

Request for Sealed Quotations for Goods

Supply and delivery of Office Stationery for the Development Bank of Namibia for a Period of Thirty-Six (36) Months

Bidder's Name:	
Contact Details:	Tel:
	Email:
Lot 1: DBN head office	VAT exclusive: N\$
	VAT inclusive: N\$
Lot 2: Rundu branch	VAT exclusive: N\$
	VAT inclusive: N\$
Lot 3: Ongwediva branch	VAT exclusive: N\$
	VAT inclusive: N\$
Lot 4: Walvis Bay branch	VAT exclusive: N\$
	VAT inclusive: N\$

APPLIED MARGIN OF PREFERENCE

Manufacturer (local content of 40% or more)		51% Women Owned Enterprise	
MSME		51% Youth Owned Enterprise	
Suppliers Providing Environment Protection		51% PDP Owned Enterprise	
Suppliers providing employment to Namibians (employs 50% or more Namibian citizens)			

Procurement Reference No: G/RFQ/DBN-19/2026

Development Bank of Namibia Ltd

Daniel Munamava Street

Private Bag 235

Windhoek

Namibia

Phone: +264 61-290 8000

Website: www.dbn.com.na

Fax: +264 61-290 8044

NOTICE TO BIDDERS

Please take note:

- Sign all relevant pages as stipulated in this standard bidding document.
- Initialize all pages of this standard bidding document, including all supporting documents.
- Stamp all pages where applicable as indicated where a stamp is required.
- Submit a complete bidding document as issued.
- Certify all supporting documents by the Namibian Police / Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).
- a receipt and/or proof of application will not be accepted as being in good standing on the respective requirement(s).
- Clarifications received after the due date for request for clarifications will not be attended to.
- Bid submissions received after the deadline (date and time) for submission of bids will not be accepted.

- **Submission is NOT AT DBN HEAD OFFICE, but at:**

**Development Bank of Namibia Operations Office
Mezzanine Floor
Freedom Plaza 1990 Building
Rev Micheal Scott, Street
Windhoek**

Late submissions will be rejected.



**Development
Bank of Namibia**

Expect more.

12 Daniel Munamava Street, Windhoek • PO Box 235, Windhoek, Namibia • Tel + 264 61 290 8000 • Fax + 264 6 290 8049
E-mail info@dbn.com.na • www.dbn.com.na

Letter of Invitation

Procurement Reference No: **G/RFQ/DBN-19/2026**

Date: **22 May 2026**

To: Prospective Bidders

RE: Supply and delivery of Office Stationery for the Development Bank of Namibia for a Period of Thirty-Six (36) Months

The Development Bank of Namibia invites you to submit your best quote for the goods/services described in detail hereunder.

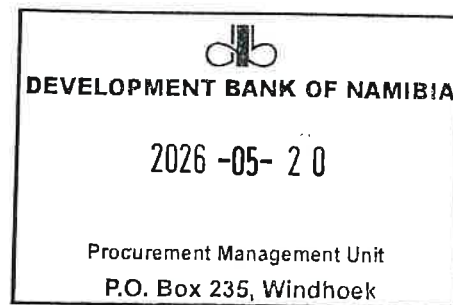
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to procurement@dbn.com.na. Request for clarifications should be received seven (7) workdays prior to the deadline set for submission of bids

Please prepare and submit your document in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,


Rebecca Haipinge
Head: Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Development Bank of Namibia reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, 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.

2. Preparation of Quotations

You are requested to quote for the services 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) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet in Section VI, 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 **one hundred and eighty (180) workdays** from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this exercise, you must:

- a) submit a copy of a **valid certificate of business registration**, substantiated by BIPA **Certificate of Existence with status in Good Standing**. (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).
- b) submit an original or certified copy of a **valid Good Standing Tax Certificate, valid at the deadline of submission of bids**, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).
- c) submit an original or a certified copy of a **valid Good Standing Social Security Certificate, valid at the deadline of submission of bids**, (certified by a

Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).

- d) submit a certified copy of a valid **Affirmative Action Compliance Certificate**/an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (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)).
- e) submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).
- f) submit a written undertaking in terms of the **Wage Order for Setting National Minimum Wage for Employees, Labor Act, 2007**, and section **50(2)(d)** of the Public Procurement Act, 2015.
- g) Witten undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).
- h) bidder must operate a company registered for the provision of stationery (company documents, registration/founding statement submitted with the bid document, must ascertain the services provided).
- i) submit a signed **Bid Securing Declaration**.
- j) submit a certified copy of a certificate of SME Status (SMEs are encouraged to apply); **non-SMEs will not be disqualified**.
- k) must complete the Company Shareholding Information form.
- l) The bid is reserved for Namibian citizens.
- m) must submit a valid fitness certificate from the Local Authority from the regional office that the bidder is bidding for.
- n) Bidders must demonstrate sufficient technical and operational capacity to handle large and recurring orders. This must be evidenced through the following:
 - **Storage Capacity:** Proof of storage facilities (owned or leased), including size, location, and storage conditions suitable for stationery products.
 - **Logistics Capability:** Details of logistics arrangements, type of vehicles, and distribution network.
 - **Staffing:** Organizational structure indicating key personnel involved in order processing, warehousing, and delivery.
 - **Delivery Capability:** Demonstrated ability to fulfill bulk and recurring orders within agreed timelines. (The bidder must clearly stipulate delivery timelines, expressed in working days, calculated from the date of official order placement
- o) submit a company profile highlighting the supply and delivery of office stationery services.

- p) submit at least **five (5) Reference Letter/Purchase Orders** or service level agreements from corporate/ government clients for the provision of office stationery on the client's letterhead, duly signed by the authorized person, reflecting the nature of goods, duration and confirming satisfactory performance of services provided by the bidder.
- q) submit a complete bidding document as issued (**incomplete bidding documents will not be considered**)
- r) must initialize all pages of this standard bidding document, including all supporting documents.

Bids from service providers appearing on the ineligibility lists of The Namibian Government, African Development Bank, and World Bank Group shall be **rejected**.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>
- African Development Bank
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- Asian Development Bank
<http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999>
- European Bank for Reconstruction and Development
<http://www.ebrd.com/pages/about/integrity/list.shtml>
- Inter-American Development Bank Group
<http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html>
- World Bank Group
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>

s) **The Development Bank of Namibia reserves the right to:**

- increase and/or decrease the required quantities at the same unit price/cost.
- conduct supplier due diligence prior to final award or at any time during the contract period.

- not to permit a bidder / supplier to a procurement award / contract on grounds of pending default on delivery (failure by a bidder or supplier, for any reason not excused by the applicable provisions of the award/contract to deliver);
- terminate if the supplier fails to deliver any or all the Goods within the period specified.
- not award to a bidder in default on DBN Loan repayment, on ground of direct conflict of interest.

BIDDERS' CONFLICT OF INTEREST DECLARATION
(to be completed by the bidder)

Mandatory Requirements	Yes	No
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder participated in more than one bid in this bidding process? <i>Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid</i>		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		
Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process.		
Is the bidder a member of the Board, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit of NIP.		

Note: Bidders found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout all the stages of the evaluation process.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be *on an ad hoc basis 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:

- *Conformity to specifications*
- *Damages on items*

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the **Bid Box** located at **Development Bank of Namibia SME Centre, Mezzanine Floor, Freedom Plaza 1990 building, Rev Micheal Scott, Street, Windhoek** not later than **Tuesday, 16 June 2026 @10h00 am**. Quotation by post or hand delivered should reach 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 Public Entity immediately after the closing time referred to in instruction 8 above.

Online via Microsoft Teams, the link to the bid opening session will be shared to the email addresses indicated in the bid submission register, on the deadline for submission of bids.

Bid opening will take place at:

Time: 11:30 am Namibian Time

Date: 16 June 2026

A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of the Public Entity, the Electronic Government Portal, and available to any bidder on request within three (3) working days of the Opening.

10. 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 based on the evaluated cost to determine the lowest evaluated quotation.

11. Technical Compliance

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

12. Price and Currency of Payments

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

The applicable margins of preference applicable for **Exclusive Preferences to Local Suppliers** and their application methodology as follows:

NATURE OF PROCUREMENT	MINIMUM LOCAL CONTENT
Goods	40% or more of the manufacturing costs of the goods, if the goods are manufactured in Namibia or if they are grown, mined or extracted in Namibia.
Works	50% or more of the employees for the works must be Namibian citizens.
Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.
Non-Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.

A = Margin of Preference x Bid

100

14.1 Bidder to indicate whether applying for Margin of Preference or not

YES	NO

14.2. Bidder applying for the Margin of Preference shall submit, evidence of:

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Manufacturer	2%	-Certificate of registration from a registering authority. -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership.
Women-owned enterprise	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder, certificate. -Declaration indicating the percentage of Namibian female ownership.

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Youth owned enterprise	2%	-IDs of all shareholders. -Founding statement/company registration indicating ownership structure/shareholder certificate. -Declaration indicating the percentage of Namibian youth ownership.
Previously Disadvantaged Person owned enterprise	2%	-IDs of all shareholders. -Founding statement / company registration indicating ownership structure / shareholder certificates. -Declaration indicating percentage of Namibian PDPs ownership.
Suppliers providing environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	1%	-declaration that the bidder employs 50% or more Namibian citizens
TOTAL	10%	

14. 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/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Notification of Award and Debriefing

The Public Entity 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 Public Entity 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)

[A signature and authorization on this form will confirm that the terms and conditions of the DP prevail over any attachments.] If your RFQ letter is not authorized, it will be rejected.

Quotation Addressed to:	Development Bank of Namibia
Procurement Reference Number:	G/RFQ/DBN-19/2026
Subject matter of Procurement:	<i>Supply and delivery of Office Stationery for the Development Bank of Namibia for a Period of Thirty-Six (36) Months.</i>

We offer to provide the services detailed in the Scope of Service, 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 quotations exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by 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 instructions contained therein. We further understand that this subscription could lead.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide by the applicable labour Act, if we are awarded the contract or part thereof.

The validity period of our quotation is **one hundred and eighty (180) workdays** 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.

The services will commence within _____ days from the date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ days from the date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised By:

Name of Bidder		Company's Address and Stamp	
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date		Phone No./E-mail	

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.: G/RFQ/DBN-19/2026

To: **Development Bank of Namibia**
PO Box 235
Windhoek

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]



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written 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

Project Name: Supply and delivery of chairs and reception furniture for Ongwediva branch

Procurement Reference Number: G/RFQ/DBN-19/2026

Anticipated Contract Duration:

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:

Stamp:.....

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.*



Development Bank of Namibia

Expect more.

NATIONAL MINIMUM WAGE FOR EMPLOYEES

Witten undertaking in terms of WAGE ORDER FOR SETTING NATIONAL MINIMUM WAGE FOR EMPLOYEES, LABOUR ACT, 2007

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 **Wage Order for setting National Minimum Wage for Employees: Labour Act, 2007.**

With effect from 1 January 2025 the **minimum** wage for employees is N\$18.00 per hour:

(a) Domestic workers are entitled to:

- N\$12.00 per hour with effect from 1 January 2025;
- N\$15.00 per hour with effect from 1 January 2026; and
- N\$18.00 per hour with effect from 1 January 2027;

(b) Agriculture workers are entitled to:

- N\$10.00 per hour with effect from 1 January 2025;
- N\$14.00 per hour with effect from 1 January 2026; and
- N\$18.00 per hour with effect from 1 January 2027;

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:

2. A labour inspector may conduct unannounced inspections to assess the level of compliance
3. 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.



Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

I [insert full name], owner/representative
of [insert full name of company]

hereby undertake in writing that my company will at all relevant times promote the object of the **Public Procurement Act, 2015 (Act No. 15 of 2015), Section 2(b)(i) to promote the job creation for Namibian citizens.**

Will the procurement award create employment to Namibians?			Yes/No
Estimated number of permanent jobs to be created?		Estimated number of temporary jobs to be created?	

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:

4. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
5. *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.*



COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: G/RFQ/DBN-19/2026

List all persons who are OWNERS, PARTNERS, SOLE PROPRIETORS, TRUSTEES AND BENEFICIARIES (whichever is/are applicable) in the business/trust, who are involved in the management thereof and who exercise control over the business/trust commensurate with their degree of ownership/interest.

Name of Shareholder	Namibian (Yes/ No)	Previously Disadvantaged Namibian (Yes/ No)	Non-Namibian Citizen (Yes/ No) If not Namibian, State Nationality	Full time employed by the bidder (Yes/No)	Percentage shares owned by woman and youth	Percentage shares
						Total = 100%

13.	Yoken Whiteboard Marker -Yellow	1	each						
14.	Yoken Whiteboard Marker- Black	1	each						
15.	Permanent Marker	1	each						
16.	High Lighters	1	each						
17.	G 2-7 Gel Pen- Black	1	each						
18.	G 2-7 Gel Pen -Blue	1	each						
19.	G 2-7 Gel Pen- Red	1	each						
20.	G 2-7 Gel Refill -Black	1	each						
21.	G 2-7 Gel Refill -Red	1	each						
22.	BIC Pen- Black	1	each						
23.	BIC Pen- Blue	1	each						
24.	BIC Pen- Red	1	each						
25.	Automatic 0.5 pencil	1	each						
26.	Pencil HB	1	each						
27.	0.5 pencil leads	1	each						
28.	Eraser	1	each						
29.	Rubber Bands (Packs)	1 pack	pack						
30.	Ruler 30cm	1	each						
31.	Pritt Glue stick	1	each						
32.	Bostick	1	each						
33.	Attendance Register Book	1	each						
34.	Filing Pockets	1	each						
35.	Leatherboard A4 Black (pack)	1	each						
36.	Binding Covers A4 Clear (pack)	1	each						
37.	HP 131 Cartridges	1	each						
38.	HP 130 Cartridges	1	each						
39.	HP 124 Cartridges	1 Box	Box						
40.	HP 134 Cartridges	1 Box	Box						
41.	Canon Cartridges Cli 8M	1 Box	Box						
42.	Canon Cartridges Cli 8Y	1 pack	Pack						
43.	Canon Cartridges Cli 8C	1 pack	Pack						

44.	Canon Cartridges Cli 8BK	1 pack	Pack						
45.	Canon Cartridges Cli 5PGBK	1 pack	Pack						
46.	Canon Cartridges 521Y	1 pack	Pack						
47.	Canon Cartridges 521C	1	each						
48.	Canon Cartridges 521M	1 Box	Box						
49.	Canon Cartridges 521BK	1 Box	Box						
50.	Canon Cartridges 520PGBK	1 Box	Box						
51.	Color Copy Paper (reams)	1 Box	Box						
52.	A3 White Copy Paper (reams)	1 Box	Box						
53.	A4 White Copy Paper (box)	1 Box	Box						
54.	A4 Dividers 10 Pack	1	each						
55.	Vebatrim CD RW	1	each						
56.	Carl 100 2-hole punch	1	each						
57.	Arch Lever Files A4 White plastic	1	each						
58.	Arch Lever Files A4 Blue	1	each						
59.	Magazine Filing Box	1 Pack	Pack						
60.	Book ends	1	each						
61.	Parrot Cleaning Eraser Fluid	1	each						
62.	Parrot Eraser Magnet	1	each						
63.	Croxley Eraser Magnet	1	each						
64.	Shredder Auto plus Optimum 130 X P4 26lt, 6pg Man	1	each						
65.	Laptop security lock	1	each						
66.	Envelope (C3)	1	each						
67.	Envelope (C4)	1	each						
68.	Envelope (C5)	1	each						
69.	Envelope (C6)	1	each						
70.	Envelope DLB window brown	1 pack	Pack						
71.	Envelope DLB window white	1 pack	Pack						
72.	Envelope DLB white with logo	1 pack	Pack						
73.	DBN Notebook (A4)								

74.	DBN Notebook (A5)									
75.	DBN Folders									
76.	DBN Brochures									
77.	Bridge to future Brochures									
78.	Local Authority Handbook									
79.	Enabling Sustainable Progress									
80.	Biztalk									
81.	Stickers (sign here)									
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

17.	G 2-7 Gel Pen- Black	1	each						
18.	G 2-7 Gel Pen -Blue	1	each						
19.	G 2-7 Gel Pen- Red	1	each						
20.	G 2-7 Gel Refill -Black	1	each						
21.	G 2-7 Gel Refill -Red	1	each						
22.	BIC Pen- Black	1	each						
23.	BIC Pen- Blue	1	each						
24.	BIC Pen- Red	1	each						
25.	Automatic 0.5 pencil	1	each						
26.	Pencil HB	1	each						
27.	0.5 pencil leads	1	each						
28.	Eraser	1	each						
29.	Rubber Bands (Packs)	1 pack	pack						
30.	Ruler 30cm	1	each						
31.	Pritt Glue stick	1	each						
32.	Bostick	1	each						
33.	Attendance Register Book	1	each						
34.	Filing Pockets	1	each						
35.	Leatherboard A4 Black (pack)	1	each						
36.	Binding Covers A4 Clear (pack)	1	each						
37.	HP 131 Cartridges	1	each						
38.	HP 130 Cartridges	1	each						
39.	HP 124 Cartridges	1 Box	Box						
40.	HP 134 Cartridges	1 Box	Box						
41.	Canon Cartridges Cli 8M	1 Box	Box						
42.	Canon Cartridges Cli 8Y	1 pack	Pack						
43.	Canon Cartridges Cli 8C	1 pack	Pack						
44.	Canon Cartridges Cli 8BK	1 pack	Pack						
45.	Canon Cartridges Cli 5PGBK	1 pack	Pack						
46.	Canon Cartridges 521Y	1 pack	Pack						
47.	Canon Cartridges 521C	1	each						

48.	Canon Cartridges 521M	1 Box	Box						
49.	Canon Cartridges 521BK	1 Box	Box						
50.	Canon Cartridges 520PGBK	1 Box	Box						
51.	Color Copy Paper (reams)	1 Box	Box						
52.	A3 White Copy Paper (reams)	1 Box	Box						
53.	A4 White Copy Paper (box)	1 Box	Box						
54.	A4 Dividers 10 Pack	1	each						
55.	Vebatrim CD RW	1	each						
56.	Carl 100 2-hole punch	1	each						
57.	Arch Lever Files A4 White plastic	1	each						
58.	Arch Lever Files A4 Blue	1	each						
59.	Magazine Filing Box	1 Pack	Pack						
60.	Book ends	1	each						
61.	Parrot Cleaning Eraser Fluid	1	each						
62.	Parrot Eraser Magnet	1	each						
63.	Croxley Eraser Magnet	1	each						
64.	Shredder Auto plus Optimum 130 X P4 26lt, 6pg Man	1	each						
65.	Laptop security lock	1	each						
66.	Envelope (C3)	1	each						
67.	Envelope (C4)	1	each						
68.	Envelope (C5)	1	each						
69.	Envelope (C6)	1	each						
70.	Envelope DLB window brown	1 pack	Pack						
71.	Envelope DLB window white	1 pack	Pack						
72.	Envelope DLB white with logo	1 pack	Pack						
73.	DBN Notebook (A4)								
74.	DBN Notebook (A5)								
75.	DBN Folders								
76.	DBN Brochures								
77.	Bridge to future Brochures								

78.	Local Authority Handbook								
79.	Enabling Sustainable Progress								
80.	Biztalk								
81.	Stickers (sign here)								
NAME:		POSITION:		SIGNATURE				DATE	
NAME OF BIDDER:		ADDRESS:							

2. 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

21.	G 2-7 Gel Refill -Red	1	each						
22.	BIC Pen- Black	1	each						
23.	BIC Pen- Blue	1	each						
24.	BIC Pen- Red	1	each						
25.	Automatic 0.5 pencil	1	each						
26.	Pencil HB	1	each						
27.	0.5 pencil leads	1	each						
28.	Eraser	1	each						
29.	Rubber Bands (Packs)	1 pack	pack						
30.	Ruler 30cm	1	each						
31.	Pritt Glue stick	1	each						
32.	Bostick	1	each						
33.	Attendance Register Book	1	each						
34.	Filing Pockets	1	each						
35.	Leatherboard A4 Black (pack)	1	each						
36.	Binding Covers A4 Clear (pack)	1	each						
37.	HP 131 Cartridges	1	each						
38.	HP 130 Cartridges	1	each						
39.	HP 124 Cartridges	1 Box	Box						
40.	HP 134 Cartridges	1 Box	Box						
41.	Canon Cartridges Cli 8M	1 Box	Box						
42.	Canon Cartridges Cli 8Y	1 pack	Pack						
43.	Canon Cartridges Cli 8C	1 pack	Pack						
44.	Canon Cartridges Cli 8BK	1 pack	Pack						
45.	Canon Cartridges Cli 5PGBK	1 pack	Pack						
46.	Canon Cartridges 521Y	1 pack	Pack						
47.	Canon Cartridges 521C	1	each						
48.	Canon Cartridges 521M	1 Box	Box						
49.	Canon Cartridges 521BK	1 Box	Box						
50.	Canon Cartridges 520PGBK	1 Box	Box						
51.	Color Copy Paper (reams)	1 Box	Box						

52.	A3 White Copy Paper (reams)	1 Box	Box						
53.	A4 White Copy Paper (box)	1 Box	Box						
54.	A4 Dividers 10 Pack	1	each						
55.	Vebatrim CD RW	1	each						
56.	Carl 100 2-hole punch	1	each						
57.	Arch Lever Files A4 White plastic	1	each						
58.	Arch Lever Files A4 Blue	1	each						
59.	Magazine Filing Box	1 Pack	Pack						
60.	Book ends	1	each						
61.	Parrot Cleaning Eraser Fluid	1	each						
62.	Parrot Eraser Magnet	1	each						
63.	Croxley Eraser Magnet	1	each						
64.	Shredder Auto plus Optimum 130 X P4 26lt, 6pg Man	1	each						
65.	Laptop security lock	1	each						
66.	Envelope (C3)	1	each						
67.	Envelope (C4)	1	each						
68.	Envelope (C5)	1	each						
69.	Envelope (C6)	1	each						
70.	Envelope DLB window brown	1 pack	Pack						
71.	Envelope DLB window white	1 pack	Pack						
72.	Envelope DLB white with logo	1 pack	Pack						
73.	DBN Notebook (A4)								
74.	DBN Notebook (A5)								
75.	DBN Folders								
76.	DBN Brochures								
77.	Bridge to future Brochures								
78.	Local Authority Handbook								
79.	Enabling Sustainable Progress								
80.	Biztalk								
81.	Stickers (sign here)								

NAME:	POSITION:	SIGNATURE	DATE
NAME OF BIDDER:	ADDRESS:		

3. 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

21.	G 2-7 Gel Refill -Red	1	each						
22.	BIC Pen- Black	1	each						
23.	BIC Pen- Blue	1	each						
24.	BIC Pen- Red	1	each						
25.	Automatic 0.5 pencil	1	each						
26.	Pencil HB	1	each						
27.	0.5 pencil leads	1	each						
28.	Eraser	1	each						
29.	Rubber Bands (Packs)	1 pack	pack						
30.	Ruler 30cm	1	each						
31.	Pritt Glue stick	1	each						
32.	Bostick	1	each						
33.	Attendance Register Book	1	each						
34.	Filing Pockets	1	each						
35.	Leatherboard A4 Black (pack)	1	each						
36.	Binding Covers A4 Clear (pack)	1	each						
37.	HP 131 Cartridges	1	each						
38.	HP 130 Cartridges	1	each						
39.	HP 124 Cartridges	1 Box	Box						
40.	HP 134 Cartridges	1 Box	Box						
41.	Canon Cartridges Cli 8M	1 Box	Box						
42.	Canon Cartridges Cli 8Y	1 pack	Pack						
43.	Canon Cartridges Cli 8C	1 pack	Pack						
44.	Canon Cartridges Cli 8BK	1 pack	Pack						
45.	Canon Cartridges Cli 5PGBK	1 pack	Pack						
46.	Canon Cartridges 521Y	1 pack	Pack						
47.	Canon Cartridges 521C	1	each						
48.	Canon Cartridges 521M	1 Box	Box						
49.	Canon Cartridges 521BK	1 Box	Box						
50.	Canon Cartridges 520PGBK	1 Box	Box						
51.	Color Copy Paper (reams)	1 Box	Box						

52.	A3 White Copy Paper (reams)	1 Box	Box						
53.	A4 White Copy Paper (box)	1 Box	Box						
54.	A4 Dividers 10 Pack	1	each						
55.	Vebatrim CD RW	1	each						
56.	Carl 100 2-hole punch	1	each						
57.	Arch Lever Files A4 White plastic	1	each						
58.	Arch Lever Files A4 Blue	1	each						
59.	Magazine Filing Box	1 Pack	Pack						
60.	Book ends	1	each						
61.	Parrot Cleaning Eraser Fluid	1	each						
62.	Parrot Eraser Magnet	1	each						
63.	Croxley Eraser Magnet	1	each						
64.	Shredder Auto plus Optimum 130 X P4 26lt, 6pg Man	1	each						
65.	Laptop security lock	1	each						
66.	Envelope (C3)	1	each						
67.	Envelope (C4)	1	each						
68.	Envelope (C5)	1	each						
69.	Envelope (C6)	1	each						
70.	Envelope DLB window brown	1 pack	Pack						
71.	Envelope DLB window white	1 pack	Pack						
72.	Envelope DLB white with logo	1 pack	Pack						
73.	DBN Notebook (A4)								
74.	DBN Notebook (A5)								
75.	DBN Folders								
76.	DBN Brochures								
77.	Bridge to future Brochures								
78.	Local Authority Handbook								
79.	Enabling Sustainable Progress								
80.	Biztalk								
81.	Stickers (sign here)								

NAME:	POSITION:	SIGNATURE	DATE
NAME OF BIDDER:	ADDRESS:		

4. 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

1. BACKGROUND

The Development Bank of Namibia (DBN) hereby invites suitable qualified, professional, and adequately resourced suppliers for the supply of office stationery.

2. OBJECTIVES

To award suppliers with the requisite experience, capacity, and technical competence to supply, source and deliver quality office stationery required for the operations of the Development Bank of Namibia (DBN) offices, including but not limited to:

- **Writing materials:** pens, pencils, markers, highlighters, erasers, correction fluids, Label makers and label dispensers.
- **Paper products:** A4/A3 paper, notebooks, files, folders, envelopes, sticky notes, Paper cutters or guillotines for trimming documents, Envelope sealers or letter openers, Flip charts used with paper pads or other stationery.
- **Office Consumables:** staplers, staples, paper clips, rubber bands, scissors, calculators, ruler, Shredders, binders, laminators, hole punches, and other general office stationery.
- **Arts and presentation supplies:** Flipcharts, whiteboard markers, pads, and boards and other presentation consumables.
- Any other standard stationery items necessary for daily office operations. The suppliers shall ensure timely and accurate fulfilment of all DBN stationery requirements in line with operational demand.

NB: The Development Bank of Namibia reserves the right to request suppliers to provide additional stationery consumables or related equipment not listed in this bidding document, as and when required.

a) QUANTITIES

Suppliers shall cover all DBN office requirements over a period of thirty-six (36) months, with deliverables made according to scheduled requests or needed by DBN operational units. Quantities will vary depending on office demand but must be capable of scaling for bulk orders.

b) QUALITY

Suppliers must demonstrate adherence to high-quality standards for all stationery products, including durability, usability, and compliance with relevant occupational health and safety standards. Products should meet recognized commercial quality standards and be fit-for-purpose for corporate office use.

c) PACKAGING

Secure, protective packaging suitable for transport and storage.

d) WARRANTY PERIOD

Defective or damaged items must be replaced with seven (7) working days at no additional cost to DBN.

3. SPECIFICATIONS

The successful suppliers shall be responsible for, but not limited to, the following:

- Sourcing and provision of standard and specialized stationery products according to the following.
- Ensuring packaging and delivery methods that prevent damage and loss during transit.
- Maintaining adequate stock and supply chain to meet DBN office demands consistently.
- Ensuring that all stationery items are of appropriate size, type and quality for office use.
- Provision of invoices and delivery notes with each order for record- keeping and audit purposes.
- Ability to provide ad-hoc or urgent supply requirements when requested by DBN.

4. DURATION

The contract shall be for a period of thirty-six (36) months. Delivery will be on an ad hoc basis, typically within 3-5 working days from order placement for standard items; urgent items as agreed.

5. REQUIREMENTS

- Minimum of five (5) years of experience in supplying office stationery to corporate, institutional, or public-sector clients.
- Proven record of timely, logistical management, and quality assurance.
- References from at least five (5) corporate or government clients.
- Ability to demonstrate financial stability and operational capacity to handle large and recurring orders.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/DBN-19/2026**

Item 20 No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Artline 700 high perform Marker - Black		
2.	Artline 700 high perform Marker -Red		
3.	Artline 700 high perform Marker - Green		
4.	Artline 700 high perform Marker -Blue		
5.	Artline 90 high perform Marker -Black		
6.	Artline 90 high perform Marker -Green		
7.	Artline 90 high perform Marker -Red		
8.	Artline 90 high perform Marker -Blue		
9.	Artline 90 high perform Marker - Yellow		
10.	Yoken Whiteboard Marker- Red		
11.	Yoken Whiteboard Marker -Green		
12.	Yoken Whiteboard Marker -Blue		
13.	Yoken Whiteboard Marker -Yellow		
14.	Yoken Whiteboard Marker- Black		
15.	Permanent Marker		
16.	High Lighters		
17.	G 2-7 Gel Pen- Black		
18.	G 2-7 Gel Pen -Blue		
19.	G 2-7 Gel Pen- Red		

Item 20 No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
20.	G 2-7 Gel Refill -Black		
21.	G 2-7 Gel Refill -Red		
22.	BIC Pen- Black		
23.	BIC Pen- Blue		
24.	BIC Pen- Red		
25.	Automatic 0.5 pencil		
26.	Pencil HB		
27.	0.5 pencil leads		
28.	Eraser		
29.	Rubber Bands (Packs)		
30.	Ruler 30cm		
31.	Pritt Glue stick		
32.	Bostick		
33.	Attendance Register Book		
34.	Filing Pockets		
35.	Leatherboard A4 Black (pack)		
36.	Binding Covers A4 Clear (pack)		
37.	HP 131 Cartridges		
38.	HP 130 Cartridges		
39.	HP 124 Cartridges		
40.	HP 134 Cartridges		
41.	Canon Cartridges Cli 8M		
42.	Canon Cartridges Cli 8Y		

Item 20 No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
43.	Canon Cartridges Cli 8C		
44.	Canon Cartridges Cli 8BK		
45.	Canon Cartridges Cli 5PGBK		
46.	Canon Cartridges 521Y		
47.	Canon Cartridges 521C		
48.	Canon Cartridges 521M		
49.	Canon Cartridges 521BK		
50.	Canon Cartridges 520PGBK		
51.	Color Copy Paper (reams)		
52.	A3 White Copy Paper (reams)		
53.	A4 White Copy Paper (box)		
54.	A4 Dividers 10 Pack		
55.	Vebatrim CD RW		
56.	Carl 100 2-hole punch		
57.	Arch Lever Files A4 White plastic		
58.	Arch Lever Files A4 Blue		
59.	Magazine Filing Box		
60.	Book ends		
61.	Parrot Cleaning Eraser Fluid		
62.	Parrot Eraser Magnet		
63.	Croxley Eraser Magnet		
64.	Shredder Auto plus Optimum 130 X P4 26lt, 6pg Man		
65.	Laptop security lock		

Item 20 No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
66.	Envelope (C3)		
67.	Envelope (C4)		
68.	Envelope (C5)		
69.	Envelope (C6)		
70.	Envelope DLB window brown		
71.	Envelope DLB window white		
72.	Envelope DLB white with logo		
73.	DBN Notebook (A4)		
74.	DBN Notebook (A5)		
75.	DBN Folders		
76.	DBN Brochures		
77.	Bridge to future Brochures		
78.	Local Authority Handbook		
79.	Enabling Sustainable Progress		
80.	Biztalk		
81.	Stickers (sign here)		

* 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: CONTRACT AGREEMENT & GENERAL CONDITIONS OF CONTRACT

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 available on <https://eprocurement.gov.na/documents> or <https://www.dbn.com.na/procurement> except where modified by the Special Conditions below.

Procurement Reference Number: **G/RFQ/DBN-19/2026**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: <i>Development Bank of Namibia</i>
Site GCC 1.1(m)	The Site/destination for delivery of the Goods/Services is at 12 Daniel Munamava Street, Windhoek.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses:</p> <p>For the Development Bank of Namibia, the address and the contact's name shall be:</p> <p>Titus Ndove Chief Executive Officer Development Bank of Namibia</p> <p>Keep in copy: Ms. Rebecca Haipinge Manager: Procurement Development Bank of Namibia SME Centre, Freedom Plaza 1990 building, Mezzanine floor, Rev Michael Scott Street, Windhoek</p> <p>Email: RHaipinge@dbn.com.na</p> <p>For the Supplier, the address and contact name shall be:</p>
Disputes GCC 10.2	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:</p> <p>An adjudicator shall be appointed, when necessary, in accordance with the Namibian Laws.</p>

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods/Services are to be delivered within fourteen (14) workdays from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note. (b) tax Invoice. (c) purchase order as issued by the DBN.
Price Adjustment GCC 15.1	The price charged for the Goods/Services supplied and the related Services performed shall not be adjustable .
Terms of Payment GCC 16.1	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
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days (30) after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods/services 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.
Performance Security GCC 18.1	Not required
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date. Not required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be based on industry standard .
Insurance GCC 24.1	Not required

Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The serves shall be delivered: <i>Contractor to deliver to Client' site.</i>
Inspection and Test GCC 26.1	The inspection and tests shall be: <i>Quantity, Quality and conformance and performance specification.</i>
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at:
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price. Not required
Warranty GCC 28.3	The period of validity of the warranty shall be: 365 day(s) For the Warranty, the place(s) of the destination(s) shall be: 12 Daniel Munamava Street, Windhoek
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 7 days

SCHEDULE 3

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

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

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

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

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No: G/RFQ/DBN-19/2026

Description	Attached	Not Attached
Duly completed Quotation Letter		
Duly completed Price Activity Schedule		
Duly completed Bid Securing Declaration		
Duly completed Specification and Compliance Sheet		
submit a copy of a valid certificate of business registration , substantiated by BIPA Certificate of Existence with status in Good Standing . (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).		
submit an original or certified copy of a valid Good Standing Tax Certificate, valid at the deadline of submission of bids , (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).		
submit an original or a certified copy of a valid Good Standing Social Security Certificate, valid at the deadline of submission of bids , (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).		
submit a certified copy of a valid Affirmative Action Compliance Certificate /an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (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)).		
submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).		
submit a written undertaking in terms of the Wage Order for Setting National Minimum Wage for Employees, Labor Act, 2007 , and section 50(2)(d) of the Public Procurement Act, 2015.		
bidder must operate a company registered for the provision of stationery (company documents, registration/founding statement submitted with the bid document, must ascertain the services provided).		
submit a signed Bid Securing Declaration .		
submit a certified copy of a certificate of SME Status (SMEs are encouraged to apply); non-SMEs will not be disqualified .		

must complete and submit the Company Shareholding Information form.		
must submit a Valid fitness certificate from Local Authority for the regional office that the bidder will be bidding to		
submit a company profile highlighting the supply and delivery of office stationery services.		
submit at least five (5) Reference Letter/Purchase Orders or service level agreements from corporate/ government clients for the provision of office stationery on the client's letterhead, duly signed by the authorized person, reflecting the nature of goods, duration and confirming satisfactory performance of services provided by the bidder.		
submit a complete bidding document as issued (incomplete bidding documents will not be considered).		
must initialize all pages of this standard bidding document, including all supporting documents.		
Document as evidence for Margin of Preference.		