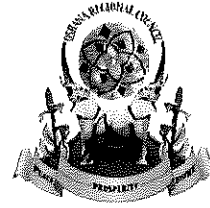




REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



Tel: (+264) 65 209315
Fax: (+264) 65 222588

Private Bag 5518
Oshakati

Request for Quotations for Goods

Supply and Delivery of Trophies for the Directorate of Education, Innovation, Youth, Sport, Arts and Culture

Procurement Reference No. G/IQ/ONARC/DEIYSAC -113/2025/2026

Name of Bidder:.....

Email of Bidder:.....

Bidder contact No:.....

Bid Amount:.....

Closing date: 23 October 2025 @ 11H00

INFORMAL QUOTATION (GOODS)

***Supply and Delivery of trophies the Directorate of Education, Innovation,
Youth, Sport, Arts and Culture***

Procurement Ref. No. **G/IQ/ONARC/DEIYSAC -113/2025/2026**

To: All Prospective Bidder

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 sent to Oshana Regional Council, Procurement Management Unit, Private Bag 5543, Oshakati, Leo Shoopala Street. Contact person: Hertha Bukasa@ 065-229800, in a sealed envelope marked Quotation Reference No: **G/IQ/ONARC/DEIYSAC -113/2025/2026**.

Your quotation should reach the Oshana Regional Council on or before the **23 October 2025** by **11h00 (am)** at latest.

Full Name of Head of Procurement Management Unit: Alma Kamulilo

Signature: 

Date: 14.10.2025



ACTIVITY SCHEDULE & PRICING:

Supply and Delivery of Trophies for the Directorate of Education, Innovation, Youth, Sport, Arts and Culture

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1	Tryumf plastic cup gold C size	3	Each		
2	Sticker medal 50mm less 100	17	Each		
3	Tryumf gold and silver metal cup	3	Each		
4	Sticker medal 25mm less 100	17	Each		
5	Tryumf medal ribbons assorted	17	Each		
6	Tryumf medal generic 40mm gold	17	Each		
7	Tryumf gold metal cup RAMAR	3	Each		
8	Sticker for trophy or glass standard assorted	9	Each		
				Sub Total (N\$)	
				VAT 15 %	
				GRAND TOTAL (N\$)	

- (a) Oshana Regional Council requested delivery within fifteen (15) days as from the date of placement of order.
- (b) Bidder's proposed completion period: immediately upon the placement of order.
- (c) Validity of offer: Thirty (30) days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned goods 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. **G/IQ/ONARC/DEIYSAC -113/2025/2026**

To: Oshana Regional Council Procurement Management Unit, Private Bag 5518, Oshakati, Leo Shoopala Street.

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:.....

General Terms and Conditions Applicable

1. Purchaser

The public Entity inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

2. Supplier

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 Service Provider.

3. Rights of Public Entity

The Purchaser shall have the right to:

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) to accept or reject any quotation; and
- (d) to cancel the quotation process and reject all quotations at any time prior to contract award.

4. 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 Security
- (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.

5. Validity of Quotations

The Quotation validity period shall be 30 days from the date of submission deadline.

6. Eligibility Criteria

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

- (a) have a valid certified copy of company Registration Certificate;
- (b) have an original/ certified copy of valid good Standing Tax Certificate;
- (c) have an original/certified copy of 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) 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 its awarded the contract or part thereof;

7. 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.

8. The Contract

The Purchaser Order as the case may be together with this Informal Quotation form shall constitute the contract between the Oshana Regional Council and the Service Provider

9. 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 90 days only and will be cancelled thereafter.

10. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.- IQ-LS/RFQ-GCC.

11. Warranty

The service provider 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 service provider in its response to the Purchaser's Invitation for Informal Quotation.

12. Payment

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Service Provider 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.

13. Project Manager

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

14. Advanced payment

Advance payment is not applicable.

15. Insurance Covers not applicable

16. Performance Security not applicable.

17. Liquidated damages not applicable.