

1. State clear instructions on the management of the procurement process and applicable rules.
2. Include A clear statement of requirement and object of the procurement.
3. State the methodology and criteria to be used in the evaluation of bids received.

All other standard bidding forms will be issued by the Procurement Policy Unit in the near future. In the interim, should your Public Entity need to procure on an urgency basis and the issued forms/documents are not be sufficient for your procurement, kindly please seek audience with the Procurement Policy Unit, to see how best you may be assisted.

All Public Entities are kindly reminded to submit the names of persons nominated to serve on their Internal Structures as per section 25(1)(a) of the act and Regulation 5(1), (2)and (3). The nominations should be forwarded to the Procurement Policy Unit as soon as possible for consideration.

For assistance on compiling the above issued forms/documents or any other enquires relating to the Procurement Policy Unit, kindly please contact Julia Itana, at the Procurement Policy Unit at +264 61 209 2653 | +264 81 158 4958 | [julia.itana@gov.mof.na](mailto:julia.itana@gov.mof.na) | [julia.itana@mof.gov.na](mailto:julia.itana@mof.gov.na)

Please accept assurance of my highest considerations.

Yours faithfully,

  
\_\_\_\_\_  
CALLE SCHLETTWEIN  
MINISTER; MP



**Note: the above mentioned documents can be obtained from the following links:**

<https://www.dropbox.com/sh/rdvek453tt924gf/AABH-MnsQT5c9f6rTqG6Ahega?dl=0>

[https:// http://www.mof.gov.na/](https://http://www.mof.gov.na/)



REPUBLIC OF NAMIBIA

## MINISTRY OF FINANCE

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WINDHOEK

06 APRIL 2017

**TO: ALL ACCOUNTING OFFICERS  
OMAS  
SOES  
REGIONAL COUNCILS  
LOCAL AUTHORITIES**

### PROCUREMENT POLICY UNIT

**SUBJECT: STANDARD BIDDING DOCUMENTS**

The Procurement Policy Unit has a function to issue authorised versions of the standard bidding documents, standard forms of contracts, pre-qualifications documents, procedural forms, and requests for proposals and other similar documents for mandatory use by Public Entity during all procurement activities, in line with section 7(1)(i) of the Public Procurement Act, 2015(Act No. 15 of 2015).

Pursuant to the above cited section, the Procurement Policy Unit hereby issues the following standardized forms and documents for the procurement of goods, works and services for mandatory use by all Public entities:

1. **Standard Form [Informal Quotations – Goods]**
2. **Standard Form [Informal Quotations – Services]**
3. **Standard Bidding Document [Request for Sealed Quotations – Goods]**
4. **Standard Bidding Documents [ Request for Sealed Quotations – Works]**

The above mentioned standard bidding forms and documents will enable Public Entities to procure day to day utilities using the relevant provisions of the Act. In preparing the bidding forms/documents a Public Entity must in line with section 43(1) of the Act, and Regulation 33(1) of the Public Procurement Regulations, ensure the following before forms/documents are issued to bidders: