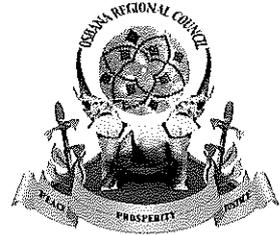




REPUBLIC OF NAMIBIA  
OSHANA REGIONAL COUNCIL



Tel: 065-2288200

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Private Bag 5543  
Oshakati, Namibia

## Request for Quotations for Goods

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SUPPLY AND DELIVERY OF MATERIALS FOR THE OFFICE  
MAINTENANCE FOR UUVUDHIYA CONSTITUENCY

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### Procurement Reference No. G/IQ/ONARC-99/2025/2026

CLOSING DATE: 16 October 2025

CLOSING TIME: 11:00

OPENING TIME: 11:00

BID AMOUNT.....

NAME OF BIDDER.....

CONTACT PERSON.....

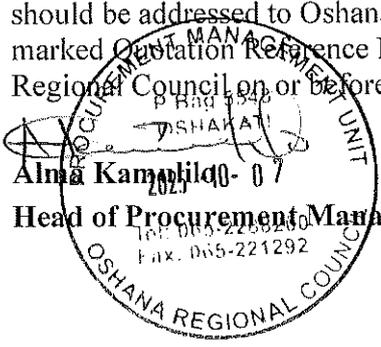
TELEPHONE.....

**INFORMAL QUOTATION (GOODS)**

**Procurement Ref. No. G/IQ/ONARC-99/2025/2026**

**To: All Prospective Bidders**

The Oshana Regional Council hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be addressed to Oshana Regional Council, Procurement Management Unit in a sealed envelope marked Quotation Reference No: **G/IQ/ONARC-99/2025/2026**. Your quotation should reach Oshana Regional Council on or before the **16 October 2025 by 11h00 at latest**.



**Head of Procurement Management Unit**

Date: 07/10/2025

**Priced Activity Schedule**

Item No	Brief Description of goods	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Handle window R/H	3			
2.	Handle window L/H	3			
3.	Locksets Sab commercial	3			
4.	Angle mild steel 50mmx50mmx6m	1			
5.	Extension lead 50m	1			
6.	Extension lead 30m	1			
				<b>Sub Total</b>	
				<b>VAT @%</b>	
				<b>Total</b>	

- (a) Oshana Regional Council requested works completion period: within 30 days as from the date of placement of order.
- (b) Bidder's proposed completion period: within .....days from date of placement of order.
- (c) Validity of offer: 30 days as from closing date set for submission of quotations.

Remark: [if any from Bidder]:.....

I/We agree to supply the abovementioned services at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal .....

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

Date: .....

Procurement Ref No.: .....

To:.....

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]*



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015**

**1. EMPLOYERS DETAILS**

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

## 2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

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

.....

## 3. UNDERTAKING

I .....[insert full name], owner/representative

of .....[insert full name of company]

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

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

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

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

## General Terms and Conditions Applicable

**1. Purchaser**

The Oshana Regional Council inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

**2. Suppliers**

The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Supplier.

### Margin of Preference

#### PRICE AND MARGIN OF PREFERENCE

The Margin of preference on price offered will be applied to the qualifying Bidders in accordance with the Code of Good practice of preferences, issued by the Ministry of Finance and Public Enterprises through the Procurement Policy Unit (PPU). The lowest evaluated bid price will be determined after the Margin of Preferences has been applied where applicable.

If a bidder qualifies for Margin of Preferences on more than basis, all such Margins of Preferences must be granted to the bidder and, when considering the bid, the bid price shall be reduced with the amount determined in accordance with the formula below for the price evaluation purposes.  $A = (MP \times BP) / 100$

In which formula

- a) "A" represents the amount to be determined.
- b) "MP" represents the total percentage of all margins of preferences granted in respect and
- c) "BP" represents the bid price.

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCES	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
Small and medium Enterprises	1%	<p>Submit a certified copy of a valid original SME certificate, duly certified by the commissioner of Oaths as issued by the Ministry of Industrialization, Trade and SME Development.</p> <p>Declaration indicating the percentage of Namibian SME ownership.</p> <p>Oshana Regional Council reserves the rights to inspect and confirm and authenticity of the information provided in the declaration.</p>	<p>A bidder who is an SME, means an enterprise that has a valid Micro, Small and Medium Enterprises certificate issued by the Ministry responsible for trade, whose minimum equity is 51% owned by Namibians.</p>

Women owned Enterprises	1%	<p>Submit a certified copy of Identification Documents (IDs) of all shareholders</p> <p>Founding statement/company registration indicating ownership structure / shareholder certificate by the commissioner of Oaths — declaration indicating the percentages of Namibian female ownership.</p> <p>Oshana Regional Council reserves the rights to inspect and confirm and authenticity of the information provided in the declaration</p>	A bidder who is a woman or whose minimum equity is 51 % owned by Namibian women.
Youth Owned Enterprises	2%	<p>Submit a certified copy of identification Documents (IDs) of all shareholders</p> <p>Founding statement/company registration indicating ownership structure / shareholder certificate by the commissioner of Oaths.</p> <p>In Namibia, Individuals between the ages of 16 and 35 are classified as youth.</p> <p>According to Section I of the National Youth Council Act, 2009 Act 3 of 2009, "youth refer to a person who is between the of 16 and 35. The age of an individual will be determined based their Identification Document (ID). Declaration indicating the percentages of Namibian Youth ownership.</p> <p>Oshana Regional Council reserves the rights to inspect and confirm and authenticity of the information provided in the declaration.</p>	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths
Suppliers providing employment to Namibian	1%	<p>Declaration that the bidder employs 50% or more Namibian citizens.</p> <p>Oshana Regional Council reserves the rights to inspect and confirm and authenticity of the information provided in the declaration.</p>	A bidder who employs 50% or more Namibian citizens.
Total margin of reference	5%		

**Award will be given to a bidder whose price is substantially responsive in accordance with the least cost selection method after applying the code of good practices.**

**3. Rights of Public Entity**

The Public Entity shall have the rights to

- (a) ask for clarifications at time of evaluating quotations and
- (b) reject all quotations.

A Public Entity shall not be bound to accept the lowest or any quotation.

**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/certified valid copy of good Standing Tax Certificate;
- (c) have an original/certified valid copy of 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) Submit signed Bid-securing Declaration.
- (f) 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;

**5. Bid Securing Declaration**

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

**6. Prices**

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

**7. The Contract**

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Service Provider

**8. Purchase Order**

A service provider to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) May not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the services on or before the date set in the purchase order for delivery of the services.
- (c) the purchase order shall be valid for 30 days only and will be cancelled thereafter.

**9. General Conditions of Contract**

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.- NCS-LS/RFQ-GCC as posted on the Policy unit website and Oshana Regional Council website.

**10. Warranty**

The Supplier warrants that the services provided shall conform to the standards, specifications as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the supplier in its response to the Purchaser's Invitation for Informal Quotation.

**11. Payment**

The Purchaser undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Supplier making good all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

**12. Project Manager**

The Project Manager is the person appointed by the Purchaser responsible for supervising the execution of the services and administering the contract.

**13. Advanced payment**

Advance payment is not applicable.

**14. Insurance Covers *N/A***

**15. Performance Security *N/A***

**16. Liquidated damages *N/A***