

Namibia Revenue Agency  
PO Box 569  
Windhoek, Namibia



# Request for Quotations for Goods

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## PROCUREMENT OF PROMOTIONAL MATERIAL FOR NAMRA TAX AMNESTY PROGRAMME

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**Procurement Reference No: G/RFQ/NAMRA/01-10/2023**

**Cost:** Free to be downloaded from NamRA website.  
[www.namra.org.na](http://www.namra.org.na)

**BIDDER NAME:** \_\_\_\_\_

**TOTAL BID AMOUNT – VAT INCLUSIVE:** \_\_\_\_\_

Procurement Management Unit (PMU)  
P O Box 569  
Windhoek  
[procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na)

NamRA Building 5<sup>th</sup> Floor  
Molkte Street  
Windhoek  
Tel no: 061-2092518

Namibia Revenue Agency  
PO Box 569  
Windhoek, Namibia



## Letter of Invitation

TO: Prospective Bidders

22 May 2023

REFERENCE NUMBER: G/RFQ/NAMRA/01-10/2023

### **PROCUREMENT OF GOODS – PROCUREMENT OF PROMOTIONAL MATERIAL FOR NAMRA TAX AMNESTY PROGRAMME**

Dear Sir/Madam

NamRA invites you to submit your best quote for the services described in detail hereunder, page 10

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

Queries, if any, should be addressed to PMU at: [procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na) contact office telephone number: 061-209 2518.

**DEADLINE FOR BID SUBMISSION: Friday, 2 June 2023 at 11:00**

**SUCCESSFUL BIDDER WILL BE REQUIRED TO SUBMIT SAMPLES FOR APPROVAL**

Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully



*[Handwritten signature]*

Ms. Petra Lisho- Mayumbelo

**MANAGER: PROCUREMENT MANAGEMENT UNIT**

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of NamRA**

NamRA reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, and or split the contract to different bidders per region and or per lot.
- (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 works mentioned in Section III, by completing, signing and returning:

- a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable.
- b) the Priced Activity Schedule in Section IV;
- c) the Specifications and 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 **180 days** from the date of bid submission deadline.

### **4. Eligibility Criteria [Mandatory documents for submission]**

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

- (a) have a valid or certified copy of company Registration Certificate.
- (b) have a valid or certified copy of original valid good Standing Tax Certificate.
- (c) have a valid or certified copy of good Standing Social Security Certificate.
- (d) have a certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.
- (e) Submit completed and signed Bid-securing Declaration.
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof,
- (g) This bid is reserved for Namibians only
- (h) 3 Reference **letters** of similar work done
- (i) Valid fitness certificate

Bidders who do not submit "ALL" above-mentioned mandatory documents will be disqualified irrespective of submitting the lowest quotation/s.

**5. Bid Securing Declaration**

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

**6. Works Completion Period**

The completion period for works shall be **Two (2) weeks** after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

**7. Sealing and Marking of Quotations**

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

**8. Submission of Quotations**

Quotations should be delivered in the Quotation/Bid Box located in Molkte Street, NamRA Building, 5<sup>th</sup> Floor, not later than **Friday, 2 June 2023 at 11:00** (Namibian time). Quotations by post or hand delivered should reach, Molkte Street, Namibia Revenue Agency Building 5<sup>th</sup> Floor by the same date and time at latest. **Late quotations will be rejected.**

**9. Opening of Quotations**

Quotations will be opened internally by NamRA PMU staff immediately after the closing time referred to in Clause 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, and including all other mandatory documents referred to in Clause 4 [under Eligibility Criteria] above will be kept by NamRA.

**10. Evaluation of Quotations**

NamRA shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on conforming with ALL required mandatory documents as per Clause 4 instruction, evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

**11. Technical Compliance**

The Specifications and Compliance Sheet refer to the minimum specifications [subject matter of the project in this instance] of the works to be carried out. Detailed specifications of the entire branding to be conducted at the regional office are specified in the terms of reference attached to the bidding document. The specifications must be met, but no credit will be given for exceeding the specifications.

**12. Prices and Currency of Payment**

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

**13. Margin of Preference**

*[Not Applicable]*

**14. Award of Contract**

The Bidder having submitted ALL the mandatory documents and or the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

**15. Performance Security**

*[Not applicable]*

**16. Notification of Award and Debriefing**

NamRA shall after award of contract inform all unsuccessful bidders by posting on NamRA website in writing of the name and address of the successful bidder and the contract amount within 7 days. Furthermore, NamRA shall provide the executive summary report upon request 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 Priced Activity Schedule 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:        | NamRA  |
| Procurement Reference Number:  | G/RFQ/NAMRA/01-10/2023   |
| Subject matter of Procurement: | <b>PROCUREMENT OF PROMOTIONAL MATERIAL FOR NAMRA TAX AMNESTY PROGRAMME</b> |

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 \_\_\_\_\_ days *[insert number of 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.

Works will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within \_\_\_\_\_ *[insert number]* 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./E-mail           |            |

## BID SECURING DECLARATION

In line with NamRA Policy

Date:.....

Procurement Ref No.: .....

To: .....  
*[insert complete name of NamRA 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 \_\_\_\_\_ 20\_\_\_\_\_  
*[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

#### 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 contrac

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: G/RFQ/NAMRA/01-10/2023

You may complete / write the total bid amount in the block below. Bidders must attach their detailed prices for each item as per the specifications provided on the Bill of quantity. Quotations are to be on the bidder's company letter head addressed to **NamRA Procurement Management Unit, Molkte Street, NamRA Building, 5<sup>th</sup> Floor. P O Box 569, Windhoek. Quotations not addressed to NamRA will not be accepted.**

| Item No | Brief Description of Works   | Quantity                      | Unit of Measure | Unit Price (N\$) | Total Price (N\$) |
|---------|--|-------------------------------|-----------------|------------------|-------------------|
|         | <b>PROCUREMENT OF PROMOTIONAL MATERIAL FOR NAMRA TAX AMNESTY PROGRAMME</b>   |                               |                 |                  |                   |
| 1       | Pull up banners<br>Print and supply according to the provided design   | 20                            |                 |                  |                   |
| 2       | Branded lanyards with metal clip<br>Print and supply according to the provided design  | 400 pieces                    |                 |                  |                   |
| 3       | Regular Ex-Star branded tents<br>Width 14 m<br>Height 4.5 m<br>•Fabric: Nany Blue Medium Weight<br>•Fibreglass centre pole with end cap to avoid damaging the fabric- (2 poles sets for jumbo)<br>•Anchor pegs included and Camlock straps fastening<br>•Ex-Stars designed to create an impact with their unique design and offer greater branded/shaded area than standard Gazebos<br>•Carry bag included<br>•Can be reskinned – to use existing hardware and just change the fabric skin | 2                             |                 |                  |                   |
| 4       | Branded round neck t-shirts Print and supply according to the provided design<br>(Screen Printing)   | *200 – Small<br>*200 – Medium |                 |                  |                   |

|   |   |  |                         |  |  |
|---|---|--|-------------------------|--|--|
|   |   | *200 – Large<br>*200 – X-Large<br>*100 – XX-Large<br>*100 – XXX-Large<br><b>Total 1000</b>                           |                         |  |  |
| 5 | Branded promotional bibs<br>Supply according to the provided design | *40 – Small<br>*50 – Medium<br>*50 – Large<br>*50 – X-Large<br>*20 – XX-Large<br>*10 – XXX-Large<br><b>Total 220</b> |                         |  |  |
| 6 | Branded Water bottles<br>Supply according to the provided design    | 1000 bottles   |                         |  |  |
| 7 | Water Bottles Stickers<br>Supply according to the provided design   | 1000 stickers  |                         |  |  |
|   | <b>NB! See attached samples</b>                                     |  |                         |  |  |
|   | <b>TOTAL</b>  |  |                         |  |  |
|   |   |  | <b>Subtotal</b>         |  |  |
|   |   |  | <b>VAT @      %</b>     |  |  |
|   |   |  | <b>Total Bid amount</b> |  |  |

**Priced Activity Schedule Authorised By:**

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

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NAMRA/01-10/2023

*[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also, state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below].*

| Item No | Specifications and Performance Required  | Compliance of Specifications and Performance Offered | Details of Non-Compliance/ Deviation (if applicable) |
|---------|--|--|--|
| A*      | B*   | C  | D  |
|         | <b>PROCUREMENT OF PROMOTIONAL MATERIAL FOR NAMRA TAX AMNESTY PROGRAMME</b>   |  |  |
| 1       | Pull up banners<br>Print and supply according to the provided design   |  |  |
| 2       | Branded lanyards with metal clip<br>Print and supply according to the provided design  |  |  |
| 3       | Regular Ex-Star branded tents<br>Width 14 m<br>Height 4.5 m<br>•Fabric: Nany Blue Medium Weight<br>•Fibreglass centre pole with end cap to avoid damaging the fabric- (2 poles sets for jumbo)<br>•Anchor pegs included and Camlock straps fastening<br>•Ex-Stars designed to create an impact with their unique design and offer greater branded/shaded area than standard Gazebos<br>•Carry bag included<br>•Can be reskinned – to use existing hardware and just change the fabric skin |  |  |
| 4       | Branded round neck t-shirts Print and supply according to the provided design<br>(Screen Printing)   |  |  |
| 5       | Branded promotional bibs Supply according to the provided design   |  |  |
| 6       | Branded Water bottles  |  |  |

| Item No   | Specifications and Performance Required                           | Compliance of Specifications and Performance Offered | Details of Non-Compliance/ Deviation (if applicable) |
|-----------|---|--|--|
| <i>A*</i> | <i>B*</i>   | <i>C</i>   | <i>D</i>   |
|           | Supply according to the provided design                           |  |  |
| 7         | Water Bottles Stickers<br>Supply according to the provided design |  |  |

\* 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) available on the website of Procurement Policy Unit (<http://www.mof.gov.na/procurement-policy-unit>) except where modified by the Special Conditions below.

## SECTION VII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/NAMRA/01-10/2023

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

| <b>GCC Clause Reference</b>             | <b>Special Conditions</b>  |
|---|--|
| <b>Employer<br/>GCC 1.1(r)</b>          | <b>NamRA</b>   |
| <b>Intended Completion Date<br/>GCC</b> | The intended completion date is: Two (2) weeks from the date of Purchase Order / Letter of award and Acceptance thereof.   |
| <b>Start Date<br/>GCC 1.1(dd)</b>       | The Start Date shall be: after issue of Purchase Order / Letter of award and Acceptance thereof.   |
| <b>The Works<br/>GCC 1.1(hh)</b>        | The Works consist of: PROCUREMENT OF PROMOTIONAL MATERIAL FOR NAMRA TAX AMNESTY PROGRAMME  |
| <b>Interpretation<br/>GCC 2.2</b>       | The project will be completed in the following sections: as per the scope of works. _____  |
| <b>Interpretation<br/>GCC2.3</b>        | The following additional documents shall form part of the contract:<br>_____   |
| <b>Language and Law<br/>GCC 3.1</b>     | The language of the contract is English.<br><br>The law that applies to the Contract is the law of Namibia.  |
| <b>Project Manager's Decisions 4.1</b>  | The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension |



| GCC Reference                                | Clause | Special Conditions  |
|--|--------|---|
|  |        | of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.  |
| <b>Delegation<br/>GCC 5.1</b>                |        | The Project Manager <i>may</i> delegate his/her duties.   |
| <b>Notices<br/>GCC 6</b>                     |        | <p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be:</p> <p>Ms. Petra Lisho-Mayumbelo<br/> NamRA Head Office, 5<sup>th</sup> Floor.<br/> Molkte Street<br/> Windhoek<br/> Namibia</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact's name shall be</p>                       |
| <b>Insurance<br/>GCC 13.1</b>                |        | <p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <p>Not Applicable</p>  |
| <b>Site Data<br/>GCC 14.1</b>                |        | The site Data shall be: Available to successful bidder.   |
| <b>Possession of the Site<br/>GCC 20.1</b>   |        | The Site Possession Date shall be: Not Applicable   |
| <b>Procedure for Disputes<br/>GCC 24</b>     |        | No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party. |
| <b>Program<br/>GCC 25.1</b>                  |        | The Contractor shall submit for approval a Program for the Works within 2 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement / Letter of Award.  |
| <b>GCC 25.3</b>                              |        | Program updates <i>shall</i> be required.   |
| <b>Defects Liability Period<br/>GCC 33.1</b> |        | The Defects Liability Period is: six months (180 days).   |

| GCC Reference                                     | Clause | Special Conditions  |
|---|--------|---|
| <b>Payment Certificates</b><br>GCC 39.7           |        | A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor.              |
| <b>Payments</b><br>GCC 40                         |        | The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by:<br>(a) the payment certificate; and<br>(b) a certificate of Completion of the Works. |
| <b>Adverse weather Conditions</b><br>GCC 41.1 (I) |        | [ <i>Not Applicable</i> ]   |
| <b>Price Adjustment</b><br>GCC 44.                |        | The Contract <i>is not</i> subject to price adjustment.   |
| <b>Retention</b><br>GCC 45.                       |        | (i) no proportion of any payments shall be retained.  |
| <b>Liquidated Damages</b><br>GCC 46.1             |        | Not Applicable  |
| <b>Bonus</b><br>GCC 47.1                          |        | The rate for the Bonus per calendar day is: Not Applicable  |
| <b>Advance Payment</b><br>GCC 48.1                |        | <b>No advance payment shall be made.</b>  |
| <b>Performance Security</b><br>GCC 49.1           |        | No Performance Security is required.  |
| GCC 56.1  |        | "As built" drawings or operating and maintenance manuals <i>are</i> required.   |
| GCC 59.1  |        | The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is:<br>[ <i>Not Applicable</i> ]  |

*SCHEDULE 1*

## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.: G/RFQ/NAMRA/01-10/2023**

| Description   | Attached | Not Attached |
|---|----------|--------------|
| Attached Identity Document  |          |              |
| Have a valid company Registration Certificate;  |          |              |
| Have an original valid good Standing Tax Certificate;   |          |              |
| Have an original valid good Standing Social Security Certificate;   |          |              |
| Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;   |          |              |
| Submit signed Bid-securing Declaration.   |          |              |
| An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and |          |              |
| Quotation letter  |          |              |
| Priced Activity Schedules   |          |              |
| Specification and Compliance Sheet  |          |              |
| 3 Reference letters of similar work   |          |              |
| Valid fitness certificate   |          |              |

**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.



# **PROMOTIONAL MATERIALS**

**TAX AMNESTY PROGRAMME**

SIZE: 800x2000mm

**WORRIED ABOUT  
YOUR TAX DEBTS?**

**WE HAVE GOT YOUR  
BACK AGAIN!**

INTRODUCING THE **NEW**

## **TAX AMNESTY PROGRAMME**

From 1 April 2023  
to 31 October 2024.

**How much of a relief is this?**

Total tax arrears owed to NamRA is over N\$69 billion, with the Revised Tax Amnesty Programme over N\$53 billion could be written off.

| Capital Debts   | Interests       | Penalties       |
|-----------------|-----------------|-----------------|
| N\$15.2 billion | N\$11.4 billion | N\$42.5 billion |

\*As at 31 December 2022

**How it works:**

1. Register as an electronic filler on ITAS portal
2. File all your returns electronically on ITAS portal
3. Pay your capital amount
4. Register to partake in the Tax Amnesty

\*Once you successfully register to partake in the Tax Amnesty, all your interest and penalties will be written off.

Visit your nearest NamRA office or visit our media platforms for more information on this programme.

**SCAN THE QR CODE TO SIGN UP**



[www.namra.org.na](http://www.namra.org.na)








**NamRA**

Namibia Revenue Agency

Serving with passion

# NamRA LANYARD

ORANGE INSIDE



LANYARD WITH METAL CLIP



# EX-STAR BRANDED TENTS

FRONT VIEW





# EX-STAR BRANDED TENTS

TOP VIEW



# ROUND NECK T-SHIRTS

SCREEN PRINTING



# PROMOTIONAL BIBS





# WATER BOTTLES STICKERS





**NamRA**  
Namibia Revenue Agency

SCAN THE QR CODE TO SIGN UP



www.namra.org.na



INTRODUCING THE **NEW**

**TAX AMNESTY PROGRAMME**

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\*As at 31 December 2022

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\*Once you successfully register to partake in the Tax Amnesty, all your interest and penalties will be written off.

Visit your nearest NamRA office or visit our media platforms for more information on this programme.

*Serving with passion*

# WATER BOTTLES STICKERS



OPTION 1



OPTION 2