

## INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS /SERVICE PROVIDERS –

**FY 2025/2026**

The National Commission on Research, Science and Technology (NCRST) is a Public Enterprise established by an Act of Parliament, the Research, Science and Technology Act (RST), Act No. 23 of 2004 with the mandate of coordinating, developing, and facilitating the promotion of Research, Science, Technology, and Innovation in Namibia.

<b>No.</b>	<b><i>NCRST in accordance with the Public Procurement Act (Act 15 of 2015), as amended, section 42 invites Suppliers/Service Providers to submit documents and information required to conduct pre-qualification proceedings for a period of twelve (12) months, for the 2025/2026 Financial Year.</i></b>
<b>CATEGORY A: GOODS</b>	
1.	Laboratory Reagents, Equipment and Consumables (specific to GMO laboratory)
2.	Supply and Delivery of office Stationery
3.	Supply and Delivery of Computer Hardware
4.	Office Furniture
<b>CATEGORY B: NON-CONSULTANCY SERVICES</b>	
1.	International Travel Management (Travel Agencies)
2.	Shuttle Services
3.	Installation, Servicing, Maintenance and Repair of Office Air Conditioner
4.	Event Management/Catering
5.	Hospitality Services
6.	Printing, Editing, Design and Layout services
7.	Language Editing
8.	Services and Maintenance of Laboratory Equipment
9.	Clearing Of Reagents & Consumables (Import clearance of GMO Laboratory consignments)
10.	Disposal Of GMO Laboratory Waste
11.	Cleaning Of GMO Laboratory Coats
12.	Calibration of Equipment
13.	Plumbing
14.	Electrical Services
15.	Car Hire
16.	Domestic and International Transport, Freight and Logistics Services
17.	Local Newspaper Advertisements
18.	Document Development and Review Consultants
19.	Rapporteur to Language Editing
<b>Qualification Requirements</b>	
<i>All potential Suppliers/Service Providers must submit valid documents at the deadline of submission for pre-qualification. Suppliers/Service Providers will be considered non-responsive if all qualification requirements are not met/submitted.</i>	
<i>The documents and information must be arranged and marked in the order as indicated below:</i>	
1.	A cover letter on the company letter heads, ranging the company experience and preference of "Procurement Categories" in a sequence of choice.

All correspondence should be addressed to the Chief Executive Officer

BOARD OF COMMISSIONERS

COUNCILS OF NCRST:

BIOSAFETY COUNCIL

NATIONAL SPACE SCIENCE COUNCIL

NATIONAL INDIGENOUS KNOWLEDGE SYSTEMS COUNCIL

2.	Company profile depicting the experience for the goods and services for the respective categories applied for pre-qualification.
3.	Valid company registration certificate clearly indicating shareholders and principal business
4.	An original valid good standing Tax Certificate
5.	An original valid good standing Social Security Certificate or in the case where a company has no employees, a confirmation letter from the Social Security Commission.
6.	As required by the Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998): I. A valid affirmative action compliance certificate issued under section 41 of that Act, II. An exemption issued under section 42 of that act; or III. A proof from Employment Equity commissioner that the bidder or supplier is not a relevant employer as defined in that Act
7.	A written undertaking as contemplated in section 138 (2) of the Labour Act, 2007(Act No. 11 of 2007) (can be downloaded from our website <a href="http://www.ncrst.na">www.ncrst.na</a> )
5.	A valid- I. certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia II. certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia III. document serving as evidence of registration as a trust and the trust deed for a registered under the laws regulating trusts in Namibia IV. partnership agreement in the case of a partnership, a valid joint venture agreement in the case of joint venture or a valid agreement in case of other similar arrangements, but a bidder or supplier who is a sole proprietor only needs to comply with provisions of paragraph (3) to (6)
7.	A valid good standing Confirmation of Registration Certificate with BIPA (Business Intellectual Property Authority). This certificate validates the existence of the entity as well as that the entity is in good standing with BIPA in as far as it relates to the payment of annual duties.
8.	Past performance evidence of at least a minimum of three (3) or more Purchase Orders with their delivery notes/job card for each respective category applied for pre-qualification, <b>OR</b> Past performance evidence of least a minimum of three (3) reference letters for each respective category applied for pre-qualification.  <i>Evidence should not be older than twelve (12) months.</i>
9.	Fitness Certificate from the local authority (procurement preference shall be sourced from Suppliers/Service Providers based and operating in the region where the goods/services are required, or the closest region in the absence of no Supplies/Service Providers in the region).
10.	Bid Securing Declaration (Section 45 of Act) (Regulation 37(1)(b) and 37(5)) (can be downloaded from our website <a href="http://www.ncrst.na">www.ncrst.na</a> )
<b>Date of Issue</b>	Friday, 01August 2025
<b>Closing Date</b>	Friday, 01 September 2025
<b>Submission</b>	Sealed in a single envelope, clearly marked “ <b>PRE-QUALIFICATION</b> ” and indicate the “ <b>CATEGORIES</b> ” applied for, to be submitted at the Reception at NCRST, Cnr. Louis Raymond & Grant Webster Street, Olympia
<b>Enquiries</b>	Procurement Management Unit: <a href="mailto:pmu@ncrst.na">pmu@ncrst.na</a>



## 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

Procurement Reference No.: \_\_\_\_\_

Procurement Description: \_\_\_\_\_

Anticipated Contract Duration: \_\_\_\_\_

Location where work will be done, good/services will be delivered:

\_\_\_\_\_

### 3. UNDERTAKING

I \_\_\_\_\_[insert full name], owner/representative

of \_\_\_\_\_[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seal:** \_\_\_\_\_

*Please take note:*

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.

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

**Date:** .....[Day|month|year].....

**Procurement Ref No.:** .....

**To:** .....[insert complete name of Public Entity 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 \_\_\_\_\_, \_\_\_\_\_  
 [insert date of signing]

Corporate Seal (where appropriate)