



GIPF
Government Institutions
Pension Fund

To guard, and to grow.

GIPF House, Cnr. Dr Kenneth David Kaunda/Goethe Street
PO BOX 23500 WINDHOEK, NAMIBIA
Tel. +264 61 205 1746

INSTRUCTIONS TO BIDDERS

Duly completed and signed bid documents must be forwarded in a sealed envelope, endorsed with the bid name, before the due date and hour.

BID Number:

**NCS/RFP/GIPF-01/2025
IMPLEMENTATION OF GIPF FILE PLAN**

Name of the Company:

Total Bid Price (including VAT) N\$

CLOSING DATE & TIME:

06 August 2025 at 12:00 p.m.

Bid Submission Address:

Government Institutions Pension Fund (GIPF)
GIPF House, Ground Floor, Reception
GIPF HOUSE
Cnr. Dr. Kenneth David Kaunda & Goethe Street,
P.O. Box 23500
Windhoek

PLEASE NOTE:

BIDDERS ARE REQUIRED TO SUBMIT THEIR BID DOCUMENTS ON OR BEFORE CLOSING TIME ON CLOSING DATES.

BIDDERS ARE ALSO REQUIRED TO MAKE SURE THAT ALL REQUIRED DOCUMENTS TO BE ATTACHED ARE PROPERLY BOUND TO THE BACK OF THE BID DOCUMENT AS GIPF WILL NOT TAKE RESPONSIBILITY FOR ANY LOST CERTIFICATES.

BIDDERS ARE REQUIRED TO STATE THEIR TOTAL BID PRICE ON THE FRONT PAGE OF THE BID DOCUMENT AND OTHER PAGES WHERE PROVISION HAS BEEN MADE IN THE MAIN DOCUMENT.

GENERAL CONDITIONS OF THE BID

1. A separate envelope must be used for each bid.
2. Posted Bids
 - a) Bids which have been posted prior to the closing date and hour but received after the closing date an hour and which do not carry the official stamp of the Post Office, indicating the time and date, or where the Postmaster has not certified the date and time received, shall be considered as late.
 - b) In the case of a dispute arising as to whether the bid was posted on time or late, only the date stamp of the Post Office is acceptable and not the stamp of a franking machine being used.
3. Samples must be forwarded on request only. Carriage of postage must be paid by the bidder. Bids must under no circumstances be included in parcels containing samples.
4. Bid prices and delivery periods will remain binding and open for acceptance for 90 days after the closing date of the bid.
5. Instructions to Bidders Form must be completed and submitted together with the bidders' original proposal. **Failure to submit Instructions to Bidders Form will render the bid invalid.**
6. Bidders who are unable to bid to specifications for goods are requested to bid for goods nearest to specifications, which they are able to supply and to submit full specifications for such goods.
7. Only the successful bidder will be notified, and a bid will be accepted either wholly or partly.
8. Bids should not be qualified by the bidder's own conditions.
9. If delivered by hand, the bid must be delivered at GIPF HOUSE, Cnr. Dr Kenneth David Kaunda & Goethe Street, Ground Floor, Reception.
10. GIPF has zero tolerance to fraudulent and corruption activities.
11. **GIPF WILL NOT BE BOUND TO ACCEPT THE LOWEST BIDS.**
12. Bidders are requested not to make use of **correction fluid (tip-ex) or pencils** and bid documents must be completed only in **black ink**.

SIGNATURE OF BIDDER

DATE

INFORMATION ON BIDDERS

**THIS FORM MUST BE COMPLETED BY ALL BIDDERS
(FAILURE TO DO SO MAY RENDER THE BID INVALID).**

1. Company Details:

(FULL NAME OF COMPANY)

(NAME OF RESPONSIBLE OFFICER)

(POSTAL AND STREET ADDRESS)

2. Registration Details:

a) **If Namibian Company/Close Corporation/Sole Proprietor
/Partnership/Contractor/Supplier/Trader:**

Business Registration Number: -----

Date of Registration: -----

Income Tax Number: -----

Financial interests held by a foreigner/foreign company (if any,) details:

b) **If Foreign Companies/Contractor/Supplier/Trader:**

Country in which the Business is Registered and Registration Number: -----

Date of Registration: -----

Financial interests held by Namibian/Namibian Shareholders (if any) details:

3. Social Security Registration Number: -----

4. Capital structure: Amount (N\$)Percentage of Total

a) Capital owned by -----
Namibians/Namibian Shareholding

b) Capital owned by -----
Foreigners/Foreign Shareholding

c) Total equity capital -----

d) Name of Shareholders and Board of Directors:
(Should be part of tender document)

Shareholders

Board of Directors

-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----

(e) Names of members of Close Corporation:

f) Bidders are required to initialize every page of this document otherwise this document can be disqualified.

5. Organizational Strength

Category	Total number	Number of Namibians	Number of Formerly Disadvantaged Namibians *	Number of Foreigners Citizen /Permanent
a) Executive Officer/ Managing Director/s				
b) Managers				
c) Office Personnel Staff				
d) Technical Supervisors				
e) Skilled Technical Staff				
f) Number of Female(s)				
g) Number of Male (s)				
h) Number of disabled				
Total				

* Formally disadvantaged Namibians refers to all persons who were or are directly or indirectly disadvantaged in the Labour field as a consequence of social, economic or educational imbalances arising out of racially discriminatory laws or practices before the Independence of Namibia.

6. Annual Turnover*(Please tick appropriate box and provide proof confirming the turnover)*

Turnover less than N\$2 million p/a	
Turnover more than N\$2 million, but less than N\$5 million p/a	
Turnover exceeding N\$5 million, but less than N\$20 million p/a	
Turnover exceeding N\$20 million p/a	

7. References Relevant to this Bid

Company	Contact number/s	Contact Person

8. Experience of Professional Team for this Bid**Please feel free to attach CV's for ease of reference. Please indicate.**

Team Members' Position	Experience / Expertise	Project

Documents to be attached:

- 1) Original or Certified Copy of Valid Certificate of Good Standing with the Social Security Commission. **Failure to do so will render bid invalid.**
- 2) Original or Certified Copy of Valid Certificate of Good standing issued by Namibia Revenue Agency. **Failure to do so will render bid invalid.**
- 3) Copy of company's registration certificate issued in terms of section 70 of the Companies Act 2004 (Act 28 of 2004).
- 4) Affirmative Action compliance certificate or exemption issued under section 42 of the Affirmative Action (Employment Act).
- 5) Proof from the Employment Equity Commissioner that the bidder is not a relevant employer as defined in the Employment Equity Act.
- 6) Copy of close corporations registration certificate issued in terms of section 14 of the Close Corporation Act 1988 (Act 26 of 1988).
- 7) Copy of certificate/document to substantiate any claim as being a small-scale business.
- 8) Information regarding subcontractor/sub-vendor/sub-supplier.

PRICE SCHEDULE

Is the offer 100% to specifications? YES/NO -----

If not, please specify -----

PRICE: N\$ ----- /TOTAL excluding VAT

N\$ ----- /15% VAT

N\$ -----/TOTAL including VAT

NB! ALL TAXES (VAT) MUST BE INCLUDED IN THE BID PRICES.

ONLY PRICES QUOTED IN NAMIBIAN DOLLAR, UNLESS OTHERWISE STATED, WILL BE ACCEPTABLE.

SIGNATURE

DATE