



REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



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Oshakati, Namibia

Request for Informal Quotation (IQ) for Goods

SUPPLY AND DELIVERY OF GRN VEHICLE ACCESSORIES

Procurement Reference No: G/IQ/ONARC-DOW-168/2025/2026

BID AMMOUNT:
NAME OF BIDDER:
CONTACT PERSON.....
CONTACT NUMBER OF BIDDER.....
SIGNATURE.....

Closing Date:12 February 2026

Closing Time: 11:00

INFORMAL QUOTATION (GOODS)

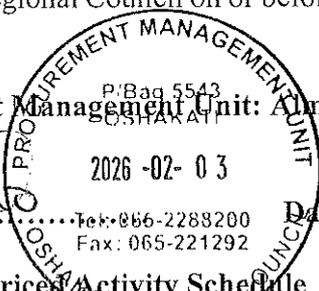
Procurement Ref. No. G/IQ/ONARC-DOW-168/2025/2026

To: All Prospective Bidders

The Oshana Regional Council hereby invites you to submit your quotation for the goods 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-DOW-168/2025/2026. Your quotation should reach the Oshana Regional Council on or before the **12 February 2026** by **11h00** at latest.

Full Name of Head of Procurement Management Unit: **Alma Kamulilo**

Signature: *Alma Kamulilo*



Date: **03/02/2026**

Price Activity Schedule

Item No	Description	Quantity*	Unit of Measure	Rate N\$	Total Amount NAD	Make & Model	Country of Origin
1.	Battery f657_70Ah CCA578 SAE Exide	1	Each				
2.	Wipe Blade WBU18R Inch 9XW-177935 -181 Hella	4	Each				
3.	Wipe Blade WBU21R Inch 9XW-177935 -211 Hella	4	Each				
4.	Wrench Rim 28PU_17x19mm/21x22_(420x420) 62276C Gedore	2	Each				
5.	Jack Mec Bottle 2t_485mm Lift JB030 Auto gear	2	Each				
	Total						

(a) Delivery Date: within 21 days after acceptance of purchase order

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

Date.....

Bidder's signature and seal

(Please see overleaf)

SCHEDULE 1

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

Date:

Procurement Ref No.:

To: Oshana Regional Council, Procurement Management Unit, Private Bag 5543, 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]

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.]



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, goods/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 by such shall lead to the action as stipulated in section 138 of the Labour Act, 2007, which includes but is 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 relation to the goods and services being procured under this contract.*

General Terms and Conditions Applicable

1. Employer

The Oshana Regional Council invites the Informal Quotation as the Employer to enter into a contract with the successful bidder.

2. Service Provider

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. This contract shall be awarded to the lowest substantially bidder, subject to Margin of Preference where applicable. The budget for this project is N\$ 10, 000.00

3. Rights of the Public Entity

The Oshana Regional Council shall have the right to

- (a) Ask for clarifications at the time of evaluating quotations and,
- (b) Reject all quotations.
- (c) 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) company business principal must be in line with this procurement;
- (b) have a valid certified copy of the company Registration Certificate;
- (c) have an original/certified copy of a valid good Standing Tax Certificate;
- (d) have an original/ certified copy of a valid good Standing Social Security Certificate;
- (e) have a valid certified copy of the Affirmative Action Compliance Certificate, proof from employment Equity Commissioner that the bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;

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 Namibia Dollars. Prices quoted shall be firm and fixed during the validity period of quotation and for the execution of the 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 Oshana Regional Council 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 goods on or before the date set in the purchase order for delivery of the goods.
- (c) the purchase order shall be valid for *90 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 (Goods) Ref. No.- **NCS/IQ/ONARC-DOW-168/2025/2026** posted on the website of the Policy Unit and on the Oshana Regional Council website.

10. Warranty

(d) 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.

11. Payment

The Employer undertakes to effect payment within 30 days after supply of the services items to the satisfaction of the Client subject to the Service Provider making goods 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 Employer responsible for supervising the execution of the services and administrating the contract.

13. Advanced payment

Advance payment is not applicable.

14. Insurance Covers: Not applicable

15. Performance Security: Not applicable

16. Liquidated damages: Not applicable