

REQUEST FOR QUOTATION FOR GOODS

Procurement Reference No: G/RFQ/NamRA/01-18/2025

Cost: Free

**PROJECT TITLE: PROCUREMENT OF VARIOUS
SPORTS EQUIPMENT FOR THE SAIRAG 2026
GAMES SCHEDULED FOR 3-5 APRIL 2026**

Cost: Free to be downloaded from NamRA website.

www.namra.org.na

COMPANY NAME: _____

TOTAL BID AMOUNT VAT INCLUSIVE: _____

LETTER OF INVITATION

To: Prospective Bidders

11 February 2026

Procurement Reference No: **G/RFQ/NamRA/01-18/2025**

Project Title: Procurement of Various Sports Equipment for The SAIRAG 2026 Games Scheduled For 3-5 April 2026

Dear Sir/Madam

NamRA hereby invites competent, qualified, and registered companies to submit their best quotation/s for the procurement of goods described in the above-mentioned subject matter. Clarifications and / or Enquiries, if any, shall be in writing only addressed to NamRA PMU at: procurementclarification@namra.org.na

The Quotation/Bid Box is located in Post Street Mall, NamRA Head Quarters, Town Square Building, Upper Retail Floor.

DEADLINE FOR BID SUBMISSION: WEDNESDAY, 18 FEBRUARY 2026 AT 11:00 AM

Yours faithfully,


.....
MS. PETRA LISHO- MAYUMBELO
MANAGER: PROCUREMENT MANAGEMENT UNIT



I) TERMS AND CONDITIONS AND BIDDING EVALUATION PROCEDURE:

As per NamRA Internal Procurement Policy, bids that are above the prescribed threshold will be evaluated in three stages namely, stage one, two, and three respectively by BEC appointed by the Accounting Officer / Commissioner and subsequently a BEC report and Minutes of Meeting proceedings will be submitted to the Procurement Committee (PC) for review and recommendation of award to the successful bidder. Finally, PC will submit to the Accounting Officer for further review and approval/decline of award thereto.

STAGE ONE: SUBMISSION OF MANDATORY AND ELIGIBILITY CRITERIA

The following are mandatory documents to be submitted by bidders, non-submission of documents outlined below is automatic disqualification which means the bidder will not be evaluated for stage 2.

TABLE 1 – EVALUATION CRITERIA	YES / NO
1. A valid original or certified copy of a certificate of business registration for an entity incorporated in Namibia or registered under the company or close corporation laws of Namibia certified by the Commissioner of Oaths or Namibian Police. Clearly indicate all shareholders and principals. Provide copies of Namibian Identification Documents for all shareholders or Members.	
2. Submit a valid original or valid certified copy of a Good Standing Tax Certificate from Namibia Revenue Agency (NamRA) (valid at the deadline of submission of bid) duly certified from Namibian Police or Commissioner of Oaths.	
3. Submit a valid original or valid certified copy of a Good Standing Certificate from Social Security Commission (SSC) (valid at the deadline of submission of bid) duly certified by a Commissioner of Oaths; or Namibian Police.	
4. Submit at least three (3) purchase orders/reference letters or completion certificates from Clients for supply and delivery of similar goods/services not older than three (3) years at the time of bid submission	


STAGE TWO: SPECIFICATIONS AND PRICE SCHEDULE ACTIVITY


Bidders must quote exactly on the specifications of goods listed below rather than suggesting alternatives. Any alternative is regarded as deviation and non-compliance to the Clients set technical specification for goods.

Bidders are required to quote all the items listed below as failure would deem the bid non-responsive.

[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].

NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Football Match balls -10x - White, size 5 Goal nets – 6x white nets, goal post size Corner flags- 16x any colour		
2	Netball Nets - 8x - Plain white Match balls - 10x [5 Gilbert (blue/white and or orange) and 5 Mitre (blue/white and or orange)]		
3	Volleyball Match Balls – 10x <ul style="list-style-type: none"> • size 5, Orange or white Nets - 4x <ul style="list-style-type: none"> • Height – 1m • Length – 9.5m to 10m • Mesh size – 10cm • Top band width – 7cm • Bottom band width – 5cm Poles - 4x <ul style="list-style-type: none"> • Portable – Mounted on bases weighing up to 80kg per post and wheels Antennas - 16x <ul style="list-style-type: none"> • Length – 1.8m • Diameter – 10mm • Extension above net – 80cm • Material – FibreGlass or similar material • Markings – Striped with 10cm contrasting (white or red) Referee stand - 2x <ul style="list-style-type: none"> • Height – 1.2 – 1.35m Manual score flipper - 4x		

NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
	<ul style="list-style-type: none"> Standard 		
4	Tug of War Senior rope -2x <ul style="list-style-type: none"> Beige,Black or White Chalk blocks – 2x <ul style="list-style-type: none"> Standard Industrial Scale – 1x Any colour		
5	Athletics Starting pistol/gun – 1x <ul style="list-style-type: none"> standard Relay Batons - 8x <ul style="list-style-type: none"> Standard Starting blocks - 2x <ul style="list-style-type: none"> Senior blocks Reflector vests – 20x Orange		
6	Pool Pool tables, incl. accessories – 4x Standard		
7	Chess Chess boards - 16x <ul style="list-style-type: none"> Board Material – Leather Chess pieces – Plastic Chess clocks - 16x <ul style="list-style-type: none"> Colour – Brown Clock material - Plastic Scoring boards -16x Portable Whiteboard		
8	Darts Darts Boards – 4x <ul style="list-style-type: none"> Green or Brown Whiteboard Stand - 4x <ul style="list-style-type: none"> Standard Whiteboard markers - 20x <ul style="list-style-type: none"> Black markers Cleaning clothes - 8x		


NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
	White/black		
9	Table Tennis Table - 4x <ul style="list-style-type: none"> • Standard table • Dark Blue Balls - 30x <ul style="list-style-type: none"> • Standard balls (40mm diameter) • Orange Rackets - 10x <ul style="list-style-type: none"> • Standard – Red & Black 85% Natural wood		
10	Basketball Hoop nets - 8x <ul style="list-style-type: none"> • White Balls - 8x <ul style="list-style-type: none"> • Standard size 5 – yellow, blue & white Score Board – 2x Electric 		
11	Overall Referee Whistles (Orange) - 35x Field game Stopwatches (Orange) - 30x Training cones (Orange) - 30x Ball pumps (Orange) - 15x Line powder (White) -As Required		

Note: The bidder' submission will either be responsive or non-responsive to the Technical Requirements above. Bidder(s) who do not comply with any of the above Technical Requirements will be disqualified from the entire evaluation process and will not be considered further.


STAGE THREE: FINANCIAL EVALUATION

This stage determines the lowest quoted bidder. This is the third and final stage of bid evaluation. The suppliers that will quote exactly as per our specifications on Stage two and equally pass Stage one will be evaluated in stage three. THEREFORE, BIDDERS WHO WILL REACH STAGE THREE (3) SHOULD NOTE THAT THE LOWEST BID PRICE WILL BE RECOMMENDED FOR AWARD OF CONTRACT THROUGH ISSUANCE OF LETTER OF AWARD.

Item no:	Description	Quantity	Unit of Measure	Price per unit	Total price Excluding VAT
FOOTBALL					
1	Match balls - White, size 5	10	Each		
2	Goal nets –white nets, goal post size	6	Each		
3	Corner flags- any colour	16	Each		
Total price Excluding VAT					
VAT 15%					
Total price Including VAT					
NETBALL					
4	Nets - Plain white	8	Each		
5	Match balls - 10x [5 Gilbert (blue/white and or orange) and 5 Mitre (blue/white and or orange)]	10	Each		
Total price Excluding VAT					
VAT 15%					
Total price Including VAT					
POOL					
6	Pool tables, incl. accessories Standard	4	Each		
Total price Excluding VAT					
VAT 15%					
Total price Including VAT					
CHESS					
7	Chess Chess boards <ul style="list-style-type: none"> • Board Material – Leather • Chess pieces – Plastic 	16	Each		
8	Chess clocks <ul style="list-style-type: none"> • Colour – Brown • Clock material - Plastic 	16	Each		
9	Scoring boards	16	Each		
10	Portable Whiteboard	1	Each		
Total price Excluding VAT					
VAT 15%					
Total price Including VAT					

Item no:	Description	Quantity	Unit of Measure	Price per unit	Total price Excluding VAT
VOLLEYBALL					
11	Match Balls <ul style="list-style-type: none"> size 5, Orange or white 	10	Each		
12	Nets <ul style="list-style-type: none"> Height – 1m Length – 9.5m to 10m Mesh size – 10cm Top band width – 7cm Bottom band width – 5cm 	4	Each		
13	Poles <ul style="list-style-type: none"> Portable – Mounted on bases weighing up to 80kg per post and wheels 	4	Each		
14	Antennas <ul style="list-style-type: none"> Length – 1.8m Diameter – 10mm Extension above net – 80cm Material – FibreGlass or similar material Markings – Striped with 10cm contrasting (white or red) 	16	Each		
15	Referee stand <ul style="list-style-type: none"> Height – 1.2 – 1.35m 	2	Each		
16	Manual score flipper Standard 	4	Each		
Total price Excluding VAT					
VAT 15%					
Total price Including VAT					
Tug of War					
17	Senior rope <ul style="list-style-type: none"> Beige, Black or White 	2	Each		
18	Chalk blocks <ul style="list-style-type: none"> Standard 	2	Each		
19	Industrial Scale Any colour	1	Each		
Total price Excluding VAT					

Item no:	Description	Quantity	Unit Measure	of	Price per unit	Total price Excluding VAT
<i>VAT 15%</i>						
<i>Total price Including VAT</i>						
ATHLETICS						
20	Starting pistol/gun • standard	1	Each			
21	Relay Batons • Standard	8	Each			
22	Starting blocks • Senior blocks	2	Each			
23	Reflector vests Orange	20	Each			
<i>Total price Excluding VAT</i>						
<i>VAT 15%</i>						
<i>Total price Including VAT</i>						
DARTS						
24	Darts Boards – • Green or Brown	4	Each			
25	Whiteboard Stand • Standard	4	Each			
26	Whiteboard markers • Black markers	20	Each			
27	Cleaning clothes White/black	8	Each			
<i>Total price Excluding VAT</i>						
<i>VAT 15%</i>						
<i>Total price Including VAT</i>						
TABLE TENNIS						
28	Table • Standard table • Dark Blue	4	Each			
29	Balls • Standard balls (40mm diameter) • Orange	30	Each			
30	Rackets • Standard – Red & Black 85% Natural wood	10	Each			
<i>Total price Excluding VAT</i>						
<i>VAT 15%</i>						
<i>Total price Including VAT</i>						
BASKETBALL						
31	Hoop nets • White	8	Each			
32	Balls • Standard size 5 – yellow, blue & white	8	Each			

Item no:	Description	Quantity	Unit Measure	of	Price per unit	Total price Excluding VAT
33	Score Board Electric 	2	Each			
Total price Excluding VAT						
VAT 15%						
Total price Including VAT						
GENERALS						
34	Referee Whistles (Orange)	35	Each			
35	Field game Stopwatches (Orange)	30	Each			
36	Training cones (Orange)	30	Each			
37	Ball pumps (Orange)	15	Each			
38	Line powder (White) -As Required	2	Each			
Total price Excluding VAT						
VAT 15%						
Total price Including VAT						

II) ADDITIONAL TERMS AND CONDITIONS OF DELIVERY:

- (a) NamRA completion period for this project is 23-25 March 2026 as from the date of order placement / issuance of letter of award.
- (b) The tests and inspections of quality, quantity and correct specification will be conducted upon delivery. *Any deviations to the delivery of goods will be returned instantly and payment will only be processed for goods certified correctly by NamRA representative.*
- (c) Validity period offer / quotation: 90 calendar days as from closing date set for submission of quotations.
- (d) Prospective bidder/s should ensure to initial every page of this bid document.
- (e) All goods to be delivered at NamRA Centralized Storeroom [Ministry of Finance - Excise Management Building, Molke Street]. Please notify the Storeroom Inventory and Receipt Officer Ms. Lydia Hishiko at **0811 46 0648** upon arrival for coordination or Mr. Collins Mbeha at **081 828 7617**.
- (f) Supplier invoice is to be paid within 30 days after invoice receipt and/or after delivery of goods/service certified for.
- (g) Taking part in this process does not commit or bind NamRA in accepting the suppliers' quotation or proposal. The bidding process may be cancelled at any given time without prejudice

I/We agree to supply, install and deliver the abovementioned goods, services and works at price/s quoted by me/us and subject to terms and conditions stipulated above in Clause I and II of this bid.

Bidder / Director's Full names.....

Signature.....

Date.....

Bidder's company stamp: