

# REQUEST FOR QUOTATION

FOR

## NON-CONSULTANCY SERVICES

Procurement Reference No: NCS/IQ/NamRA/01-105/2025

Cost: Free

**PROJECT TITLE: PROCUREMENT OF LABOURERS FOR THE LOADING AND OFF-LOADING OF ASSETS FROM VARIOUS NAMRA KHOMAS REGIONAL OFFICES AND OMAHEKE REGIONAL OFFICES TO THE GOVERNMENT STORE IN WINDHOEK**

Cost: Free to be downloaded from NamRA website.

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

COMPANY NAME: \_\_\_\_\_

TOTAL BID AMOUNT (VAT INCLUSIVE):  
\_\_\_\_\_

## LETTER OF INVITATION

To: Prospective Bidders

23 January 2026

Procurement Reference No: **NCS/IQ/NamRA/01-105/2025**

**Project Title: Procurement of Labourers for the loading and off-loading of assets from various NamRA Khomas Regional Offices and Omaheke Regional Offices to the Government Store in Windhoek**

Dear Sir/Madam,

NamRA hereby invites competent, qualified, and registered companies to submit their best quotation/s for the procurement of non-consultancy services 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](mailto:procurementclarification@namra.org.na) mailto:

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

**DEADLINE FOR BID SUBMISSION: TUESDAY, 27 JANUARY 2026 AT 11:00  
NAMIBIAN TIME**

Yours faithfully,



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

## 1. MANDATORY AND ELIGIBILITY CRITERIA

In terms of *NamRA Procurement Policy Section 7(2)* to participate in this bid, prospective bidders should submit the following mandatory documents, non-submission of documents outlined below is automatic disqualification.

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. <b>Provide certified copies of Identification Documents for all shareholders or owners.</b>	
2. Submit a <b>valid original or valid certified copy</b> of a Good Standing Tax Certificate from NamRA, duly certified from Namibian Police or Commissioner of Oaths. For Individual Consultants bidding without company registration should attach personal individual good standing certificate of Income Tax.	
3. Submit a <b>valid original or valid certified copy</b> of a Good Standing Certificate from Social Security Commission (SSC) duly certified by a Commissioner of Oaths; or Namibian Police.	

## 2. SPECIFICATIONS AND PRICE SCHEDULE ACTIVITY

Item no:	Description	Quantity	Unit of Measure	Price per unit	Total price Excluding VAT
1	Loading and off-loading of assets and equipment's as per the attached inventory list provided per regional office.	Various trips as per the volume of furniture.	Each		
2	Labourers	8	Each		
3	Labourers Supervisor	1	Each		
4	See attached <b>Annexure A</b> for bill of quantities for assets and equipment	Various trips as per the volume of furniture.	Each		
5	NamRA to provide vehicle and a driver for the transportation of assets and equipment as per the regional office inventory list attached.				
<b>Total price Excluding VAT</b>					
<b>VAT 15%</b>					
<b>Total price Including VAT</b>					

## II) ADDITIONAL TERMS AND CONDITIONS OF DELIVERY:

- (a) NamRA period for rendering of services will be determined 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: 30 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:**

## SCOPE OF SERVICES

- NamRA to provide vehicle and a driver for the transportation of assets and equipment's as per the regional office inventory list attached.
- The service provider will be expected to load and off-loading of assets as per the below regional offices and border Post:

### **Khomas Regional Offices and Omaheke Regional Offices**

- **Scope (a):** Loading of assets from the below NamRA regional offices and off-loading of the assets at Windhoek Government Stores:
  - Warehouse Newcastel, (Northern Industry)
  - Windhoek Regional Domestic Taxes Office
  - Customs Clearance Office (Trans-Namib)
  - Customs Enforcement office (Trans-Namib)
  - Hosea Kutako International Airport Customs
  - Eros Airport Customs
  - State Warehouse Customs Office,
  - Mail Center Customs (Nampost)
  - Trans-Kalahari Border Post (Omaheke Region)
  - Gobabis Regional Office (Omaheke Region)

## ANNEXURE A

### **Inventory list of NamRA regional office assets**

<b>WINDHOEK WAREHOUSE NEW CASTLE NORTHERN INDUSTRY</b>			
<b>Number</b>	<b>Item Description</b>	<b>Location</b>	<b>Quantity</b>
1	Cupboard/Filling Cabinet 2 door wood	New castle warehouse	274
2	Tables	New castle warehouse	116
3	Desk	New castle warehouse	43
4	Water Dispenser	New castle warehouse	7
5	Credenza	New castle warehouse	128
6	Pigeon Hole	New castle warehouse	7
7	Cabinet Wood Drawer	New castle warehouse	16
8	Bookcase Open Shelves Dark Oak	New castle warehouse	65
9	Steel Cabinet	New castle warehouse	5
10	Filling cabinet with glass	New castle warehouse	32
11	4 ways benches	New castle warehouse	4
12	Chairs office	New castle warehouse	480
13	Cocoon screen/Dividers	New castle warehouse	11
14	Table Telephone	New castle warehouse	17

15	Filing Cabinet 4x steel locker	New castle warehouse	29
16	3-way benches	New castle warehouse	16
17	Laptop station work stand	New castle warehouse	7
<b>Total</b>			<b>1257</b>

<b>WINDHOEK REGIONAL DOMESTIC TAXES OFFICE</b>			
<b>Number</b>	<b>Item Description</b>	<b>Location</b>	<b>Quantity</b>
1	Office Chairs	Windhoek Regional DT Office	15
2	Aircon	Windhoek Regional DT Office	1
3	Table	Windhoek Regional DT Office	1
4	Table wood drawer/cupboard	Windhoek Regional DT Office	15
5	Cupboards	Windhoek Regional DT Office	11
6	Money Counting Machine	Windhoek Regional DT Office	5
7	Water Cooler/Dispenser	Windhoek Regional DT Office	1
<b>Total</b>			<b>49</b>

<b>WINDHOEK CUSTOMS CLEARANCE OFFICE</b>			
<b>Number</b>	<b>Item Description</b>	<b>Location</b>	<b>Quantity</b>
1	Office Chairs (Black)	Customs Clearance Section	14
2	Couch for the clients	Customs Clearance Section	1
3	Tables	Customs Clearance Section	2
<b>Total</b>			<b>17</b>

<b>WINDHOEK CUSTOMS STATE WAREHOUSE OFFICE</b>			
<b>Number</b>	<b>Item Description</b>	<b>Location</b>	<b>Quantity</b>
1	Wooden Cupboards	Windhoek State Warehouse	4
2	Steel Filing Cabinets	Windhoek State Warehouse	4
3	Two Seat Couch	Windhoek State Warehouse	2
4	Office Chair	Windhoek State Warehouse	6
5	Scanner	Windhoek State Warehouse	1
6	Wooden Computer Stand/Table	Windhoek State Warehouse	1
7	Water Dispenser	Windhoek State Warehouse	1
8	Pedestal	Windhoek State Warehouse	4
9	Steel Cupboard	Windhoek State Warehouse	1
10	Wooden Filing Cabinet	Windhoek State Warehouse	1
<b>Total</b>			<b>25</b>

<b>WINDHOEK CUSTOMS ENFORCEMENT OFFICE</b>			
<b>Number</b>	<b>Item Description</b>	<b>Location</b>	<b>Quantity</b>
1	Office Chairs (Black)	WHK Customs Enforcement Section	87
2	Office Cabinet (dark brown)	WHK Customs Enforcement Section	19
3	Office Cabinet (light brown)	WHK Customs Enforcement Section	22
4	Office Table (dark brown)	WHK Customs Enforcement Section	22
5	Office Table (light brown)	WHK Customs Enforcement Section	22
6	Leather Black Sofa	WHK Customs Enforcement Section	1
<b>Total</b>			<b>173</b>

<b>WINDHOEK CUSTOMS MAIL CENTER OFFICE</b>			
<b>Number</b>	<b>Item Description</b>	<b>Location</b>	<b>Quantity</b>
1	Office Chairs (Black)	Windhoek Mail Center	8
2	Table	Windhoek Mail Center	2
<b>Total</b>			<b>10</b>

<b>TRANS-KALAHARI BORDER POST AND GOBABIS REGIONAL OFFICE</b>			
<b>Number</b>	<b>Item Description</b>	<b>Location</b>	<b>Quantity</b>
1	Fridges	Trans-Kalahari Border Post	10
2	Air Conditioner parts	Trans-Kalahari Border Post	11
3	Cisisten	Trans-Kalahari Border Post	6
4	Electrical stove	Trans-Kalahari Border Post	4
5	Aqua Cooler	Trans-Kalahari Border Post	2
6	Used Sewage Pumps	Trans-Kalahari Border Post	3
7	Black High back-office Chair with wheels	Trans-Kalahari Border Post	10
8	Four Panel Folder room divider	Trans-Kalahari Border Post	4
9	Basin	Trans-Kalahari Border Post	9
10	Toilet pot	Trans-Kalahari Border Post	6
11	Steel bed	Trans-Kalahari Border Post	3
12	Aqua Cooler	Gobabis Customs Office	2
13	Air Conditioner parts	Gobabis Customs Office	6
<b>Total</b>			<b>76</b>

<b>EROS AIRPORT CUSTOMS</b>			
<b>Number</b>	<b>Item Description</b>	<b>Location</b>	<b>Quantity</b>
1	Office Chairs (Black)	Eros Airport Customs	3
2	Office Cabinet	Eros Airport Customs	1
3	Tables	Eros Airport Customs	2
4	Bench Chair	Eros Airport Customs	1
<b>Total</b>			<b>7</b>

<b>HOSEA KUTAKO INTERNATIONAL AIRPORT CUSTOMS</b>			
<b>Number</b>	<b>Item Description</b>	<b>Location</b>	<b>Quantity</b>
1	Office Chairs (Black)	Hosea Kutako Airport Customs	5
2	Office Cabinet	Hosea Kutako Airport Customs	1
3	Broken Tables	Hosea Kutako Airport Customs	4
4	Notice Board	Hosea Kutako Airport Customs	1
5	Broken Pieces Cupboards/drawers	Hosea Kutako Airport Customs	14
6	Office Cabinets Broken Doors/legs stand, no legs	Hosea Kutako Airport Customs	5
7	Chair broken legs (Departure office)	Hosea Kutako Airport Customs	1
<b>Total</b>			<b>31</b>

/END