



NAMIBIA TRAINING AUTHORITY



# Request for Sealed Quotations

## SUPPLY AND DELIVERY OF COSMETOLOGY TRAINING MATERIALS FOR OKAKARARA VOCATIONAL TRAINING CENTRE-2025

**Reference: G/RFQ/OVTC- 11/2025**

Name of Bidder: \_\_\_\_\_

Total Bid price \_\_\_\_\_

**Closing date: 14 March 2025, Time 11h00**

**NB! ONLY THE LOWEST BIDDER TO SPECIFICATIONS WILL BE  
RECOMMENDED**

*Initial* \_\_\_\_\_



NAMIBIA TRAINING AUTHORITY



## Letter of Invitation

Dear Potential Bidders

03 March 2025

Procurement Reference Number: G/RFQ/OVTC- 11/2025

Dear Sir/Madam

### Request for Sealed Quotations for Supply and Delivery of the Cosmetology Training Materials for Okakarara Vocational Training Centre

The Okakarara Vocational Training Centre requests 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.

For enquiries, please contact the following people:

1. Enquiries: Ms. Paulina Mumbala Tel: 067-317 069, email: pmumbala@ovtc.edu.na

Please prepare and submit your quotation by **11h00, Friday 14 March 2025**, in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

  
MR GIFFA KURU  
HEAD OF FINANCE AND ADMINISTRATION  
OKAKARARA VOCATIONAL TRAINING CENTRE

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

Okakarara VTC reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, and
- (b) to accept or reject any quotation or
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

### 2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II
- (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. All pages must be initialled and use of correction fluid is strictly prohibited.**

### 3. Validity of Quotations

The Quotation validity period shall be 60 days from the date of submission deadline.

### 4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents are attached:

	Document name / title	Please tick
1.	<b>Certified copy or Original of a valid Tax Certificate</b> , issued by NAMRA.	
2.	<b>Certified copy of a valid Affirmative Action Compliance Certificate</b> , proof from the <b>Employment Equity Commissioner</b> that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Act 29 of 1998, as amended)	
3.	<b>Copy of a valid Good Standing Certificate with the Social Security Commission.</b>	
4.	<b>Certified Copy of the Close Corporation Certificate</b> (issued in terms of Act 26 of 1988) or <b>Founding Statement or any other relevant Company Registration Certificate</b> . These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render.	
5	<b>Certified copy of a valid Certificate of Registration as an SME</b> , issued by the Ministry of Industrialisation and Trade (only applicable to bids reserved for MSMEs).	
6.	<b>A written undertaking</b> issued in terms of Section 138 of the Labour Act, 2007 (Act No. 11 of 2007), read in conjunction with Section 50 (2) (d) of the Public Procurement Act, 2015 (Act No. 15 of 2015).	
8	Each page should be fully completed, initialled and the principal business of the company should be in line with this bid ( <b>supply of textbooks</b> ).	



9	Provide proof of experience of supplying similar goods to reputable Entities (at least three with traceable references). OVTC reserves the right to contact issuers of reference letters to confirm work done, in accordance with Section 52 (1) of the Public Procurement Act, 2015.	
10	Bidder's declaration confirming that they have no outstanding and/or delayed supply of goods or services to OVTC.	
11	The lowest responsive bidders will be considered for award and quoted bid prices should be inclusive of all other related costs.	

## 5. Delivery

Delivery/services shall be **ONE (1) week**/s after the issuing of the Purchase Order. A penalty of 1% per week shall be instituted on late delivery.

5.1. The following tests and inceptions will be conducted on the goods at delivery:

- Check if it is correct delivery as specified on the request for quotation
- If delivery is on time
- If delivery note is attached

## 6. Sealing and Marking of Quotations

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

## 7. Submission of Quotations

Quotations should be emailed deposited in the Quotation/Bid Box located at Okakarara Vocational Training Centre – Finance and Administration building, John Tjituua Street, later than **Thursday, 31 Friday 2025, Time: 11H00.**

## 8. Opening of Quotations

Quotations will be opened internally by the Centre immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders and the amount quoted, will be posted on the website of the Ministry and available to any bidder on request within three working days of the Opening.

## 9. 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.

In terms of Section 71.3 of the Public Procurement Act, Act 15 of 2015, Margin of Preference shall apply as follows:

“

#### **10. Technical Compliance**

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

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

Prices shall remain fixed for the duration of the period and quoted in Namibian Dollars. The Ministry shall not consider price increases due to exchange rates; therefore, bidders are advised to make their own projections.

#### **12. 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: General Conditions of Contract and Contract Agreement.

#### **13. 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 days. Furthermore, the Ministry shall attend to all requests for debriefing made in writing within 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>Emailed, Couriered or hand delivered to Finance and Administration building, OVTC</b>
Subject matter of Procurement:	<b>Request for Sealed Quotations for the Training Materials for OVTC</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.

The validity period of the Quotation is 90 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 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:
Date:	Signature:	Phone No./Fax:

## BID SECURING DECLARATION

(Section 45 of Act) (Regulation 37(5) and 56(2))

Date: .....

To: OVTC

**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 Cosmetology Training Materials Academic year 2025

### LOT 1-Waxing

INSTRUCTIONS TO THE PUBLIC BODY		INSTRUCTIONS TO BIDDERS				
		Bidders shall fill-in columns E to F • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E		F
<b>Item #</b>	<b>Description</b>	<b>Qty</b>	<b>UOM</b>	<b>Unit Price N\$ (Excl.VAT)</b>	<b>Total price N\$ (Excl.VAT)</b>	<b>Delivery Period</b>
1	Wax pot	2	Each			
2	Cotton pads 100 in a pack	20	Pack			
3	Face spatulas	5 pack	Each			
4	Body wooden spatula	20	Pack			
5	Body waxing powder	4	Each			
6	Pre wax lotion	6	Each			
7	Post wax lotion	6	Each			
8	Body soft wax (Strip) & Flim wax	6	Each			
9	Wax sheet	3	Each			
10	Waxing strip	4	Each			
11	Earbuds	20	Each			
12	Lash and brow comb brush	8	Each			
13	Hand moisturizer	4	Each			
14	Hand sanitizer	6	Each			
15	Bine liners	5	Each			
16	Gloves 100 per pack (M &L)	6	Packs			
17	Sanitizing wipes 5kg	3	Bucket			
18	Hot Wax & Flim wax	12	Each			
19	Waxing Bed Sheet	10	Each			
20	Face wax (Brow, Lips)	10	Each			
21	None-woven depilating Bands	20	Each			
<b>Sub Total</b>						
					<b>VAT 15%</b>	
					<b>Grand Total</b>	
<b>NAME OF BIDDER:</b>				<b>ADDRESS:</b>		

The price shall be treated as firm in Namibian Dollars for all intent and purpose.

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

## LOT 2-Foot and Hand Spa

INSTRUCTIONS TO THE PUBLIC BODY		INSTRUCTIONS TO BIDDERS				
		Bidders shall fill-in columns E to F • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E		F
Item #	Description	Qty	UOM	Unit Price NS (Excl.VAT)	Total price NS (Excl.VAT)	Delivery Period
1	Hand sugar scrub	4	Each			
2	Hand moisture mask	2	Each			
3	Hand massage cream	2	Each			
4	Hand gloves 100 in a pack	4 packs	Each			
5	Cotton pads 100 in a pack	20 packs	Each			
6	Foot powder	3 packs	Each			
7	Antiseptic foot spray	4	Each			
8	Foot soak	4	Each			
9	Foot scrub	2	Each			
10	Foot moisture mask	2	Each			
11	Foot massage lotion and oil	3 each	Each			
12	Plastic wrap for foot mask	3	Each			
13	Callus remover	3 box	Each			
14	Callus shaver	4	Each			
15	V-shaped push back stick	2	Each			
16	Ingrown toenail lifter	4	Each			
17	Bine liners	4	Each			
18	Gloves	6 packs	Each			
19	Hand massage oil	2	Each			
<b>Sub Total</b>						
<b>VAT 15%</b>						
<b>Grand Total</b>						
<b>NAME OF BIDDER:</b>				<b>ADDRESS:</b>		



## LOT 3-Facials

INSTRUCTIONS TO THE PUBLIC BODY		INSTRUCTIONS TO BIDDERS				
		Bidders shall fill-in columns E to F • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E		F
Item #	Description	Qty	UOM	Unit Price NS (Excl.VAT)	Total price NS (Excl.VAT)	Delivery Period
1	Brown pencils	8	Each			
2	Angled brow brush	6	Each			
3	Brow gell	4packs	Each			
4	Vaseline	5	Each			
5	Disposable mascara wands	2	Each			
6	High lighter and concealers	2	Each			
7	Eye drops	4	Each			
8	Cotton pads	10	Each			
9	Earbuds	10	Each			
10	Lash and brow comb brush	8	Each			
11	Hand moisturizer	4	Each			
12	Hand sanitizer	6	Each			
13	Scissor	4	Each			
14	Tissue box	4	Each			
15	Bine liners	4	Each			
16	Gloves	4	Each			
17	Wet wips	4	Each			
18	Eye pads	30pack	Each			
19	Facial sponges	12 pare	Each			
20	Lancets	3	Each			
21	Professional cosmetic face mask brushes	10	Each			
22	Peroxide	4	Each			
23	Eyebrow and lash tint	3 each	Each			
24	Face wash package for (oily skin)	3packages	Each			
25	Face wash package for (dry skin)	3packages	Each			
26	Face wash package for (acne skin)	3packages	Each			
27	Massage oil	3 each	Each			
28	Neck cream	5	Each			
29	Make-up remover	4	Each			

30	Hydraulic chair	4	Each			
31	Step up stool	4	Each			
	<b>Sub Total</b>					
	<b>VAT 15%</b>					
	<b>Grand Total</b>					
<b>NAME OF BIDDER:</b>				<b>ADDRESS:</b>		

The price shall be treated as firm in Namibian Dollars for all intent and purpose.

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

## LOT-4 HAIRDRESSING

INSTRUCTIONS TO THE PUBLIC BODY		INSTRUCTIONS TO BIDDERS				
		Bidders shall fill-in columns E to F • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E		F
Item #	Description	Qty	UOM	Unit Price N\$ (Excl.VAT)	Total price N\$ (Excl.VAT)	Delivery Period
1	Shampoo (25 Litre)	3	Each			
2	Conditioner (25 Litre)	2	Each			
3	Holding (5 Litre)	2	Each			
4	Hand held dryer (2400 Watt)	10	Each			
5	Straighter (ghd)	10	Each			
6	Color mouse	5 each	Each			
7	Styling gel	10	Each			
8	Placenta (5 Liter)	2	Each			
9	Conditioning treatment	10	Each			
10	Setting lotion (1 Liter)	10	Each			
11	Hair food	10	Each			
12	Silicone (1 liter)	5	Each			
13	Shinning spray	10	Each			
14	Apron	10	Each			
15	Gowns	3 each	Each			
16	Set of combs	10	Each			
17	Blow-drying brushes	5 each	Each			
18	Paddle brush	10	Each			
19	Buffer fly clamps (12 per pack) black	10	Each			
20	Pins and grips kit	2	Each			
21	Hand held dryer (2400 Watt)	10	Each			
22	Diana pin cul clips (double)	10	Each			
23	Clamps	10	Each			
24	Timer	10	Each			
25	Spray bottles	10	Each			
26	Hand mirrors	5	Each			
27	Tint bowl and brush set	10	Each			
28	Plastic caps	1	Each			
29	Barbersol (2 Liter)	10	Each			
30	Barbacide jar	10	Each			
Sub Total						

	VAT 15%		
	Grand Total		
NAME OF BIDDER:		ADDRESS:	

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

### LOT 1-Waxing

Item No	Description	Specifications	Comply YES/NO	DEVIATION (IF ANY)
1	Wax pot	Professional double pot wax ( 2 warmer)		
2	Cotton pads	100 in a pack		
3	Face spatulas	Eyelash, upper lip, and nose wax (Small)		
4	Body wooden spatula	Legs, arms, thighs and bikini line (Large 15) ( medium 5)		
5	Body waxing powder (Purified Talk powder)	Hair removal powder or (Talk powder) Un-fragranced (100g)		
6	Pre wax lotion	(With gel 3) and ( 3 Depil OK Aqua mousse (200ml) or 3 Wax oil with coconut & lime 250ml)		
7	Post wax lotion	3 With tea tree oil 400ml 2 With coconut , lime or lavender 400ml		
8	Body soft wax (Strip) Flim wax	2 Classic honey 800g 2 champagne 800g 1 sensitive azulene wax 800g		
9	Wax sheet	Disposable non-woven sheet bed cover roll		
10	Waxing strip	Roll		
11	Earbuds (100 in a pack)	20 pack		
12	Lash and brow comb brush	Black		
13	Hand moisturizer	Moisturizer made for hands not body 250ml		
14	Hand sanitizer	Anti-bacterial hand wash (gel) 250ml		
15	Bine liners	For small side bed bines ( rolls)		
16	Gloves	Disposable nitrile gloves (M 2) ( L3)		
17	Sanitizing wipes	Hands and surface fresh mint 70% ethyl Ac (5kg)		
18	Hot wax & Flim wax	Hot film wax pellets (2 Brazilian, 2 Rose, Hot wax 3 classic honey, 3 antique rose And 2 Pearlescent		
19	Waxing Bed Sheet	Not disposable		
20	Face Wax (Brow ,Lips)	Sensitive hot film wax discs		
21	None-woven depilating bends	Disposable		

## LOT 2-Foot and hand spa

Item No	Description	Specifications	Comply YES/NO	DEVIATION (IF ANY)
1	Hand sugar scrub	5kg		
2	Hand moisture cream mask	10kg		
3	Hand massage cream	Massage cream 250ml		
4	Hand gloves	Plastic hand gloves for the mask (100 in a pack)		
5	Cotton pads	100 in a pack		
6	Foot powder	Odor-fighting foot powder (200g)		
7	Antiseptic foot spray	Foot hygienic spray 195 ml		
8	Foot soak	Citrus foot soak 2L		
9	Foot scrub	Dead sea scrub (A large bucket 5kg)		
10	Foot moisture mask	(A large bucket 5kg)		
11	Foot & Leg massage lotion	1L ml		
12	Plastic wrap for foot mask	Roll		
13	Callus remover	946ml		
14	Callus shaver	Pack		
15	V-shaped push back stick	100 in a Pack		
16	Ingrown toenail lifter	Stainless steel ,double sided		
17	Bine liners	For small side bed bines (Roll)		
18	Gloves	Disposable nitrile gloves 2m,3L		
19	Hand massage oil	Must contain natural oils such as tea tree, peppermint, or eucalyptus 3.78L		

## LOT 3-Facials

Item No	Description	Specifications	Comply YES/NO	DEVIATION (IF ANY)
1	Brown pencils	4 black,4 dark brown ( high pigmented)		
2	Angled brow brush	Dark brown or black		
3	Brow gell	24 brow setter ( clear brown gel)		
4	Vaseline	Original 100% white petroleum (small)		
5	Disposable mascara wands	30 in a Pack		
6	High lighter and concealers	Different colors shades pallet		
7	Eye drops	Antihistamine eye drops		
8	Cotton pads	100 in a pack		
9	Earbuds	100 in a pack		
10	Lash and brow comb brush	Black		
11	Hand moisturizer	Moisturizer made for hands not body 250ml		
12	Hand sanitizer	Anti-bacterial hand wash (gel) 250ml		
13	Scissor	Large		
14	Tissue box	Flat tissue box		
15	Bine liners	For small side bed bines (Roll)		
16	Gloves	Disposable nitrile gloves M&L		
17	Wet wipes	Himaya or baby wipes non-canted		
18	Eye pads	(Collagen 10) (Vitamin C 20)		
19	Facial sponges	24		
20	Lancets	Pack		
21	Professional cosmetic face mask brushes	Pack		
22	Peroxide	Hydrogen peroxide 10% voll		
23	Eyebrow and lash tint	Brown, black, blue black		
24	Face wash package for (oily skin)	Cleanser, exfoliator, mask, SPF cream		
25	Face wash package for (dry skin)	Cleanser, exfoliator, mask SPF cream		
26	Face wash package for (acne skin)	Cleanser, enzyme, mask, SPF cream		
27	Massage oil	Jojoba, coconut, almond oil 250ml		
28	Neck cream	Special cream 100g		
29	Make-up remover	Oil base		
30	Hydraulic chair	Hydraulic chair		
31	Step up stool	Black		

## LOT 4-HAIRDRESSING LEVEL 2

Item No	Description	Specifications	Comply YES/NO	DEVIATION (IF ANY)
1	Shampoo (25 Litre)	4835		
2	Conditioner (25 Litre)	9441		
3	Holding (5 Litre)	1030		
4	Hand held dryer (2400 Watt)	12124		
5	Straighter (ghd)	8677		
6	Color mouse	Red, Black, Mahogany		
7	Styling gel	Softn'free gel		
8	Placenta (5 Liter)	4447		
9	Conditioning treatment	Darkn' lovely 900g		
10	Setting lotion (1 Liter)	1048		
11	Hair food	Any (250ml)		
12	Silicone (1 liter)	3009		
13	Shinning spray	Dark and lovely (265 ml)		
14	Apron	4891		
15	Gowns	4892		
16	Set of combs	4266		
17	Blow-drying brushes	12467,1741,1742,1743		
18	Paddle brush	16784		
19	Buffer fly clamps (12 per pack) black	6469		
20	Pins and grips kit	8834		
21	Hand held dryer (2400 Watt)	12124		
22	Diana pin cul clips (double)	5609		
23	Clamps	13944		
24	Timer	4427		
25	Spray bottles	1112		
26	Hand mirrors	1154		
27	Tint bowl and brush set	11634		
28	Plastic caps	12565		
29	Barbersol (2 Liter)	2006		
30	Barbacide jar	2040		



## PERFORMANCE REQUIREMENTS

Bidders should complete columns C and D with the specification of the goods offered. Attach detailed technical literature as stated in the requirements. Authorise the specification offered in the signature block below.

### 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 and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **G/RFQ-GCC**) (available at public entities physical address/website: Insert Public Entity address/website) except where modified by the Special Conditions below.

### SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order 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

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

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Services: <b>OKAKARARA VOCATIONAL TRAINING CENTRE, JOHN TJIKUA STREET</b>
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Subject and GCC clause reference	Special Conditions
<b>Notices</b> GCC 8.1	Any notice shall be sent to the following addresses: For the Ministry, the address and the contact's name shall be: Private Bag 13198, Windhoek Attention: For the Supplier, the address and contact name shall be:   
<b>Delivery and Documents</b> GCC 13.1	The Goods are to be delivered within TWO (2) week/s from the date of the Purchase Order. The bidder to ensure that goods are received undamaged. The documents to be furnished by the Supplier are: (a) signed delivery note; and first Invoice for payment.
<b>Terms of Payment</b> GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice.
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than (30) days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
<b>Performance Security</b> GCC 18	(i) No performance security is required
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: product name, quantities
<b>Insurance</b> GCC 24	The bidder bears the cost of insurance
<b>Transportation</b> GCC 25	The Goods shall be delivered: Delivery Duty Paid
<b>Inspection and Tests</b> GCC 26.	Testing and commissioning of goods shall be at the supplier's expense
<b>Liquidated Damages</b> GCC 27	Liquidated damages for the whole contract are 1% per week. The maximum number of liquidated damages for the whole contract is 5% of the final contract price.
<b>Warranty</b> GCC 28.3	For item 1, the minimum period of warranty/shelf life shall be ____ For item 2, the minimum period of warranty/shelf life shall be ____ For item 3, the minimum period of warranty/shelf life shall be ____

### SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Supplier Name: \_\_\_\_\_

Description	Attached	Not Attached
A Signed and Completed Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Expression of Interest Document		
Mandatory Documentations		

**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.