# NAMIBIAN STANDARDS INSTITUTION

<table>
<tr><td>Bidder's Name:</td><td colspan="2"></td></tr>
<tr><td rowspan="2">Contact Details:</td><td colspan="2">Tel:</td></tr>
<tr><td colspan="2">Email:</td></tr>
<tr><td colspan="3">Supply and Delivery of laboratory consumables for the NSI Testing Centre – Chemistry Section for a period of three (3) years – (Part 7)</td></tr>
<tr><td rowspan="2">Total quote amount</td><td rowspan="2">Supply and Delivery of laboratory consumables for the NSI Testing Centre – Chemistry Section for a period of three (3) years – Part 7</td><td>VAT Exclusive:<br>N$</td></tr>
<tr><td>VAT Inclusive:<br>N$</td></tr>
</table>

## Request for Sealed Quotations for Supply and Delivery of laboratory consumables for the NSI Testing Centre – Chemistry Section for a period of three (3) years Part 7

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**Procurement Reference No**: G/RFQ/NSI-012/2026

**Letter of Invitation**

***[Name and Address of Bidder]***

G/RFQ/NSI-012/2026

08 September 2026

Dear team,

The Namibian Standards Institution invites you to submit your best quote on the below items:

Refer to Annexure 1, the specifications, performance requirements and compliance sheet detailing the minimum specifications of the goods/items to be supplied.

- The total quantities for the 12 months period as specified in Annex 1 column I, are to be supplied to be supplied to the Testing Centre in one (1) consignment per year.
- All prices remain fixed for a period of three (3) years.
- An annual purchase order will be issued to the supplier in each year as per below table.

| Purchase Orders (PO) | Procurement Years | Consignments Dispatch Periods |
|---|---|---|
| 1 | Year 1: FY 2026/2027<br>01 April 2026 to 31 March 2027 | Oct 2026 – March 2027 |
| 2 | Year 1: FY 2026/2027<br>01 April 2027 to 31 March 2028 | June 2027 – Sept 2027 |
| 3 | Year 1: FY 2026/2027<br>01 April 2028 to 31 March 2029 | June 2028 – Sept 2028 |

Any resulting contract shall be subject to the terms and conditions referred to in the document. Queries, if any, should be addressed to ambundah@nsi.com.na.

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,

Hanna Ambunda

Secretary to the Procurement Committee

ambundah@nsi.com.na

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The NSI 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 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:

(a) have a valid company Registration Certificate;

(b) have an original valid good Standing Tax Certificate;

(c) have an original valid good Standing Social Security Certificate;

(d) have 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) have a certificate indicating SME Status (for Bids reserved for SMEs);

(f) [public entity to select appropriate] Submit bid valid security/Submit signed Bid-securing Declaration.

(g) 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 sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

(h) Initialise all pages of the bid document.

### 5. Bid Security/Bid Securing Declaration

Bidders are required to submit Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Security as per the format contained in Appendix to Quotation Letter of this document for *an amount of*

*NAD……[based on 0.05% - 2% of your budget estimate for the procurement]* ***OR*** *……% [insert percentage within the following range: 0.05% - 2% of the quoted price]* valid up to ……………… *[validity period of bid security must be 30days beyond the quotation validity period]*

*[Public Entity shall insert amount/percentage of bid security and validity period, if a Bid Security is applicable]*.

**6. Delivery**

Delivery shall be 2 weeks after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

6.1. The following tests and inspections will be conducted on the goods at delivery:

- The technical Specifications will be verified

**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 NSI Head Office, No.37 Sir Seretse Khama Street, not later than 25 September 2026 by 12h00. Quotations by post or hand delivered should reach NSI by the same date and time at latest. Late quotations will be rejected. Bids 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. 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 Public Entity and available to any bidder on request within three 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 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 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. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

## 13. 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.

## 14. Notification of Award and Debriefing

The Public Entity 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 Public Entity 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*: [name of Public Entity]* | |
| Procurement Reference Number: | |
| Subject matter of Procurement: | |

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 Security / 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 [*forfeiture of the security amount / 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 | |

*[This form is to be deleted if Bid Securing Deceleration is not applicable.]* **Appendix to Quotation Letter**

## 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)

[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 being procured under this contract.*

# SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR:** Supply and Delivery of laboratory consumables for the NSI Testing Centre – Chemistry Section for a period of three (3) years – Part 7
**Procurement Ref No.** G/RFQ/NSI-012/2026

| 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.<br>[*To be filled by the Public Entity*] | | | | <u>Bidders shall fill-in columns E - I and fill the total</u><br>E= 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[1] | Total price without VAT NAD | VAT: NAD | Delivery weeks) (days/month | Country of Origin |
| 1. | Refer to Annexure 1, the specifications, performance requirements and compliance sheet detailing the minimum specifications of the goods/items to be supplied. | | | | | | | | |
| | | | | | **TOTAL** | | | | |
| 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

# SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

# SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NSI-012/2026

*[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. | Refer to Annexure 1, the specifications, performance requirements and compliance sheet detailing the minimum specifications of the goods/items to be supplied. | | |

** Columns A and B to be completed by Public Entity.*

**Specifications and Compliance Sheet Authorised By:**

| | | | |
|---|---|---|---|
| Name: | | | |
| Position: | | Date: | |
| Authorised for and on behalf of:<br>Procurement | | 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 - Ref. **G/RFQ-GCC** on the website of the Public Entity *(insert website address)* except where modified by the Special Conditions below.

# SECTION VI: 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: ______________________________

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

| Subject and GCC clause reference | Special Conditions |
|---|---|
| **Purchaser**<br>**GCC 1.1(h)** | The purchaser is: **Namibian Standards Institution** |
| **Site**<br>**GCC 1.1(m)** | The Site/final destination for delivery of the Goods is NSI. |
| **Incoterms Edition**<br>**GCC 4.2(b)** | Incoterms shall be governed by the rules prescribed in Incoterms 2010. |
| **Notices**<br>**GCC 8.1** | Any notice shall be sent to the following addresses:<br>**Namibian Standards Institutions**<br>**No.37 Sir Seretse Khama Street**<br>**Windhoek, Namibia**<br>**Contact: Hanna Ambunda**<br>For the Supplier, the address and contact name shall be:<br>________________________________ |

| Subject and GCC clause reference | Special Conditions |
|---|---|
| **Delivery and Documents**<br>**GCC 13.1** | The Goods are to be delivered within 2 weeks from the date of Purchase Order or Letter of Acceptance.<br>The documents to be furnished by the Supplier are:<br>(a) signed delivery note;<br>(b) Invoice |
| **Price Adjustment**<br>**GCC 15.1** | The price charge for the Goods supplied and the related Services performed shall not be adjustable. |
| **Terms of Payment**<br>**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**<br>**GCC 16.4 (a)** | The price shall not be adjustable to the fluctuation in the rate of exchange. |
| **Performance Security**<br>**GCC 18.1** | (i) No performance security is required |
| **Insurance**<br>**GCC 24.1** | The Supplier should take the responsibility of insurance during transportation |
| **Inspection and Test**<br>**GCC 26.1** | The inspection and tests will be carried out by NSI upon delivery |
| **Location of Inspection and Tests**<br>**GCC 26.2** | The inspections and tests shall be conducted at: NSI officers at delivery |
| **Warranty**<br>**GCC 28.3** | The period of validity of the warranty shall be: n/a |
| **Repair and Replacement**<br>**GCC 28.5** | The period for repair or replacement shall be: n/a |
| | |
| | |
| | |
| | |

| Subject and GCC clause reference | Special Conditions |
|---|---|
| | |
| | |

## SCHEDULE 2

### QUOTATION CHECKLIST SCHEDULE

*[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.:** G/RFQ/NSI-012/2026

| Description | Attached | Not Attached |
|---|---|---|
| Quotation Letter | | |
| List of Goods and Price Schedule | | |
| Specification and Compliance Sheet | | |
| Bid Securing Declaration | | |
| Evidences for conformity of Goods | | |
| original valid good Standing Tax Certificate; | | |
| original valid good Standing Social Security Certificate; | | |
| 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; | | |
| a certificate indicating SME Status (for Bids reserved for SMEs); | | |
| Submit bid valid security/Submit signed Bid-securing Declaration. | | |
| Initialisation of bid document | | |

***Disclaimer:*** *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.*

| TITLE: STANDARD PROCUREMENT COMMITTEE SUBMISSION | Document No: 1 | |
|---|---|---|
| Corporate Finance | Version No: 01 | Approved By: Acting Chief Financial Officer |
| FINANCE FORM | Page 5 of 6 | Effective Date: 2026-05-21 |

**Annex 1: The Specifications, Performance Requirements and Compliance Sheet detailing the minimum specifications of the goods/items to be supplied**

| CHEMISTRY LABORATORY CONSUMABLES | | | | | | | | | PROCUREMENT FREQUENCY PER ITEM | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L |
| Description of item | Purity/Grade | Product Brand | Product Code | Special Conditions | COA (Indicate Yes/No) | MSDS required (indicate Yes/No) | Individual Unit quantity to be supplied (e.g. 500g) | Total quantity required per 12 months | Year (1) April 2026 – March 2027 | Year (2) April 2027 – March 2028 | Year (3) April 2028 – March 2029 |
| Calibration Sand or Glass Standard Reference Materials (SRM) for sieves 45 µm – 600 µm traceable to NIST or equivalent<br><br>**Note:** The SRMs must include particle sizes of 200 µm, 300 µm, and 600 µm. | Standard Reference Materials (SRM) for sieves 45 µm – 600 µm | N/A | ICIS34RM8010 or equivalent | N/A | Yes | N/A | Per set | 1 set | x | NR | NR |
| Calibration Sand or Glass Standard Reference Materials (SRM) for sieves 750µm – 2450 µm and 10 to 20 mesh traceable to NIST or equivalent<br><br>**Note:** The SRMs must include particle sizes of 800 µm and 850 µm. | Standard Reference Materials (SRM) for sieves 750 µm – 2450 µm and 10 to 20 mesh | N/A | ICIS3455405 or equivalent | N/A | Yes | N/A | Per set | 1 set | x | NR | NR |
| | | | | | | | | | | | |

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| TITLE: STANDARD PROCUREMENT COMMITTEE SUBMISSION | Document No: 1 | |
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| CHEMISTRY LABORATORY CONSUMABLES | | | | | | | | | PROCUREMENT FREQUENCY PER ITEM | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L |
| Description of item | Purity/Grade | Product Brand | Product Code | Special Conditions | COA (indicate Yes/No) | MSDS required (indicate Yes/No) | Individual Unit quantity to be supplied (e.g. 500g) | Total quantity required per 12 months | Year (1) April 2026 – March 2027 | Year (2) April 2027 – March 2028 | Year (3) April 2028 – March 2029 |
| Water Activity multi-point calibration standards<br><br>- Calibration Standard 0.250 Water Activity<br>- Calibration Standard 0.500 Activity Water<br>- Calibration Standard 0.760 Activity Water<br>- Calibration Standard 0.920 Activity Water<br>- Calibration Standard 0.984 Activity Water<br>- Calibration Standard 1.00 Activity Water | N/A | N/A | - Calibration Standard 0.250 Activity Water (ISTGSQPD081790) or equivalent<br>- Calibration Standard 0.500 Activity Water (ISTGSQPD081791) or equivalent<br>- Calibration Standard 0.760 Activity Water (ISTGSQPD081792) or equivalent<br>- Calibration Standard 0.920 Activity Water (ISTGSQPD081793) or equivalent<br>- Calibration Standard 0.984 Activity Water (ISTGSQPD081796) or equivalent | Minimum of more than one year (1) shelf life | Yes | N/A | Pack of 50 units | 1 pack | x | NR | NR |

| NSi | TITLE: STANDARD PROCUREMENT COMMITTEE SUBMISSION<br>Corporate Finance<br>FINANCE FORM | Document No: 1 | |
|---|---|---|---|
| | | Version No: 01 | Approved By: Acting Chief Financial Officer |
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| CHEMISTRY LABORATORY CONSUMABLES | | | | | | | | | PROCUREMENT FREQUENCY PER ITEM | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L |
| Description of item | Purity/Grade | Product Brand | Product Code | Special Conditions | COA (indicate Yes/No) | MSDS required (indicate Yes/No) | Individual Unit quantity to be supplied (e.g. 500g) | Total quantity required per 12 months | Year (1) April 2026 – March 2027 | Year (2) April 2027 – March 2028 | Year (3) April 2028 – March 2029 |
| | | | - Calibration Standard 1.00 Activity Water (ISTGSQPD081795) or equivalent | | | | | | | | |
| - Activity Water Standard Starter Kit<br>• 0.150 Activity Water<br>• 0.250 Activity Water<br>• 0.500 Activity Water<br>• 0.760 Activity Water<br>• 0.920 Activity Water<br>• 1.000 Activity Water | N/A | N/A | - Activity Water Standard Starter Kit (ISTGSQPD089949) or equivalent | Minimum of more than one year (1) shelf life | Yes | N/A | Pack of 5 units | 3 packs | NR | x | x |
| Dansyl chloride, suitable for fluorescence, (HPLC) | ≥99.0% | N/A | N/A | Minimum of more than one year (1) shelf life | Yes | Yes | 50g | 2 | NR | NR | x |
| Sea sand | Particle size: 0.1 - 0.315 mm | Merck or equivalent | Merck article number 1.07711.5000 or equivalent | N/A | Yes | N/A | 5 Kg | 1 | NR | 1 | NR |
| Antifoam extra tables for reducing foaming during kjeldahl digestions 0.97g $NaSO_4$+0.03 g Silicone - Antifoam | N/A | Gerhardt Analytical systems or equivalent | 12-0332 | Minimum of more than one year (1) shelf life | Yes | Yes | 500 tablets | 1 | NR | x | x |
| Kjeldahl catalyst tabs for fast & efficient Kjeldahl digestion for nitrogen / protein determination | N/A | Gerhardt Analytical systems or equivalent | 12-0328 | Minimum of more than one year (1) shelf life | Yes | Yes | 500 tablets | 1 | NR | x | x |

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| NSI | TITLE: STANDARD PROCUREMENT COMMITTEE SUBMISSION | Document No: I | |
|---|---|---|---|
| | | Version No: 01 | Approved By: Acting Chief Financial Officer |
| | Corporate Finance<br>FINANCE FORM | Page 9 of 6 | Effective Date: 2026-05-21 |

| CHEMISTRY LABORATORY CONSUMABLES | | | | | | | | | PROCUREMENT FREQUENCY PER ITEM | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L |
| Description of item | Purity/Grade | Product Brand | Product Code | Special Conditions | COA (indicate Yes/No) | MSDS required (indicate Yes/No) | Individual Unit quantity to be supplied (e.g. 500g) | Total quantity required per 12 months | Year (1) April 2026 – March 2027 | Year (2) April 2027 – March 2028 | Year (3) April 2028 – March 2029 |
| Sodium hydroxide solution, 1000 ml, c(NaOH) = 0.1 mol/l (0.1 N) | 0.1 mol/l (0.1 N) | Supelco or equivalent | 1.09141 or equivalent | Minimum of more than one year (1) shelf life | Yes | Yes | 1000 ml Bottle or Ampoule | 5 | NR | x | x |
| Weighing paper for Hydrotherm | N/A | C. Gerhardt Analytical Systems or equivalent | 1004939 or equivalent | N/A | N/A | N/A | Pad with 250 sheets | 1 | x | NR | x |
| Sodium metabisulfite | ≥99.0% | N/A | N/A | Minimum of more than one year (1) shelf life | Yes | Yes | 500g | 1 | x | NR | x |
| Phosphoric acid (Orthophosphoric acid) | ≥85.0% | N/A | N/A | Minimum of more than one year (1) shelf life | Yes | Yes | 2500L | 2 | x | NR | x |

***Note 1:*** *x = Goods required in that particular year;* ***Note 2: NR*** *= Goods not required in that particular year*

**Description for technical terms**

| Technical term | Description | Brand (Yes/No) | Justification |
|---|---|---|---|
| Kjeldahl | Technical method name | No | N/A |

**Terms of References (TOR) for the delivery of consumables as per Annex 1 above.**

*Note 1: The Service provider is required to supply laboratory consumables as per scope listed in Annex 1.*

*Note 2: Upon delivery, all items shall be accompanied by a commercial invoice, Certificate of Analysis and Material Safety Data Sheet where applicable.*

*Note 3: The minimum shelf life for all items as per Annex 1 shall be more than one year or better from date of delivery.*

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*Note 4: All items to be delivered at NSI Testing & Inspection Centre, in Walvis Bay as per Annex 1 & Section B and within delivery timelines as agreed between the NSI and the supplier.*

*Note 5: All items to be transported as per manufacturer specifications/requirements.*

*Note 6: All items not meeting the specified criteria as per Annex 1 above shall be returned to the supplier at the supplier costs.*

*Note 7: The prices quoted shall remain fixed, valid, and non-escalatable, inclusive of all costs, for each year throughout the full three (3) year contract period.*

*Note 8: Annual purchase orders will be issued as per Section B.*

*Note 9: Quantities of consumables to be delivered per consignment will be communicated upon bid award and activation of service contract between the NSI and the appointed service provider.*

*Note 10: Transportation cost for delivery of consumables from the local supplier in Namibia to NSI Testing and Inspection Centre in Walvis Bay will be at the cost of the NSI.*

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