



# Request for Sealed Quotations for Goods

## Supply and delivery of Medical Equipment for UNAM Ambulance Services- Main and Ogongo Campus

**Procurement Reference No: G/RFQ/UNAM-18/2026**

| BIDDERS INFORMATION |  |
|---------------------|--|
| BIDDER'S NAME:      |  |
| PHYSICAL ADDRESS:   |  |
| TEL/CELL NO:        |  |
| CONTACT PERSON:     |  |
| E-MAIL:             |  |

|                                    |  |
|------------------------------------|--|
| TOTAL COST <b>(EXCLUDING VAT.)</b> |  |
|------------------------------------|--|

|               |                      |
|---------------|----------------------|
| CLOSING DATE: | 28 July 2026 – 15H00 |
|---------------|----------------------|

To be deposited in the Tender Box located at Administration Building, Ground Floor

## Letter of Invitation

**G/RFQ/UNAM-/2026**

**17 July 2026**

Dear Bidders,

**Request for Quotations: Supply and delivery of Medical Equipment for UNAM Ambulance Services- Main and Ogongo Campus**

The University of Namibia invites you to submit your best quote for the items described in detail in the specification section.

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

Technical queries, if any, should be addressed to Ms Empty Hilongwa Tel: +26461-206 3178, Email: [ehilongwa@unam.na](mailto:ehilongwa@unam.na). Administrative queries should be directed to Mr. Seth A Khachab, Email: [sakhjachab@unam.na](mailto:sakhjachab@unam.na). Tel. +26461 – 206 3761

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

Yours faithfully,

Ms. Albertina Tobias  
Chief Procurement Officer

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

The University 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.
- (d) Notwithstanding being the lowest evaluated substantially responsive bidder, the University reserves the right to consider the bidder's past performance and conduct as a UNAM supplier prior to making an award. Bidders who have previously breached contract terms and conditions with the University due to their non-compliance or non-performance may be disqualified from award consideration, even if their bid meets all other requirements
- (e) To include at least five (5) bidders whose bids are substantially responsive and ranked among the lowest evaluated bids on the **Preferred Supplier List for the supply, delivery, installation, commissioning and related support services of medical equipment and associated accessories**. The Preferred Supplier List shall remain valid for a period of **three (3) years** from the date of approval, unless otherwise determined by UNAM.

Inclusion on the Preferred Supplier List does not constitute an award of contract and does not create any obligation on the part of UNAM to procure goods from any listed supplier. UNAM may utilise the Preferred Supplier List for future requirements relating to medical equipment and related accessories, subject to applicable procurement legislation, availability of funds, and the specific procurement requirements at the time.

## 2. Preparation of Quotations

You are requested to quote for the items 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 deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 submission deadline.

## 4. Eligibility Criteria

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

To be eligible to participate in this Quotation exercise, you should submit the following documents.

All copies must be duly certified by the Namibian Police:

- (a) A certified copy of company registration documents.
- (b) a valid original or valid certified copy of Good Standing Tax Certificate;

- (c) a valid original or valid certified copy Good Standing Social Security Certificate;
- (d) 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;
- (e) a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) Submit a signed Bid-securing Declaration.
- h) 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 General conditions of Contract if it is awarded the contract or part thereof.
- i) A valid manufacturer's authorisation letter confirming that the bidder is an authorised distributor, dealer, or supplier of the offered medical equipment.
- j) Have two (2) or more relevant, contactable and certified reference letters or copies of purchase orders substantiated with signed completion certificates and/or delivery notes from a reputable organisation for similar goods/service/ work done within the last five (5) years.
- k) The Contractor shall provide a minimum warranty period of twelve (12) months from the date of final acceptance of the goods and installation.
- l) Detailed Colour Brochure attached, indicating detailed technical specifications for all quoted items.

#### 4.1 Additional Requirements

- a) The bidder must submit **a detailed quotation on its company letter head**, in addition to Section III: Price Activity Schedule.

|                                                  |
|--------------------------------------------------|
| <b>BIDDERS' CONFLICT OF INTEREST DECLARATION</b> |
|--------------------------------------------------|

**(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?<br><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 Council, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit of UNAM.                                                                                                                                        |     |    |

#### 5. Bid Securing Declaration

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

#### 6. Delivery

Delivery shall be 14 days after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

Upon delivery, the goods shall be subject to inspection and verification to confirm compliance with the required specifications, quantities, quality standards and functionality.

## **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 Quotation/Bid Box located at **Main Campus, Administration Building, 340 Mandume Ndemufayo Street, Pioneerspark no later than 28 July 2026 at 15h00**. Quotations by post or hand-delivered should reach the same address by the same date and time at the 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 University of Namibia immediately after the closing time referred to in instruction 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, will be posted on the website of the University of Namibia and available to any bidder on request within three working days of the Opening.

## **10. Evaluation of Quotations**

The University of Namibia shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## **11. Technical Compliance**

Bidders shall submit, together with their quotations, colour catalogues and/or manufacturer's technical literature providing detailed specifications, measurements, dimensions and performance information for the offered items. Bidders shall provide written manufacturer authorisation confirming their authority to supply the offered products. Any additional supporting documentation, brochures, technical data sheets or literature required to demonstrate compliance with the specified requirements shall also be submitted with the bid. 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. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars

## **13. Margin of Preference**

## **14. Margin of Preference**

14.1. The applicable margins of preference applicable for Exclusive Preferences to

Local Suppliers and their application methodology as follows:

$$A = \frac{\text{Margin of Preference} \times \text{Bid Price}}{100}$$

**14.2. Bidders 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<br>-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<br>-Declaration indicating the percentage of Namibian MSME ownership                                                                                                                                                                            |
| Women owned enterprise                           | 1%                   | IDs of all shareholders<br>-Founding statement/company registration indicating ownership structure/shareholder, certificate declaration indicating the percentage of Namibian female ownership                                                                                |
| Youth owned enterprise                           | 2%                   | IDs of all shareholders<br>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<br>-Founding statement / company registration indicating ownership structure / shareholder certificates.<br>-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                                                                                                                                                                                                            |
| <b>TOTAL</b>                                     | <b>10%</b>           |                                                                                                                                                                                                                                                                               |

**15. 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 in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

**16. Performance Security**

No performance security is required.

**17. Notification of Award and Debriefing**

The University of Namibia shall after award of contract 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 on its website within seven (7) days. Furthermore, the University of Namibia shall attend to all requests for debriefing made in writing within seven (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 Price list 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:        | <b>University of Namibia</b>                                                                        |
| Procurement Reference Number:  | <b>G/RFQ/UNAM-18/2026</b>                                                                           |
| Subject matter of Procurement: | <b>Supply and delivery of Medical Equipment for UNAM Ambulance Services- Main and Ogongo Campus</b> |

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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 Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide 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 terms and conditions contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the BD.

The validity period of the Quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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 delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### Quotation Authorised by:

|                                           |  |                            |            |
|-------------------------------------------|--|----------------------------|------------|
| Name of Bidder                            |  | Company's Address and seal |            |
| Contact Person                            |  |                            |            |
| Name of Person Authorising the Quotation: |  | Position:                  | Signature: |
| Date                                      |  | Phone No./Fax              |            |

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

**Date:** .....

**Procurement Ref No.: G/RFQ/UNAM-18/2026**

**To: University of Namibia**

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)

[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, 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 bprocured under this contract.

## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: Supply and delivery of Medical Equipment for UNAM Ambulance Services- Main and Ogongo Campus**  
**Procurement Ref No. G/RFQ/UNAM-18/2026**

| INSTRUCTIONS TO THE PUBLIC ENTITY                                                                                                     |                                                 |                   |                  |   | INSTRUCTIONS TO BIDDERS                                                                                                                                                                                                                                                                                                                                                    |                                       |             |                                   |                      |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------|------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------|-----------------------------------|----------------------|
| At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. <i>[To be filled by the Public Entity]</i> |                                                 |                   |                  |   | <u>Bidders shall fill-in columns E - I and fill the total E=</u><br>mark with a *if an equivalent is quoted<br>F= Rate per unit                      G=Total price for one item (C x F)<br>• If an equivalent is quoted, please attach to your quote appropriate technical information & specification<br>• Bidders shall fill in and sign the bottom section of this page |                                       |             |                                   |                      |
| A                                                                                                                                     | B                                               | C                 | D                | E | F                                                                                                                                                                                                                                                                                                                                                                          | G                                     | H           | I                                 |                      |
| Item no.                                                                                                                              | Description of Goods                            | Quantity required | Unit of measures | * | Price per unit NAD <sup>1</sup>                                                                                                                                                                                                                                                                                                                                            | Total price without VAT<br>VAT<br>NAD | VAT:<br>NAD | Delivery<br>weeks)<br>(days/month | Country<br>of Origin |
| 1.                                                                                                                                    | MISSION HB HEMOGLOBIN METER                     | 5                 | EACH             |   |                                                                                                                                                                                                                                                                                                                                                                            |                                       |             |                                   |                      |
| 2.                                                                                                                                    | MISSION HB HEMOGLOBIN TEST STRIPS (50Strips)    | 10                | EACH             |   |                                                                                                                                                                                                                                                                                                                                                                            |                                       |             |                                   |                      |
| 3.                                                                                                                                    | ACCU-CHEK BLOOD GLUCOSE TEST STRIPS (25 Strips) | 20                | EACH             |   |                                                                                                                                                                                                                                                                                                                                                                            |                                       |             |                                   |                      |
| 4.                                                                                                                                    | ENT DIAGNOSTIC SET                              | 4                 | EACH             |   |                                                                                                                                                                                                                                                                                                                                                                            |                                       |             |                                   |                      |
| 5.                                                                                                                                    | STETHOSCOPE                                     | 2                 | EACH             |   |                                                                                                                                                                                                                                                                                                                                                                            |                                       |             |                                   |                      |
| 6.                                                                                                                                    | OXYGEN SATURATION PROBE                         | 3                 | EACH             |   |                                                                                                                                                                                                                                                                                                                                                                            |                                       |             |                                   |                      |
| 7.                                                                                                                                    | ILS FULLY EQUIPPED JUMP BAG                     | 3                 | EACH             |   |                                                                                                                                                                                                                                                                                                                                                                            |                                       |             |                                   |                      |
| 8.                                                                                                                                    | LONG WIRE SPLINT                                | 3                 | EACH             |   |                                                                                                                                                                                                                                                                                                                                                                            |                                       |             |                                   |                      |
| 9.                                                                                                                                    | SHORT WIRE SPLINT                               | 3                 | EACH             |   |                                                                                                                                                                                                                                                                                                                                                                            |                                       |             |                                   |                      |
| 10.                                                                                                                                   | SPIDER HARNESS (ADULT)                          | 2                 | EACH             |   |                                                                                                                                                                                                                                                                                                                                                                            |                                       |             |                                   |                      |

|                 |                                                        |           |      |           |  |      |  |  |
|-----------------|--------------------------------------------------------|-----------|------|-----------|--|------|--|--|
| 11.             | ALUMINIUM SCOOPS                                       | 1         | EACH |           |  |      |  |  |
| 12.             | TRACTION SPLINTS (ADULT)                               | 2         | EACH |           |  |      |  |  |
| 13.             | KENDRICK EXTRICATION DEVICE                            | 2         | EACH |           |  |      |  |  |
| 14.             | VITAL POUCH (FULLY STOCK)                              | 3         | EACH |           |  |      |  |  |
| 15.             | PATIENT MONITOR (ECG, RESP, SPO2, NIBP, TEMP, PRINTER) | 2         | EACH |           |  |      |  |  |
|                 | <b>SUBTOTAL (Excl.VAT)</b>                             |           |      |           |  |      |  |  |
|                 | <b>TOTAL (Incl.VAT)</b>                                |           |      |           |  |      |  |  |
| NAME:           |                                                        | POSITION: |      | SIGNATURE |  | DATE |  |  |
| NAME OF BIDDER: |                                                        | ADDRESS:  |      |           |  |      |  |  |

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

### Background

The University of Namibia (UNAM) has established itself as a leader in addressing student health needs. Through its Directorate of Student Affairs, the university operates ambulance emergency services at the Main campus, extending services to Neudam, Khomasdal, and Hage Geingob campuses. The ambulance services offer emergency medical care to students and are fully registered and licenced with the Ministry of Health and Social Services. In addition to the existing ambulance at main campus, the University of Namibia received a donation of two (2) ambulances in 2025.

### Scope

**Table 1: Medical Equipment Requirements**

| No. | Item description                    | Unit of Issue | Qty |                                                                                      |
|-----|-------------------------------------|---------------|-----|--------------------------------------------------------------------------------------|
| 1.  | MISSION HB HEMOGLOBIN METER         | 1             | 5   |   |
| 2.  | MISSION HB HEMOGLOBIN TEST STRIPS   | 50            | 10  |  |
| 3.  | ACCU-CHEK BLOOD GLUCOSE TEST STRIPS | 25            | 20  |  |
| 4.  | ENT DIAGNOSTIC SET                  | 1             | 4   |  |

|     |                             |   |   |                                                                                      |
|-----|-----------------------------|---|---|--------------------------------------------------------------------------------------|
| 5.  | STETHOSCOPE                 | 1 | 2 |    |
| 6.  | OXYGEN SATURATION PROBE     | 1 | 3 |    |
| 7.  | ILS FULLY EQUIPPED JUMP BAG | 1 | 3 |    |
| 8.  | LONG WIRE SPLINT            | 1 | 3 |   |
| 9.  | SHORT WIRE SPLINT           | 1 | 3 |   |
| 10. | SPIDER HARNESS (ADULT)      | 1 | 2 |  |
| 11. | ALUMINIUM SCOOPS            | 1 | 1 |  |
| 12. | TRACTION SPLINTS (ADULT)    | 1 | 2 |  |

|     |                                                        |   |   |                                                                                    |
|-----|--------------------------------------------------------|---|---|------------------------------------------------------------------------------------|
| 13. | KENDRICK EXTRICATION DEVICE                            | 1 | 2 |   |
| 14. | VITAL POUCH (FULLY STOCK)                              | 1 | 3 |  |
| 15. | PATIENT MONITOR (ECG, RESP, SPO2, NIBP, TEMP, PRINTER) | 1 | 2 |  |

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/UNAM-18/2026

*[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. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

| Item No | Technical Specification Required                | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (if applicable) |
|---------|-------------------------------------------------|-------------------------------------|------------------------------------------------------|
| A*      | B*                                              | C                                   | D                                                    |
| 1.      | MISSION HB HEMOGLOBIN METER                     |                                     |                                                      |
| 2.      | MISSION HB HEMOGLOBIN TEST STRIPS (50Strips)    |                                     |                                                      |
| 3.      | ACCU-CHEK BLOOD GLUCOSE TEST STRIPS (25 Strips) |                                     |                                                      |
| 4.      | ENT DIAGNOSTIC SET                              |                                     |                                                      |
| 5.      | STETHOSCOPE                                     |                                     |                                                      |
| 6.      | OXYGEN SATURATION PROBE                         |                                     |                                                      |
| 7.      | ILS FULLY EQUIPPED JUMP BAG                     |                                     |                                                      |
| 8.      | LONG WIRE SPLINT                                |                                     |                                                      |
| 9.      | SHORT WIRE SPLINT                               |                                     |                                                      |

| Item 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>                                             |
| 10.       | SPIDER HARNESS (ADULT)                                 |                                     |                                                      |
| 11.       | ALUMINIUM SCOOPS                                       |                                     |                                                      |
| 12.       | TRACTION SPLINTS (ADULT)                               |                                     |                                                      |
| 13.       | KENDRICK EXTRICATION DEVICE                            |                                     |                                                      |
| 14.       | VITAL POUCH (FULLY STOCK)                              |                                     |                                                      |
| 15.       | PATIENT MONITOR (ECG, RESP, SPO2, NIBP, TEMP, PRINTER) |                                     |                                                      |

*[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. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

*\* Columns A and B to be completed by Public Enti*

#### **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 except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/UNAM-18/2026**

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

| Subject and GCC<br>clause reference        | Special Conditions                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purchaser<br/>GCC 1.1(h)</b>            | The purchaser is: The <b>University of Namibia</b>                                                                                                                                                                                                                                                                                                           |
| <b>Site<br/>GCC 1.1(m)</b>                 | The final destination for delivery of the Goods is: <b>The University of Namibia<br/>Main Campus, Windhoek</b>                                                                                                                                                                                                                                               |
| <b>Incoterms Edition<br/>GCC 4.2(b)</b>    | Incoterms shall be governed by the rules prescribed in Incoterms 2020.                                                                                                                                                                                                                                                                                       |
| <b>Notices<br/>GCC 8.1</b>                 | Any notice shall be sent to the following addresses:<br>For the University of Namibia, the address and the contact name shall be:<br><b>Head of Procurement Management Unit<br/>340, Mandume Ndemufayo Street<br/>Pioneerspark, Windhoek<br/>Email:atobias@unam.na</b><br><br>_____<br>For the Supplier, the address and contact name shall be:<br><br>_____ |
| <b>Disputes<br/>GCC 10.2</b>               | The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be subject to the Laws of the Republic of Namibia.                                                                                                                                                                                                                            |
| <b>Delivery and Documents<br/>GCC 13.1</b> | The Goods are to be delivered within 14 days from the date of the Purchase Order or Letter of Acceptance.<br>The documents to be furnished by the Supplier are:<br>(a) signed delivery note;                                                                                                                                                                 |
| <b>Price Adjustment<br/>GCC 15.1</b>       | The price charged for the Goods supplied and the related Services performed shall not be adjustable.                                                                                                                                                                                                                                                         |
| <b>Terms of Payment<br/>GCC 16.1</b>       | 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                                                                                                                                                                                                     |

| Subject and GCC clause reference                      | Special Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms of Payment<br/>GCC 16.3</b>                  | Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Terms of Payment<br/>GCC 16.4 (a)</b>              | The price shall not be fixed in Namibian Dollars.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Payment Period<br/>GCC 16.5</b>                    | <p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> The Contract Price of goods 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 University of Namibia.</p> <p>ii) An interest rate equivalent to the prime lending rate is payable to the supplier by the University of Namibia for each day payment is delayed until payment has been made in full.</p> |
| <b>Performance Security<br/>GCC 18.1</b>              | (i) No performance security is required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Discharge of Performance Security<br/>GCC 18.4</b> | This provision is not applicable as there is no performance security required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Packing<br/>GCC 23.2</b>                           | <p>The packing, marking and documentation within and outside the packages shall be: <b>Supply and delivery of Medical Equipment for UNAM Ambulance Services- Main and Ogongo Campus</b></p> <p><b>G/RFQ/UNAM-18/2026,</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Insurance<br/>GCC 24.1</b>                         | Insurance will be as per incoterm- Delivery Duty Paid (DDP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Transportation<br/>GCC 25</b>                      | The Goods shall be delivered: Delivery Duty Paid (DDP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Inspection and Test<br/>GCC 26.1</b>               | <p>The inspection and tests shall be:</p> <p>a) The equipment will be inspected for conformity against the specification set out in this document.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Location of Inspection and Tests<br/>GCC 26.2</b>  | The inspections and tests shall be conducted at <b>The University of Namibia Main Campus, Windhoek</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Subject and GCC clause reference                 | Special Conditions                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Liquidated Damages</b><br><b>GCC 27.1</b>     | Liquidated damages for the whole contract are 1% per day. The maximum amount of liquidated damages for the whole contract shall not exceed 10% of the final contract price.                                                                                                                                                       |
| <b>Warranty</b><br><b>GCC 28.3</b>               | <p>The period of validity of the warranty shall be: <b>365 days (12 months)</b> from the date of acceptance and commissioning of the equipment by the University of Namibia.</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <b>The University of Namibia Main Campus Windhoek</b></p> |
| <b>Repair and Replacement</b><br><b>GCC 28.5</b> | The period for repair or replacement shall be: 14 day(s)                                                                                                                                                                                                                                                                          |

## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.: G/RFQ/UNAM-18/2026**

| Description                                                                                           | Attached | Not<br>Attached |
|-------------------------------------------------------------------------------------------------------|----------|-----------------|
| Quotation Letter                                                                                      |          |                 |
| List of Goods and Price Schedule                                                                      |          |                 |
| Specification and Compliance Sheet                                                                    |          |                 |
| Bid Securing Declaration                                                                              |          |                 |
| All eligibility requirements as stipulated in the bidding document                                    |          |                 |
| Detailed Colour Brochure attached, indicating detailed technical specifications for all quoted items. |          |                 |

***isclaimer:*** *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.*