



REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



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Oshakati, Namibia

Request for Quotations for Goods

Supply and Delivery of Bond Paper For Division Lands

Procurement Reference No. G/IQ/ONARC/ LANDS-117/2025/2026

BID AMOUNT.....

NAME OF BIDDER.....

CONTACT PERSON.....

TELEPHONE.....

CLOSING DATE: 06 November 2025

CLOSING TIME: 11:00

INFORMAL QUATATION (GOODS)

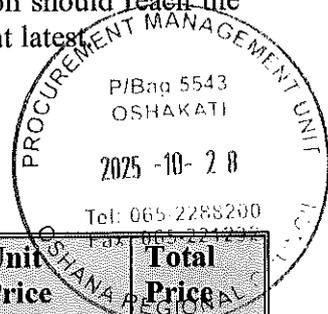
Procurement Ref.No. G:/IQ/ONARC/ LANDS-117/2025/2026

To: All Perspective Bidders

The *Oshana Regional Council* hereby invites you to submit your quotation for the services listed here under. 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, Private Bag 5543, Oshakati Division Lands. Contact person: Maria Nuule 065- 223862 in a sealed envelope marked Quotation Reference Number: **G/IQ/ONARC/LANDS-117/2025/2026**. Your quotation should reach the Oshana Regional Council Division Lands on or before the **06/11/2025 by 11h00 (am)** at latest.

Full Name of Head of Procurement Management Unit: Alma Kamulilo

Signature: Alma Kamulilo Date: 28-10-2025



Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
1.	Bond Paper 80 GSM 914mm x 50m 50mm Core, Six (6) rolls	06	Each		
				Sub Total	
				VAT 15 %	
				TOTAL	

- (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 withindays from date of placement of order.
 - (c) The following tests and inspections will be conducted at Oshana Regional Council division Lands during delivery: (Quality, Quantity and specifications)
 - (d) Validity of offer: 60 days as from closing date set for submission of quotations.
- 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.....

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]

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

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. Employer

The Oshana Regional Council inviting the Informal Quotation is the Employer for the purpose of entering into 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.

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.

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.

PRICE AND MARGIN PREFERENCE

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

If a bidder qualifies for margin of preferences on more than one basis, all such margins of preference 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.

CATAGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRETERIA
Small and Medium Enterprise	1%	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 Declaration indicating the percentage of Namibian SME ownership. Oshana Regional Council reserves the rights to inspect and confirm the authenticity in the declaration.	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 enterprise</p>	<p>1%</p>	<p>Submit a certified copy of Identification Documents (IDs) of all shareholders Founding statement/ company registration indicating ownership structure by the Commissioner of Oaths declaration indicating the percentage of Namibian female ownership. Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	
<p>Youth owned Enterprise</p>	<p>2%</p>	<p>Submit a certified copy Identification Documents (IDs) of all shareholders Founding statement/company registration indicating ownership structure/ shareholder certificate by the Commissioner of Oaths in Namibian. Individuals between the ages of 16 and 35 are classified as youth. According to Section 1 of the National Youth Council Act, 2009 Act 3 of 2009, ‘youth’ refers to a person who is between the ages of 16 and 235. The age of an individual</p>	<p>A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths</p>

		will be determined based on their Identification indicating the percentage of Namibian youth ownership. Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	
Suppliers provided employment to Namibian	1%	Declaration that the bidder employs 50% or more Namibian citizen' Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	
Total margin of preference	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.

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: **G-IQ/ONARC/ LANDS-117/2025/2026**

10. 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.

11. Payment

The purchaser undertakes to effect payment within 30 days after supply of the goods items to the satisfaction of the Purchaser subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.