from reputable suppliers for the supply and delivery of items listed in Section III: List of Goods and Price Schedule.

**The Environmental Investment Fund of Namibia (EIF) reserves the right:**

- conduct supplier due diligence prior to final award or at any time during the contract period.
- initiate necessary action against defaulting suppliers and contracts.
- not permit a bidder or supplier to receive a procurement award / contract on grounds of outstanding delivery default (failure by a bidder or supplier, for any reason not excused by the applicable provisions of the award/contract to deliver;
- to award based on faster delivery time; and
- terminate if the supplier fails to deliver any or all the Goods within the period specified.

Section V: Specifications and Compliance Sheet

**SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**

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

*[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)
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
1	High Visibility Reflector Jackets		
2.	Red Golf shirt with SHE REP printed on the back with EIF Logo on the front		
3	High Visibility Reflector Bomber Jackets with SHE REP printed on the Back		

**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: **G/RFQ/EIF-09/2026**

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
<b>Purchaser</b> <b>GCC 1.1(h)</b>	The purchaser is: Environmental Investment Fund of Namibia (EIF)
<b>Site</b> <b>GCC 1.1(m)</b>	The Site/destination for delivery of the Goods is: The Environmental Investment Fund of Namibia (EIF) 8933 Heinitzburg Heights c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets Klein Windhoek Windhoek Namibia Email: <a href="mailto:Procurement@eif.org.na">Procurement@eif.org.na</a>
<b>Incoterms Edition</b> <b>GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2020.

Section VI: Contract

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Notices</b> <b>GCC 8.1</b>	<p>Any notice shall be sent to the following addresses:                      The Environmental Investment Fund of Namibia (EIF)                      8933 Heinitzburg Heights                      c/o Heinitzburg &amp; Dr. Theo Ben-Gurirab Streets                      Klein Windhoek                      Windhoek                      Namibia                      Email: <a href="mailto:Procurement@eif.org.na">Procurement@eif.org.na</a></p> <p>For the Supplier, the address and contact name shall be:                      _____</p>
<b>Disputes</b> <b>GCC 10.2</b>	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as per the laws of the Republic of Namibia.</p>
<b>Delivery and Documents</b> <b>GCC 13.1</b>	<p>The Goods are to be delivered within 21 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</p>
<b>Price Adjustment</b> <b>GCC 15.1</b>	<p>The price charge for the Goods supplied and the related Services shall not be adjustable.</p>
<b>Terms of Payment</b> <b>GCC 16.1</b>	<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>
<b>Terms of Payment</b> <b>GCC 16.3</b>	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
<b>Terms of Payment</b> <b>GCC 16.4 (a)</b>	<p>The price shall be adjustable to the fluctuation in the rate of exchange.</p>

Section VI: Contract

Subject and GCC clause reference	Special Conditions
<b>Payment Period</b> <b>GCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p>
<b>Performance Security</b> <b>GCC 18.1</b>	<p>(i) No performance security is required.</p>
<b>Discharge of Performance Security</b> <b>GCC 18.4</b>	<p>Not applicable</p>
<b>Packing</b> <b>GCC 23.2</b>	<p>The packing, marking and documentation within and outside the packages shall be according to the manufacturer's instructions</p>
<b>Insurance</b> <b>GCC 24.1</b>	<p>Not applicable for local suppliers</p>
<b>Transportation</b> <b>GCC 25</b>	<p>The Goods shall be delivered: DAP (delivery at place)</p>
<b>Inspection and Test</b> <b>GCC 26.1</b>	<p>The inspection and tests shall be:</p> <ul style="list-style-type: none"> <li>• Inspection of outer and inner packaging to make sure it is intact and for signs of damage.</li> <li>• Inspection of the contents and number of items against the delivery note and invoice.</li> <li>• Inspection of delivery documents (Delivery note and invoice)</li> <li>• Inspection for correct specifications</li> </ul>
<b>Location of Inspection and Tests</b> <b>GCC 26.2</b>	<p>The inspections and tests shall be conducted at: The Environmental Investment Fund of Namibia (EIF)              8933 Heinitzburg Heights              c/o Heinitzburg &amp; Dr. Theo Ben-Gurirab Streets</p>

Section VI: Contract

Subject and GCC clause reference	Special Conditions
<b>Liquidated Damages</b> GCC 27.1	Liquidated damages for the whole contract are 5 % of the final contract price per day.
<b>Warranty</b> GCC 28.3	The period of validity of the warranty shall be: thirty-six (36) months.
<b>Repair and Replacement</b> GCC 28.5	The period for repair or replacement shall be within five (5) days of notice

**Attachment: Price Adjustment Formula**

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[ a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

$$a+b+c = 1$$

in which:

- P<sub>1</sub> = adjustment amount payable to the Supplier.
- P<sub>0</sub> = Contract Price (base price).
- a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- b = estimated percentage of labor component in the Contract Price.
- c = estimated percentage of material component in the Contract Price.
- L<sub>0</sub>, L<sub>1</sub> = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
- M<sub>0</sub>, M<sub>1</sub> = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

- a = *[insert value of coefficient]*
- b = *[insert value of coefficient]*
- c = *[insert value of coefficient]*

## Section VI: Contract

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = *[insert number of weeks]* weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
- (b) If the currency in which the Contract Price  $P_0$  is expressed is different from the currency of origin of the labour and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

## SCHEDULE 2

### COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

<b>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</b>		
	N\$	N\$
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	
• Clerical Wages	.....	
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

Local Value Added =  $\frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$

**NB! The cost structure should be certified by a Certified Accountant**

### SCHEDULE 3

#### QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: **G/RFQ/EIF-09/2026**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
(i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia. (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia. (iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or (iv) partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements.	
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	
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 Social Security Certificate, as certified by the Commissioner of Oath	
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	
Written undertaking as contemplated in section 138 (2) of the Labour Act	
Complete the Company Shareholding Information form.	

## DECLARATION OF CONFLICT OF INTEREST

(For Bidders / Suppliers / Service Providers)

Procurement Reference Number \_\_\_\_\_

Procurement Description \_\_\_\_\_

Name of Bidder / Company \_\_\_\_\_

Registration Number: \_\_\_\_\_

Physical Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Details \_\_\_\_\_

### 1. Declaration

1.1 I/We, the undersigned, hereby declare that: 1. I/We have read and understood the provisions relating to Conflict of Interest as required by the Environmental Investment Fund (EIF) and applicable public procurement laws and regulations of the Republic of Namibia.

1.2 I/We declare that neither the bidder, its directors, shareholders, partners, nor key personnel have any direct or indirect personal, financial, business, or other interest with:

- o Any EIF staff member,
- o Any member of EIF Management, or
- o Any member of the EIF Board,

**Except as disclosed below:**

### 2. Disclosure of Interest (if applicable)

No conflict of interest exists.

A conflict of interest exists, details of which are disclosed below:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.1 Name of EIF staff/Board/Management member: \_\_\_\_\_

2.2 Nature of relationship or interest: \_\_\_\_\_

(e.g. family relationship, business partnership, shareholding, consultancy, etc.)

2.3 Extent of interest (direct/indirect) \_\_\_\_\_

2.4 Any mitigating measures taken or proposed \_\_\_\_\_

\_\_\_\_\_ (Attach additional pages if necessary)

### 3. Undertaking

I/We undertake to:

- Immediately notify the EIF in writing should any conflict of interest arise during the procurement process or execution of any resulting contract.
- Accept that failure to disclose any conflict of interest may result in disqualification, termination of contract, or any other remedial action as deemed appropriate by the EIF.

I/We further confirm that the information provided in this declaration is true, correct, and complete to the best of my/our knowledge.

### 4. Authorised Signatory

Full Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Signature : \_\_\_\_\_  
 Date : \_\_\_\_\_

**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.*